



# **Contractor Health and Safety Handbook**





Visit [www.bristol.ac.uk/campus-division/contractors/](http://www.bristol.ac.uk/campus-division/contractors/) to access the Permit to Work system, book inductions, and for more information on working safely at the University of Bristol



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# 1. Introduction

Welcome to the University of Bristol!

This handbook covers key information, as well as the expectations and requirements of contractors working for Campus Division at the University of Bristol.

The University has some unusual hazards associated with our historical buildings and open city centre campus.

Health and Safety is at the core of everything we do in Campus Division, and it is important that our contractors uphold our standards for health and safety in everything that we do.

## [Campuses](#)

The University is primarily made up of five campuses:

Clifton Campus – This is our open campus in Clifton where the majority of our teaching spaces and offices are located, as well as the residential West Village.

City Campus – City Campus is comprised primarily of residential buildings, offices, and the University of Bristol buildings in the Bristol Royal Infirmary.

North Somerset Campus – Home of Bristol Veterinary School, it is located on the edge of the Mendip hills in the rural village of Langford, 14 miles south of Bristol.

Stoke Bishop Campus – Stoke Bishop is where the majority of University of Bristol residences are located, as well as our Botanic Gardens.

Temple Quarter Enterprise Campus – Temple Quarter is the new campus under development, next to Bristol Temple Meads station. It includes the Dental School and Retort House.



## 2. Key Contacts

### Security

- Emergencies: (0117) 33 112233
- Non-Emergencies: (0117) 92 87848

### Maintenance Help Desk (Monday to Friday, 7 am to 7 pm)

- (0117) 928 9898
- [maintenance-service@bristol.ac.uk](mailto:maintenance-service@bristol.ac.uk)

### Campus Division Health, Safety and Quality Assurance (CD HSQA)

- [campus-division-safety@bristol.ac.uk](mailto:campus-division-safety@bristol.ac.uk)

### Sustainability

- [sustainability-estates@bristol.ac.uk](mailto:sustainability-estates@bristol.ac.uk)

## 3. Contractors Offices

### Site Location of Contractor's Offices and Phone Numbers

#### Clifton Campus:

Contractors Office,  
1-9 Old Park Hill, Bristol, BS2 8BB  
What3words: ///froze.red.famous  
0117 331 7038



#### North Somerset Campus:

Contractors Office, Langford House,  
North Somerset, BS40 5DU  
What3words: ///cadet.searcher.chipper  
  
0117 331 9009



Stoke Bishop (all residences):  
Contractors Office, Holly Bush Lane  
Workshops, Hollybush Lane, Stoke  
Bishop, Bristol  
What3words: ///chill.paying.rider  
0117 903 4004



## 4. Conduct and Acceptable Behaviour

The University operates a “zero tolerance” policy to unacceptable behaviour anywhere on its premises. Unacceptable behaviour includes but is not limited to verbal and non-verbal threatening and bullying behaviour, harassment and discrimination (as defined in the Equality Act 2010). All contractor staff are expected to treat University personnel (staff, students, guests and visitors) and other contractors with courtesy, respect, and consideration at all times.

Contractors must only enter agreed work and access areas, or areas that are open to the public.

It is prohibited for any contractor to commence work on behalf of the University of Bristol under the influence of alcohol and/or prohibited substances within their system. It is also prohibited to be in the possession of illegal drugs and alcohols whilst at a University of Bristol or client site.

Contractors must not disrupt any teaching, learning, or working spaces, for example using radios or speakers.

Radios, speakers, and other music devices can only be used with explicit written consent from the University of Bristol Contact, which will be referred to as the UOB contact.

## 5. Inductions

Contractor operatives must have attended the Campus Division Contractor Induction, and Plant Room induction if applicable, prior to attending site, and on a two-yearly basis after that\*. Following this, contractors will be given a Contractor Induction Card that will allow them to work on University of Bristol sites.

\*Contractors working on Capital Projects sites under the control of a Principal Contractor are exempted from sending all workers but must send a representative who will ensure key information is included in their CDM (The Construction (Design and Management) Regulations 2015) site inductions.

For information on dates and booking, and to access the e-learning plant room induction visit the Information for Contractors webpage [\[bristol.ac.uk/campus-division/contractors\]](http://bristol.ac.uk/campus-division/contractors).

Additional site-specific inductions may be required for certain locations, such as laboratories. Your UOB contact will inform you if this is required.

## 6. Contractor Competency

Competence requirements for contractors working at the University of Bristol are determined by the Project Manager and by legislation.

All contractors must have the necessary capabilities, resources, competent personnel, and experience to ensure the health and safety of themselves and others. It is the responsibility of the contractor to ensure their staff are competent.

### **CSCS cards**

Capital Projects' sites mandate all operatives have the appropriate CSCS card.

### **Site Management and Supervision**

Contractors must provide all necessary and proper site supervision during the progress of the works and employ a competent person in charge throughout the contract, who is knowledgeable and familiar with British Standards and Codes of Practice.

Site managers on all Capital Projects' sites are required to have either the five-day CITB Site Management Safety Training Scheme (in-date), the NEBOSH 'Construction Certificate' or equivalent.

### **Asbestos Awareness**

All contractors working on the University of Bristol estate that have the potential to disturb the fabric of building must have undertaken the UKATA approved Asbestos Awareness course. Note this course is aimed at workers



who are likely to be exposed to asbestos but not intentionally work with asbestos.

## 7. Generic Project Requirements

The Generic Project Requirements (GPR) set out the matters that are important to the University. Designers must ensure completed projects meet these requirements, as well as relevant regulations, standards and agreed best practice. If you require access to them, please speak to your UOB contact or email [estates-gpr@bristol.ac.uk](mailto:estates-gpr@bristol.ac.uk).

If a deviation from the GPR is required, this must be discussed with your UOB contact, who will add the request to the system.

## 8. Signing in

It is the contractor's responsibility to ensure all employees and subcontractors without a UCard sign in at the relevant Contractors' Office on a daily basis, where they will be issued with a Contractors Pass.

All contractors, including those with UCards, will need to sign in at the Contractors Office for all works at the North Somerset Campus, Langford.

Many buildings, especially those with associated high risk, have local signing-in or registration procedures for contractors. The UOB contact will advise if additional signing in is required.



## 9. Signing out

Contractors are not required to sign out, but will need to attend the Contractors' Office to return any relevant completed documentation, keys, and wallets for contractors passes. Do not confuse this with signing off of any issued Permit to Work.

# 10. Working Out of Hours

Working hours at the University of Bristol differ across the different buildings. Out of hours work can be permitted when agreed in advance with the UOB contact.

UCards are restricted to certain working hours, as determined by the access level granted. This may limit access during evenings, weekends, bank holidays and closure days.

## University Closure Days are:

**Tuesday after Easter Monday**

**Tuesday after August bank holiday Monday**


**Christmas eve (or closest Friday) through to the day after New Year's Day (or closest Monday)**

# 11. Entry into Student Accommodation

Student and staff accommodation is and should be treated as someone's home. The following steps are required if working in staff or student accommodation. In an emergency, some of these requirements will not apply.

