

Permit to Work - Frequently Asked Questions

When will a change request for a permit request be required?

A change request will be required when a Permit to Work (PTW) has been refused/rejected, a permit request needs to be updated and when additional information or documentation needs to be provided. You can submit a change request via the email confirmation of the PTW from Planon.

Where can orange bags for bagging off and hot works and bagging off sign off sheets be collected and returned?

These can be collected and returned in any of the contractor offices at the University of Bristol, these are:

- 1-9 Old Park Hill for work at the Precinct, City Centre and Clifton
- The Maintenance Office at Holly Bush Lane for work at the residences and in Stoke Bishop area
- Main Contractors Office at Langford for work at the Langford Veterinary School.

Contractors may also print hot work and bagging off sign off sheets from the PTW documentation section in the [Information for Contractors](#) page once permits have been issued.

Is a PTW required for roof access when an inspection/survey is to be completed without any work activity undertaken?

A PTW is not required when assessing the roof for a roof inspection or survey, however, do ensure that the contractor is always escorted by an authorised University of Bristol contact during the survey. Hazards and risks must be communicated, and adequate measures taken to prevent the risk of injury or incidents. Moreover, if the roof is to be accessed via a scaffold, a PTW will be required for accessing the scaffold.

Must every scaffold have an alarm?

It is the University of Bristol's requirement and good practice to ensure that every scaffold is alarmed to prevent unauthorised access. However, if a scaffold will not be alarmed it must be discussed with an authorised University of Bristol site contact involved with the project. The site contact must be aware and further approve this and the approval must be stated in the RAMS when applying for the PTW. This also applies to scaffolds that will be dismantled the same day it is erected.

Does an unalarmed scaffold need to be registered?

Yes, without an alarm on a scaffold you will still need to register the scaffold once it is erected, this is for the Campus Division Health, Safety and Quality Assurance team to ensure up-to-date inventory of scaffold structures across the University, however, do leave the alarm column blank.

If you have any further queries regarding upcoming or current PTW please contact the Campus Division Safety Team – estates-safety@bristol.ac.uk.