These are in addition to the standard rules for contractors:

- 24 hour notice should be given
- report to the Residential Facilities Coordinator for respective building (information can be found via UOB contact)
- no work in flats before 9 am
- ring and/or knock (at least twice) and announce yourself before going in
- show your ID
- don't use student's WC or other facilities
- be especially tidy and polite
- leave a calling card.

**Maintenance Update Card** 

Date and time visited: \_\_\_\_\_ Job number: \_\_\_\_\_

Dear Resident,

We visited your flat today to assess the maintenance fault you recently reported:

\_\_\_\_\_

Your job is now complete

**We couldn't fix the fault today because:**

A specialist contractor has been requested to attend

Parts have been ordered and we're waiting for them to be delivered

A replacement has been ordered and we'll install it as soon as it's delivered

Another visit is needed with additional assistance

other \_\_\_\_\_

Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## 12. Subcontracting

Responsibilities between contractors and subcontractors should be clearly defined in accordance with CDM 2015.

Contractors must notify their intention to subcontract to their UOB contact in writing.

The contractor must have assessed the subcontractor for health and safety competence, and subcontractors must adhere to the same requirements and health and safety standards as contractors.

Contractors must ensure that subcontractor risk assessments and method statements are suitable and sufficient for the work activity and all subcontractor operatives' competency has been checked.

Contractors are responsible for the supervision, monitoring, and provision of appropriate health and safety information to subcontractors.

## 13. First Aid

Contractors are responsible for assessing their own First Aid needs, and providing suitable First Aid cover based on their assessment.

Additional First Aid is available from Security.

If calling an ambulance to site, please also call Security so they can alert the relevant personnel and coordinate the arrival of the ambulance.



## 14. Incident Reporting and Investigation

Contractors are to immediately verbally inform their UOB contact of any accidents, incidents or near misses occurring to themselves or their employees during the course of their work. Outside of normal working hours, if a contractor is unable to access their UOB contact, they should instead contact Security on 0117 33 11 22 3.

In addition to following your own company procedure, a written report of the incident must be sent to the UOB contact within 48 hours. Contractors are responsible for notifying the Enforcing Authority where appropriate E.g.



reporting RIDDORs (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) to the HSE.

Contractors have a duty to provide the University copies of any incident investigations carried out by the contractor within two weeks of the incident, unless an exemption has been granted by the Campus Division HSQA team.

Contractors are required to **report near misses** (a safety incident that did not result in injury, illness, or death but had the potential to do so) to their UOB contact.

Example near misses:

- a chemical spill is quickly cleaned up before anyone is exposed to it
- an electrician attempts to begin work but realises the electric wire is still live
- fire escape doors are found to be locked and unusable in an emergency
- an employee almost touches a scorching hot surface because the indicator light is broken

We strive to maintain a safe and healthy workplace. Please help us do so by reporting incidents and near misses.

## 15. Fire Safety

*"The University has no tolerance towards staff, students or contractors deliberately breaching fire safety rules or fire safety legislation. Where it is proven an individual has knowingly contravened these rules or legislation, the University will treat this as a very serious incident and apply its disciplinary process as appropriate to the individual. This could result in the termination of accommodation tenancies, employment, or appointment, amongst other sanctions".*

The contractor has a responsibility to:

- assess the fire safety risks arising from their works or activities and implement control measures including use of the Permit to Work process where appropriate, taking permit application lead times into account
- co-operate with the University on all matters of fire safety
- have received appropriate information and instruction to enable them to comply with this policy and the University's emergency arrangements

- obey instructions relating to fire safety given by an authorised University member of staff
- maintain fire compartmentation during works, and report shortcomings in existing fire safety installations, services or compartmentation when identified during their own works
- if their works reduce existing fire safety standards on a temporary basis then alternative arrangements need to be put in place to ensure fire safety risks are effectively managed during this period
- not store equipment or materials in plant rooms, corridors, stairwells, or fire exits. They can only be stored in pre-agreed protected areas

Please access our Information for Contractors webpage [\[bristol.ac.uk/campus-division/contractors\]](https://bristol.ac.uk/campus-division/contractors) for the Fire Safety Policy, and specific requirements related to fire safety, i.e. hot works.

## 16. Plant Rooms and Access Arrangements

Plant rooms are limited to off-suite keys, which can only be accessed by those that have completed the Campus Division plant room induction on a two-yearly basis. Details on inductions can be found on the [Information for Contractors webpage](#).

Plant rooms, switch rooms and lift motor rooms, are not to be used for the storage of tools and equipment.

You must ensure that plant rooms are always locked securely when unoccupied to prevent unauthorised access.

Do not block your exit, or access to the plant room in case of emergencies. Immediate unrestricted access may be required to mains switches, isolation points and other key equipment.



Access into high voltage (HV) switch rooms for non HV authorised personnel is prohibited unless authorisation is given by the University of Bristol HV Compliance Officer or their deputy under a limitation of access document.

## 17. Contractor's Areas and Welfare Facilities

Contractor working areas must be clearly agreed with the UOB contact. Consideration must be given to ensure sufficient access is provided for the maintenance of services, e.g. drains, fire hydrants, riser cupboards, and escape routes.

Contractors are responsible for safety in areas allocated to them. University staff and visitors must be protected from any activity taking place within the area.

Welfare needs must be assessed and determined with the UOB contact. Where contractors are providing welfare needs, there must be provision of sufficient toilets and washbasins, drinking water and having somewhere to rest and eat meals.

University of Bristol welfare facilities can be used with the express agreement of the UOB contact.

## 18. Housekeeping

Contractors must ensure that appropriate measures are put in place to protect University of Bristol owned facilities and equipment from damage during works.

During the work, all areas accessible to staff and students (i.e. not in exclusive possession of the contractor) must be kept clean tidy and in a safe condition. All such areas shall be cleaned and left in a safe manner at the end of each day, with particular care to clear up any spilt liquids, saw dust etc. immediately.



# 19. Site Security

Contractors must take all practicably reasonable steps to prevent unauthorised access to the site or working area. Consideration of the area and its associated risks of intrusion must be taken into account, for example, within the city centre and its proximity to nightlife, and within the student residential areas.



Contractors must ensure that tools and equipment are not left unattended and that the security of work areas and University buildings are not compromised at any time.

Any emergency incidents should be reported immediately to Security Services on 0117 3311223, and to the UOB contact.

# 20. Tools and Equipment

Contractors must ensure that all plant, tools, and equipment used on the University campuses are:

- suitable for the work to be undertaken
- correctly maintained and in good condition
- comply with the relevant legal and safety standards
- stored securely
- have an in date pat test record and label
- and that workers are provided with sufficient information, instruction, and competence training on how to use plant, tools, and equipment.



Contractors must not use the University's plant, tools, or other equipment without express permission from the UOB contact.

Hand tools must be battery operated or powered via a centre tapped 110V transformer. For other electrical tools that are above 110V, you must use an 30mA RCD.

Tools and equipment must only be stored in pre-agreed areas. Do not leave tools and equipment in plant rooms, central teaching spaces, office areas, or anywhere accessed by staff, students, or members of the public.

## 21. PPE



Contractors must wear Protective Personal Equipment, as determined by their risk assessment and when directed to do so by signage or their UOB contact for a specific purpose.

## 22. Asbestos

University will endeavour so far as is reasonably practicable to prevent the exposure to asbestos and asbestos containing materials and, where this is not possible, ensure that the risks present from asbestos are minimised. Campus Division have an Asbestos Management Plan, available via the [Information for Contractors](#) page.

### **Competence**

All contractors working on University of Bristol estate that have the potential to disturb the fabric of the building must have UKATA Level Two Asbestos Awareness training as a minimum. Certificates to be provided to Campus Division on request, failure to provide suitable certificates will result in removal from site.

This training and competence are to be used, together with the register, to check and risk assess the presence of asbestos containing materials (ACMs) in the area prior to works. (Pre 2000 buildings).

### **Asbestos Register and Planning**

When planning minor repair and maintenance works, the asbestos register **must be checked in advance** to ascertain the extent and condition of any asbestos containing materials. The asbestos register is held on a digital system, access to the register can be arranged via your UOB contact.

Please note that the University of Bristol asbestos register is based on information from an asbestos management survey, and not a refurbishment

and demolition survey. Where no information is available ACMs must be assumed to be present.

For intrusive works on pre-2000 buildings; a University of Bristol Campus Division approved specialist company should be engaged to undertake a Refurbishment and Demolition (R&D) asbestos survey of all working areas prior to works commencing. They should also be used for undertaking, clearance, cleaning or containment and management methods to ensure the work site is safe for operatives and free of risk of cross contamination of other areas. For capital projects under control of a Principal Contractor, alternative asbestos contractors can be engaged via prior contractual agreement and in consultation with the compliance department.

The Universities Asbestos Management Plan (AMP) must be adhered to in all cases.

### **Discovery of Asbestos**

If there is any doubt regarding the presence of asbestos at the start of works or exposed during the course of works, immediately stop work, evacuate the local area and prevent access. Do not disturb the material or stay longer in the affected area than is essential. Alert your UOB contact immediately, or the emergency security number in their absence. Detailed emergency procedures for specific scenarios can be found via the Information for Contractors webpage [\[bristol.ac.uk/campus-division/contractors\]](http://bristol.ac.uk/campus-division/contractors).

## **23. Dust on Site**

Contractors are responsible for the appropriate suppression of dust created by their work activities. Respiratory Protective Equipment (RPE) must be worn either in addition to control of dust at source, or as a last resort.

Contractors must request a bagging off permit to work for activities where dust is created in proximity to a smoke detector. This includes working outdoors next to open windows.

## **24. Noise on Site**

Contractors are reminded that they are responsible for any excessive noise created from the use of noisy items of equipment. Reasonable precautions must be taken by contractors to minimise noise. Should noise cause problems,



contractors may be required to reschedule such works outside of normal working hours.

Any work activities that produce noise above 80dB must have suitable controls in place included in the RAMS, such as exclusion zones and/or hearing protection, including free of charge hearing protection for non-workers affected by the noise.

## 25. Work within Laboratories

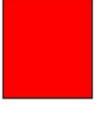
Due to the hazardous activities, equipment and materials within laboratories, all works must be undertaken under the strict control of the relevant Laboratory Supervisor, Laboratory Technician or similar, as well as your UOB contact.

Access to laboratories is restricted. You must receive a local laboratory induction and authorisation for access to be granted.

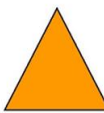
Laboratories use a RAG (Red Amber Green) system to notify lab users to the level of hazards

You must wear all PPE deemed necessary by the laboratory staff and signage, never lone work in labs, not eat or drink anything, including water, wash your hands upon exit, and leave the site clean and tidy. Emergency exits must always be left clear.

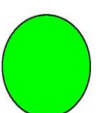
Always inform the Laboratory Supervisor once you have completed works.

ROOM ACCESS NOTICE	
Room	
	<p><b>High Risk Area</b> Significant hazards. Access restricted to specified people only. All visitors must be accompanied by an authorised person at all times.</p>
<b>Responsible Person (office, extension)</b>	Room: _____ Ext: _____
AUTHORISED PERSONS	
Responsible persons Workshop personnel and authorised visitors	
Head of School School Safety Manager	School Safety Advisor School Technical Manager
Access to this laboratory will be periodically monitored to ensure the University complies with its obligations under health and safety legislation and duty of care to its staff. This information will only be accessed by members of staff within the Faculty with health and safety responsibilities. All individuals entering the laboratory must swipe in using their UCard where fitted (no tailgating).	
OTHER ACCESS	
For assistance in finding an authorised person if not present in the room: In normal working hours contact the Physics Porters: 0117 928 7463 (int. 87463) Out of hours contact University Security Services: 0117 331 1223 (int. 112233)	

ROOM ACCESS NOTICE	
Room	
	<p><b>Medium Risk Area</b> Potentially significant hazards. Access restricted to specified people only. All visitors must have a safety induction from an authorised person.</p>
<b>Responsible Person (office, extension)</b>	Room: _____ Ext: _____
AUTHORISED PERSONS	
Responsible persons Workshop personnel and authorised visitors	
Head of School School Safety Manager	School Safety Advisor School Technical Manager
Access to this laboratory will be periodically monitored to ensure the University complies with its obligations under health and safety legislation and duty of care to its staff. This information will only be accessed by members of staff within the Faculty with health and safety responsibilities. All individuals entering the laboratory must swipe in using their UCard where fitted (no tailgating).	
OTHER ACCESS	
For assistance in finding an authorised person if not present in the room: In normal working hours contact the Physics Porters: 0117 928 7463 (int. 87463) Out of hours contact University Security Services: 0117 331 1223 (int. 112233)	

ROOM ACCESS NOTICE	
Room	
	<p><b>Low Risk Area</b> No significant hazards. Some access restrictions. Visitors who have attended the Physics Fire and Safety Induction may enter unaccompanied.</p>
<b>Responsible Person (office, extension)</b>	Room: _____ Ext: _____
AUTHORISED PERSONS	
Responsible persons Workshop personnel and authorised visitors	
Head of School School Safety Manager	School Safety Advisor School Technical Manager
Access to this laboratory will be periodically monitored to ensure the University complies with its obligations under health and safety legislation and duty of care to its staff. This information will only be accessed by members of staff within the Faculty with health and safety responsibilities. All individuals entering the laboratory must swipe in using their UCard where fitted (no tailgating).	
OTHER ACCESS	
For assistance in finding an authorised person if not present in the room: In normal working hours contact the Physics Porters: 0117 928 7463 (int. 87463) Out of hours contact University Security Services: 0117 331 1223 (int. 112233)	

## 26. Drones

Use of drones must not take place unless University of Bristol approval has been given.

We require full details of the drone make and model, operator ID, proof of adequate insurance, risk assessment and a detailed 'method of flight operations' plan. This must include the flight path, take off-landing location, timings and details for the safe control of the area to ensure that people not directly involved in the activity are protected and safely managed.

More information can be found at: [bristol.ac.uk/safety/staff/drone-operations/](https://bristol.ac.uk/safety/staff/drone-operations/)

## 27. Control of Substances Hazardous to Health (COSHH )

Suitable and sufficient COSHH assessments must be completed, which must include the necessary safety precautions to be taken as a minimum.

Contractors must work according to the controls detailed in the COSHH assessment and method statement, including wearing the appropriate PPE.

Appropriate precautions must be taken to protect employees, students, members of the public and the environment and this must be reflected in your method statement. E.g. ensure that hazardous substances or emissions do not spread beyond the immediate work area and have suitable spill arrangements in place.

Contractors **must not** accept any delivery to the site of hazardous substances unless accompanied by the safety data sheets and a COSHH assessment relating to the relevant conditions of use.

Additionally, contractors must not use any hazardous substance or carry out any procedures which may create hazardous emissions without University of Bristol approval.

COSHH covers:

- chemicals
- products containing chemicals
- fumes
- dusts

- vapours
- mists
- nanotechnology
- gases and asphyxiating gases and
- biological agents.

## 28. Sustainability

Contractors are required to manage all waste generated as part of their operations in accordance with Duty of Care Code of Practice and the Environmental Protection Act 1990 (and any subsequent applicable legislation). This means that contractors should apply the principles of waste hierarchy and ensure that they produce, store, transport and dispose of controlled waste without harming the environment. Contractors should ensure that they provide appropriate and compliant waste collection facilities for the works and collect relevant data on waste generation (e.g. quantities of waste, recycling/reuse/landfill rates, material destinations etc) as per their contractual obligations with the University. No contractor waste should be disposed via the University provided waste and recycling collections. The University reserves the right to audit the contractors arrangements as part of due diligence and our ISO14001 Environmental Management System.

## 29. Risk Assessments and Method Statements

Contractors are required to provide relevant, suitable, and sufficient site and task specific risk assessments and method statements for all jobs to be undertaken. These are to be submitted to the UOB contact at least 5 working days before work is planned to start, and accepted by the UOB contact before work commences.

Where relevant, the site manager must review all risk assessments and method statements at regular intervals, giving consideration to the nature of the risks and degree of change within works. Any changes must be communicated to the UOB contact.

Risk assessments and method statements for isolations and hazardous activities are also reviewed by Permit to Work Authorisers, during the Permit to Work approval process. This is **in addition** to the approval by the UOB contact.

Emergency procedures where required must form part of the RAMS.

Any specific competency certifications where required should be submitted with the RAMs.

Any equipment and or plant certification where relevant should be submitted with the RAMs, where hire plant is to be used the certification should be available for inspection are place of use.

A Safe System of Work is also required for activities which present a significant hazard and a more detailed assessment is required. It is the contractor's responsibility to ensure that a Safe System of Work is followed at all times.

Contractors shall ensure all their staff and any subcontracted staff have read and accepted the conditions of the method statement and risk assessment before any work commences on site.

## 30. Parking and Road Safety

The parking of vehicles, other than those connected with delivery or collection of materials, is not permitted on the University campus without prior agreement and an official permit. Parking permits can be obtained via your UOB contact.

Contractors' vehicles will be subject to all parking regulations operating within the University area and should note that these regulations make provision for the levy of parking fines, wheel clamping and vehicle removal where appropriate.

Areas for loading and unloading needs to be agreed in advance with your UOB contact, the relevant Facilities Manager, or building user.

## 31. Notices and Searches for Local Authority and other Authorities

Contractors are responsible for:

- giving all notices and searches required by any public service provider or company affected by the work
- giving all notices and searches required by the Local Authority in respect of their services and access, road closure or blockage etc.
- paying any fees and charges relating to searches and licences etc.

Examples of notices and searches that contractors are responsible for include:



- Searches for underground utilities and services, such as sewers or gas mains. See *31.8 excavations* for more information on excavation Permit to Work requirements.
- Searches for planning applications to site.
- Searching for Local Authority notices, such as notices of road closures, or notices of dangerous structures.
- Sending the local authority a Building Regulations Notice, where relevant.

## 32. Site Inspections, Site Tours, and Safety Audits

Contractors are subject to, and must cooperate with any site inspections, site tours, and safety audits from the relevant stakeholders within Campus Division. Contractors are responsible for ensuring that all corrective action requirements are carried out in a timely manner.



## 33. Permit to Work

A Permit to Work (PTW) procedure is a formal safe system of work, under which certain high-risk activities and isolations may only be carried out with specific authorisation.

### 33.1 Using the Permit to Work System

#### Setting up an account

Campus Division operates a digital Permit to Work system, using Planon. An account can be created by visiting our Information for Contractors webpage [\[bristol.ac.uk/campus-division/contractors\]](http://bristol.ac.uk/campus-division/contractors). Please allow five working days for the account to be set up. The log in details will be sent to the email address provided.

#### Requesting a Permit to Work

Permit to Work requests can be made via the **Contractor Portal**. This can be found on the 'Information for Contractors' webpage [\[bristol.ac.uk/campus-division/contractors\]](http://bristol.ac.uk/campus-division/contractors).

All PTW applications must be made ten working days prior to work commencing. This is to allow time to process the PTW, and for the PTW to be rejected and re-submitted if the information provided is insufficient.

Risk assessments, method statements and any additional relevant documentation must be attached to each individual PTW.

### **Carrying out activities under the Permit to Work**

Contractors must ensure that all Permits to Work have been issued before starting works.

Once a PTW has been issued, it can be downloaded and/or printed.

All operatives on site must be made aware of the PTW, and the conditions set out within them before commencing the work activity.

PTW must be available at the work site – either in paper or digital format.

Works will stop if they are carried out without a permit when one is required. They will only resume once a permit is approved and issued.

Ensure that the activities are only carried out during the dates and times listed on the PTW.

There are additional sign off sheets for hot works and bagging off Permits to Work.

### **Change Requests**

If there are any significant changes to the work activity, or a change to the date or time, a 'change request' can be submitted via the Contractor Portal.

### **Completing works**

Once the work activity has been completed, please ensure the relevant sign off sheets are returned to the Contractors' Offices and the PTW is 'closed'. This can be completed via the Contractor Portal.

## 33.2 Activities Requiring a Permit to Work

Isolation Permit Type	Condition when permit to work is required	Examples
Electrical Services		
High Voltage isolation (Electrical Services)	<p>Work on high voltage (&gt;1000V) electrical system.</p> <p>Only to be completed by the incumbent HV Electrical contractor.</p> <p>– <b>Additional information below</b></p>	<ul style="list-style-type: none"> <li>○ Work in a lab that requires the isolation of electrical supply to a whole floor for the work to be undertaken safely</li> <li>○ Isolation, disconnection and reinstatement of standby generator</li> <li>○ Diverting of two LV cables between buildings plus the diverting of two HV cables within the same area</li> </ul>
Low Voltage isolation (Electrical Services)	<p>Work on or near energised electrical conductors less than 50 V AC or 120 V DC (Extra low voltage electrical system)</p> <p>Isolation of LV electrical mains distribution boards and circuits.</p> <p>– <b>Additional information below</b></p>	<ul style="list-style-type: none"> <li>○ To relocate an existing distribution to a serviceable location</li> <li>○ Replacement of existing sub main supply to distribution board</li> </ul>
Mechanical Services	<p>All mechanical isolations involving the removal or blocking of energy sources from an item of plant or equipment, to prevent danger from mechanical, electrical, hydraulic and/or stored energy hazards.</p> <p>All isolation and removal of safety critical equipment if associated with equipment that will remain in service. Includes any work that requires the by-passing or over-riding of critical protective devices.</p> <p>– <b>Additional information below</b></p>	<ul style="list-style-type: none"> <li>○ Isolating a section of a piping</li> <li>○ Removal of pressure/thermal relief valves,</li> <li>○ Isolating emergency shutdown components that render equipment or machinery inoperable etc.</li> </ul>
Local Exhaust Ventilation and fume cupboards	<p>Any activity resulting in the isolation of or affecting the normal operation of a local exhaust ventilation system or fume cupboard. The temporary shutdown of LEV or fume cupboard that may give rise for the building to be put out of use or a process to be halted until such time the equipment has been brought back into use.</p>	<ul style="list-style-type: none"> <li>○ Replacement of expansion valve on incubator</li> </ul>
Water	<p>PTW required for isolation of mains water. (Building users must be made aware of isolation through a service interruption notice). PTW is <b>not</b> required for individual appliances and taps.</p>	<ul style="list-style-type: none"> <li>○ Replacing of inlet float valve.</li> <li>○ Disinfection of domestic storage tank</li> </ul>
Gas	<ul style="list-style-type: none"> <li>- PTW required for:</li> <li>- Commissioning, decommissioning and installation of natural gas appliances or pipework.</li> </ul>	<ul style="list-style-type: none"> <li>○ Isolate, test and purge existing natural gas installation</li> <li>○ Installation of gas mains</li> <li>○ Replacement of Helium, Hydrogen and Co2 Manifolds.</li> </ul>

	<ul style="list-style-type: none"> <li>- Gas works that require cutting into pipework, purging, pressure testing and tightness testing, with associated certification.</li> <li>- PTW <b>not</b> required for:</li> <li>- Local isolations to pipework and appliances i.e. for replacing parts or servicing.</li> </ul>	
<ul style="list-style-type: none"> <li>o Fire Alarm System isolation</li> <li>o Bagging off smoke detector heads.</li> <li>o Panel / zone isolation</li> </ul>	<p>Any isolation of fire detection system either by bagging off detector heads or isolation or any part of a fire detection or firefighting system.</p> <p>– <b>Additional information below</b></p>	<ul style="list-style-type: none"> <li>o Internal decorating that may produce smoke or dust</li> <li>o Disconnect and remove existing heat probes from duct system, install heat tape between each of the ducts.</li> </ul>
Building Management System (BMS).	Any isolation or disabling of the Building Management System.	<ul style="list-style-type: none"> <li>o Isolation of HVAC to undertake flood repair remedial works.</li> <li>o Isolation of air handling units to replace trend controllers serving the main plant – boilers, heating pumps and air handling units.</li> </ul>
Lifts	Any isolation or disabling of a passenger or goods lift system or its controls.	
<b>Hazardous Activity Permit Type</b>	<b>Condition when a permit to work is required</b>	<b>Example(s)</b>
Hot Work (max. duration one day only)	<p>Any work that requires using open flames, applying heat or friction, or may generate sparks or heat such as, but not limited to welding, soldering, cutting, brazing burning and the use of powder-actuated tools or similar fire producing operations</p> <p>– <b>Additional information below</b></p>	<ul style="list-style-type: none"> <li>o Welding</li> <li>o Cutting</li> <li>o Grinding</li> <li>o Brazing</li> <li>o Soldering</li> <li>o Torching</li> </ul>
Confined Space	<p>Any entry into a confined space as defined by the Confined Space Regulations 1997 – <b>Additional information below</b></p>	<ul style="list-style-type: none"> <li>o Enter service duct to identify leak and repair</li> <li>o The inspection of a seized sewage release valve in a confined space</li> </ul>
Excavations	<p>Any operation that penetrates, lowers or disturbs the existing ground level to a depth greater than 300mm</p> <p>– <b>Additional information below</b></p>	<ul style="list-style-type: none"> <li>o Digging a trench to install utilities</li> <li>o Using stakes to secure a marquee in the ground</li> </ul>
Asbestos	<p>All activity involving work with asbestos or asbestos containing materials.</p> <p>– <b>Additional information below</b></p>	<ul style="list-style-type: none"> <li>o Removal of ACMs</li> <li>o Repair service duct where asbestos debris has been identified</li> </ul>
Asbestos – ceiling void	All work in any ceiling void labelled as containing asbestos material.	<ul style="list-style-type: none"> <li>o Environmentally clean an area above ceiling tiles to make area safe for other contractors</li> <li>o Install of ablative batts in ceiling voids</li> </ul>



<b>Working at Height</b>		
All work activities undertaken from height as defined in the Work at Height Regulations 2005, <b>excluding</b> short duration work from a ladder.		
<b>No lone working at height is permitted under any circumstance.</b>		
Roof Access	All roof work, even with a guarded edge, must be carried out under a roof access permit.	<ul style="list-style-type: none"> <li>○ Accessing roof to service air conditioning systems.</li> </ul>
Use of access equipment	Any use of a mobile elevated working platform (MEWP) or crane. – <b>Additional information below</b>	<ul style="list-style-type: none"> <li>○ Using a MEWP to strip out pipework on the external of the building.</li> <li>○ Crane lift used for lifting air conditioning condensing unit onto steel frames.</li> <li>○</li> </ul>
Scaffold erection, modification, striking and access	Any work to erect, modify, strike and access a scaffold structure. – <b>Additional information below</b>	<ul style="list-style-type: none"> <li>○ Erecting scaffolding to install alarms.</li> <li>○ Erecting and working from scaffolding to fix a leak.</li> </ul>

### 33.3 Electrical Services Isolation

A low voltage(LV) isolation PTW must be sought for sub mains isolations to local LV distribution boards.

The isolation of the electrical supply must be proven dead by means of a test instrument (in line with HSE Guidance Note GS38) that has been proven operational on a proving unit or a known live source before and after the isolation of the supply has been checked and confirmed. Plus, the applicable miniature circuit breaker (MCB) or Isolator must be locked and tagged with a unique padlock and suitable locking device.

The isolation is to be witnessed by the Campus Division Approved Person or their nominated representative, after discussion with the PTW Authoriser.

All high voltage (HV)work must be carried out by the incumbent HV contractor.

### 33.4 Mechanical Services Isolation

Due to the potential disruption and costs arising from unplanned service disruptions, contractors must not affect service isolations without the permission of the UOB contact and a valid Permit to Work (PTW).

Other than in emergencies, permission will only be given once the University is satisfied that it has identified which areas will be affected by an interruption to services and ensured that relevant stakeholders have been consulted and developed suitable plans to manage the impact of disruption. Consequently, all

major service isolations are subject to the University of Bristol Permit to Work (PTW) process.

Contractors must not connect to or interfere with the essential building services, e.g. water supply, drainage system, compressed air, gas or other services at the University without prior agreement of the Project Manager.

## 33.5 Fire Alarm Systems

Contractors can request to isolate fire alarm detection systems in order to prevent false alarm activations. This process would involve the isolation of either individual detectors, zone, or loop. For more information on how to select the appropriate type of fire alarm system isolation, please visit the Information for Contractors webpage [\[bristol.ac.uk/campus-division/contractors\]](http://bristol.ac.uk/campus-division/contractors).

### **Loop Isolation**

Loop isolations apply to whole or parts of buildings, and may isolate detection across floors. These isolations could impact not only detection, but also fire alarm sounders, manual call points, and sometimes lift interfaces. Where possible, loop isolations should be completed outside of working hours.

Contractors will need to liaise with their UOB contact, or directly contact the incumbent Campus Division fire alarm maintenance contractor to arrange the isolation, and apply for a fire alarm isolation PTW. The incumbent fire alarm maintenance contractor shall be engaged to carry out these isolations at the expense of the contractor.

The project manager should liaise with the Facilities Manager to ensure that the building, or relevant parts of building are not occupied for the duration of the isolation.

A list of the affected areas should be requested from the fire alarm contractor, and these areas plotted onto a clear floor plans and provided to the UOB contact and Facilities Manager in order to communicate the impact to building users.

If work can only be carried out during working hours, documented temporary mitigations should be in place, for example:

- organising a 15 minute fire watch patrol, and provision of air-horns or loud-hailers to raise the alarm, and

- informing building users of these temporary arrangements, and whether public equipment such as manual call points are non-operational. Signage to be applied to impacted manual call points.

The contractor will need to issue a risk assessment and method statement for the work which demonstrates that mitigations will be in place for the loss of detection, sounders and MCP's.

The method statement should include details of the areas affected by the isolation and the time periods that this will take place.

## **Zone Isolation**

Isolation of a zone will apply to a limited area, such as a room or collection of rooms within a building.

These isolations can be applied during working hours, with the following mitigations in place for the area affected:

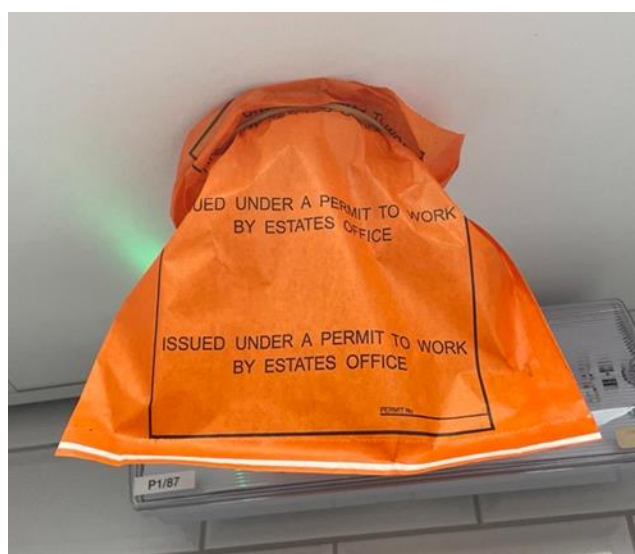
- means of detecting fire (15 minute fire walks)
- emergency procedures – locations of nearest MCP to raise the alarm if a fire is detected
- fire detection to be re-instated overnight.

## **Bagging off permit**

Isolation of the fire detectors via bagging off may only be carried out under a 'Bagging Off Permit to Work'.

Contractors must only use the Campus Division issued orange paper bags and elastic bands, and use must be recorded on the 'Daily Sign Off Sheet'. Contractors must pick up the bags and sign off sheets from the appropriate Contractor's Office after receiving an email from [campus-safety@bristol.ac.uk](mailto:campus-safety@bristol.ac.uk) notifying them to do so.

All issued Permit to Work Documentation, daily Sign off Sheets, bags and bands must be returned to the Campus Division Office or Principal Contractor at the end of the work or upon expiry of the Permit to Work.



## Common Causes of Fire Alarm Activations

- Dust from works being carried out such as down takings, drilling or cutting masonry, brickwork and concrete, or work on ventilation systems. This could be internal or external i.e. where dust enters through windows or openings.
- Smoke, fume and aerosol producing activities such as: cutting, welding, hot air welding of floor coverings.
- Floor brushing activities in the vicinity of smoke detectors creating excessive amounts of dust. This should be avoided and vacuum cleaners used instead.
- Break glass points which are still active being left unprotected in areas where materials are being moved.
- Existing ventilation systems not adequately sealed off to prevent ingress of dust or fumes into the ventilation ductwork .
- Steam or water ingress into detectors.
- Objects interrupting the beam of beam type detectors.

## 33.6 Asbestos

Asbestos Permit to Work shall be required for all:

- survey work including bulk sampling
- air monitoring activities
- removal or remediation work
- refurbishment or improvement works i.e. drilling, sanding.



## Competence

In addition to UKATA Asbestos Awareness, contractors shall hold appropriate training and competence for the task being undertaken. Certificates to be provided to Campus Division on when making the permit application, failure to provide suitable certificates will result in removal from site.

Those undertaking licensed asbestos work must hold Licensed Asbestos Training Certification (LARC), only University of Bristol approved LARCs can remove asbestos. Those undertaking non-licensed and notifiable non-licensed work (not removals) must hold Non-Licensed Task Training Certification. Certification must be via an accredited body such as UKATA or IATP. Asbestos management Plan must be consulted before any asbestos work takes place and all works must be in line with the University of Bristol Asbestos process and procedures.



## **Permitted Asbestos Works**

See section 22 for information regarding planning, accessing the asbestos register, when R&D surveys are required, and emergency procedures.

All works are to be carried out in accordance with the Control of Asbestos Regulations 2012, L127 Management of Asbestos, L143 Managing and Working With Asbestos, and the HSE Asbestos Essentials. Waste shall be stored and removed in accordance with hazardous waste regulations by a licensed supplier.

Asbestos Permit applications require full Plans of Works, risk assessments and competence certificates in advance. All documentation relating to asbestos works are to be provided to Campus Division on completion of the work.

## **33.7 Confined Space Entry**

PTW is required for any entry into a confined space as defined by the Confined Space Regulations 1997. This includes some ducts, roof voids, tanks, pits, trenches, chambers or similar confined space where there is also a specified risk (fumes, oxygen depletion, risk of water or liquid ingress, flammable atmospheres, free flowing solids etc).

Suitable training and qualifications are required for confined space entry and rescue teams and are required on the PTW application. Online training courses are insufficient.

Workers who may enter the space should be individually identified, informed and instructed about potential hazards, and trained in the relevant safe system of work, safety equipment and rescue arrangements. Such training must involve practical training in the use and testing of equipment such as gas detection and monitoring equipment, access equipment such as winches and harnesses, and training in rescue arrangements including the use of escape and rescue breathing apparatus. Gas detection equipment will generally require daily (or before each use) "bump" testing using a test gas. Training will also be required in the use of personal protective equipment and relevant hygiene precautions.

Those who may need to be involved in rescue will need to be trained in the rescue procedures.

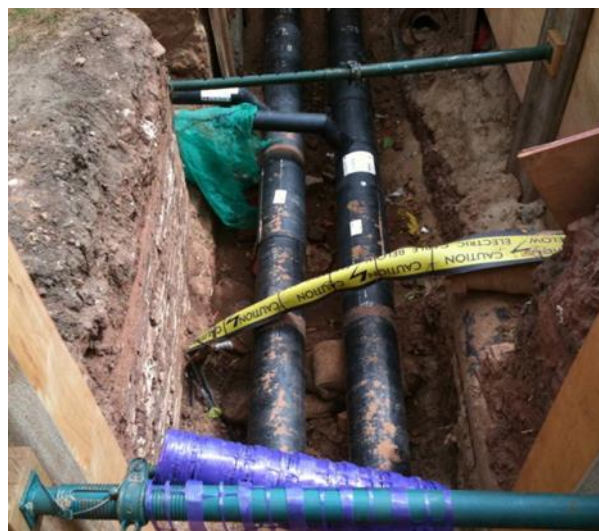
A suitable and sufficient risk assessment must be undertaken before any confined space work commences and this should be undertaken by a competent person who has received detailed training on how to assess confined space hazards and identify specific precautions.

We expect all contractors to follow the guidance set out in the Safe Work in Confined Spaces—Approved Code of Practice and Guidance L101.

## 33.8 Excavations

An excavation is any operation that penetrates, lowers or disturbs the existing ground level to a depth equal to or greater than 300mm. All excavation activity requires a permit to work. This includes using stakes for marquees and inflatables.

Contractors must request details of known underground services and submit this with the permit application. These utility/service plans must be sourced and dated a maximum of one month in advance of the start date of works, to ensure that they are current.



In the event of the discovery of an uncharted or unmarked service or cable strike, work should be stopped immediately, and the contractor must contact the UOB contact for further instruction.

Every excavation, regardless of depth of dig, must be preceded by the use of a cable location device such as a CAT Scanner (and Genny where practical). These can assist in tracing the true location of underground services on site.

Repeated use must be made of the location device at every 300mm (12"), or spade depth, as the excavation progresses. The same applies when using a mechanical excavator.

Lone working is not allowed when excavating. An 'observer' must be present during any excavation and ensure that they maintain visual contact with the operator during the excavation. The observer must advise the plant operator in the event that an underground cable is identified.

Contractors who undertake excavations in public footpaths or highways shall have successfully undertaken the New Roads and Street Works Act 1991

(NRSWA) training course and be registered on the Street Works Qualification Register. Their yellow card must be available for ad hoc site checks to prove their competency to work in public highways and roads.

Contractors who carry out excavation works in public footpaths or highways must have the associated permits and licences granted by the relevant local authority. The Campus Division staff member responsible for the contractor should ensure that these permits are in place prior to excavation works taking place in public footpaths or highways.

We expect all contractors who intend to undertake any excavations to work in line with guidance set out by the HSE, including [HSG47 – Avoiding danger from underground services](#) and appropriately consider and temporary works requirements, in accordance with [BS5975:2019 Code of practice for temporary works procedures and the permissible stress design of falsework](#).

## 33.9 Working at Height

The main piece of legislation covering working at height including scaffolding is the Work at Height Regulations 2005. The overriding principle of the Regulations is that those who have control over work at height must do all that is reasonably practicable to prevent anyone falling.

### **Scaffold**

All scaffolds must be built and modified to either TG20:21 or as a bespoke design scaffold by a competent scaffold designer. TG20:21 or bespoke scaffold design drawings must be submitted to the University of Bristol with the Scaffold Permit to Work request, alongside site specific RAMS and an emergency rescue plan that does not rely on emergency services.

Once erected and before being taken into service any scaffold must be inspected by a competent person.

Whilst being used as a working scaffold thereafter there shall be an inspection once per week. Additionally, an inspection shall take place after bad weather or after any modifications have taken place. All scaffolds, even when not in use, shall be inspected at least once a month, or more regularly if deemed necessary in the risk assessment.

All scaffolds erected on University premises which are in excess of 2m in height from the ground shall carry a "Scafftag", or similar, inspection record which contains removable record card on which inspections are entered. Should a

scaffold be unsafe to use the record card is removed revealing a "DO NOT USE" sign warning personnel not to use the scaffold. This system fails safe in that if the record card is missing it will be assumed that the scaffold is unsafe to use, it further gives a quick and easy reference that inspections are up-to-date.

All scaffold users shall be trained in the potential dangers and precautions required during use.

Unauthorised access to the scaffold shall be restricted at all times, especially when the scaffold is not in use. This includes scaffold alarming, fencing and barriers, removal of ground to first lift ladder, or use of ladder guards where ladder removal is not reasonably practicable.

The above information is extracted from the Scaffold Procedure (HAS-SP-023). For the full procedure, please request a copy from the HSQA team, your UOB contact, or via the Information for Contractors webpage [\[bristol.ac.uk/campus-division/contractors\]](http://bristol.ac.uk/campus-division/contractors).

A qualified temporary work supervisor shall be in place for all scaffolding installations.

Any contractors who supply, install or work from scaffolding is expected to consult the standard giving guidance on performance requirements and methods of structural and general design for access and working scaffolds is BS EN 12811-1:2003 Temporary Works Equipment, Scaffolds, Performance Requirements and General Design.

## **Scaffold Register**

All scaffold structures should be logged on the Campus Division Scaffold Register, even if they are not alarmed, to enable us to hold an up-to-date inventory of scaffold structures across the University estate. To add scaffold structures to the register, please use the form found on the [Information for Contractors webpage](#) and email to [campus-division-safety@bristol.ac.uk](mailto:campus-division-safety@bristol.ac.uk).

## **Scaffold alarming arrangements**

Scaffold alarms are a pre-requisite where intrusion is reasonably foreseeable. This includes but is not limited to scaffold structures erected in areas at possible risk from unauthorised persons seeking to climb the structure or are located in remote or isolated locations. The scaffold must be fitted with a local scaffold alarm able to detect persons climbing up or through the scaffolding.

The fitting of scaffold alarms where appropriate must be scheduled in with the scaffold erection, to avoid a gap in cover post erection. In line with University of

Bristol arrangements, all work involving the erection, modification, use and/or striking of scaffold requires a permit to work.

## **Mobile Towers**

Mobile temporary access towers shall only be erected by competent personnel (e.g. PASMA) and shall be subject to the requirements above if they are required to stay up for a period exceeding seven days. For periods less than seven days the competent person erecting the scaffold shall ensure that the structure is safe to use.

Mobile Scaffold towers should only be used where access is required for suitable short duration tasks, they are generally unsuitable for major installation work or that involving the use of heavy tools.

## **Lifting Operations for Cranes**

The University of Bristol Contact must receive a written lifting plan for all crane operations within the Permit to Work request at least ten working days prior to the start of the lift (a longer lead in time may be needed depending on the complexity and risk of the operation). An annotated site plan should accompany the lifting plan.

The lift plan should contain the following evidence that appropriate crane/equipment has been selected for:

- the weight, dimensions and characteristics of the load
- the operational speeds, radius, height of lift and area of movement.  
Automatic safety devices and alarms installed – safe load indicators, motion limit devices, overload cut-outs, anemometer, etc.
- number and frequency of lifts, length of job.
- site, ground and environmental conditions, local restrictions

The PTW documentation should also include:

- details on isolation of power and control of keys
- competence records for personnel, including set roles for personnel (crane driver, slinger, signaller, qualified lift supervisor) and means of communication
- the maintenance plan, including statutory thorough examination, testing and inspection to correct frequency



- additional point loading test may be required.

## Steps, Ladders and Hop-Ups

A PTW is not required for the use of steps, ladders or hop-ups. However, in accordance with [LA455 'Safe Use of Ladders and Stepladders - A brief guide](#) contractors are responsible for ensuring that steps/ladders are:

- considered as the **last resort** when all other access methods have been taken into consideration in accordance with the work at height hierarchy of measures
- for short duration, low-risk work (30 minutes maximum) and where three points of contact can be maintained
- suitable for the work task and in a safe condition before use
- to EN131 standard
- used in a safe way and in a safe environment (e.g. secured, on firm and level ground, in an area segregated from hazards such as vehicles, opening doors, or members of the public.)
- used by competent workers only
- and have an up-to-date record of the detailed visual inspections carried out regularly by a competent person, i.e. a ladder tag.

## 34. Useful References and Documents

- Health, Safety and Quality Assurance Policy [HAS-PD-001] [bristol.ac.uk/campus-division/about-us/campus-innovation/safety/health-safety-policy/](http://bristol.ac.uk/campus-division/about-us/campus-innovation/safety/health-safety-policy/)
- Scaffold Procedure [HAS-SP-023] [bristol.ac.uk/campus-division/contractors/#scaffold](http://bristol.ac.uk/campus-division/contractors/#scaffold)
- *HSG47 – Avoiding danger from underground services* [hse.gov.uk/pubns/books/hsg47.htm](http://hse.gov.uk/pubns/books/hsg47.htm)

- *BS5975:2019 Code of practice for temporary works procedures and the permissible stress design of falsework.*  
[knowledge.bsigroup.com/products/code-of-practice-for-temporary-works-procedures-and-the-permissible-stress-design-of-falsework?version=tracked](https://knowledge.bsigroup.com/products/code-of-practice-for-temporary-works-procedures-and-the-permissible-stress-design-of-falsework?version=tracked)
- *LA455 'Safe Use of Ladders and Stepladders - A brief guide*  
[ladderassociation.org.uk/la455/](https://ladderassociation.org.uk/la455/)

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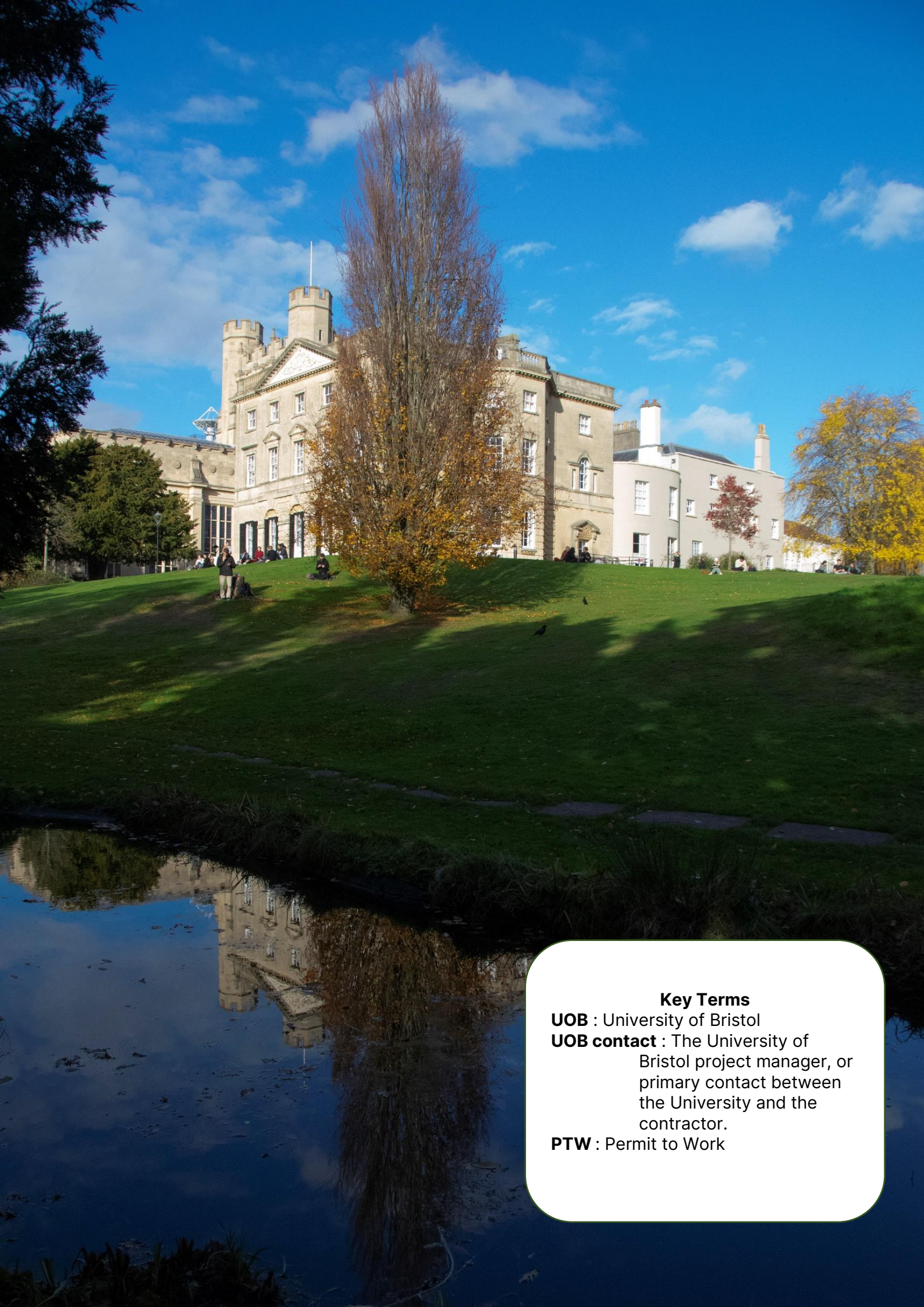
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### **Key Terms**

**UOB** : University of Bristol

**UOB contact** : The University of Bristol project manager, or primary contact between the University and the contractor.

**PTW** : Permit to Work



### **Useful Web Pages**

Information for Contractors : [www.bristol.ac.uk/campus-division/contractors/](http://www.bristol.ac.uk/campus-division/contractors/)

Campus Division Health, Safety and Quality Assurance homepage :

[www.bristol.ac.uk/campus-division/about-us/campus-innovation/safety/](http://www.bristol.ac.uk/campus-division/about-us/campus-innovation/safety/)

Campus Division homepage : [www.bristol.ac.uk/campus-division/](http://www.bristol.ac.uk/campus-division/)

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