



Maintaining Building Integrity Policy

INDEX

1. Introduction
2. Purpose
3. Principles
4. Scope
5. Definitions
6. Roles and Responsibilities
7. Policy
8. Data Protection Requirements
9. Training
10. Exceptions
11. Amendments
12. Information and Resources
13. Contact

POLICY

1. Introduction

The University of Wolverhampton is committed to providing safe and secure buildings for its employees, students and visitors. This Policy has been approved by the University's Executive Board (UEB). It sets out the University's requirements as a landlord and an employer-under the Fire Safety Act, Regulatory Reform (Fire Safety) Order 2005, Control of Asbestos Regulations 2012 and the Building Regulations to maintain a safe place of work.

2. Purpose

This Policy, in conjunction with the Control Of Contractors Policy and Procedure (<https://www.wlv.ac.uk/about-us/corporate-information/wlv-policies/corporate-policies/>), proposes and outlines the stages that are critical to ensuring the integrity of our physical assets is protected and maintained. This policy has been developed in respect of the Fire Safety Act, Regulatory Reform (Fire Safety) Order 2005, Control of Asbestos Regulations 2012 and the Building Regulations.

Its intent is to prevent any work undertaken by or on behalf of University employees, disturbing asbestos, reducing the effectiveness of fire protection measures or making a building structurally unsound.

3. Principles

The implementation of this policy is in accordance with the University's core values which are to be:

- **Accountable;** we take pride in what we do and how we do it, take responsibility for our actions and operate with transparency and integrity.
- **Resilient;** we have a positive outlook; we are adaptable and recover from setbacks.
- **Inclusive;** we are welcoming, respectful, collegiate and supportive.
- **Ambitious;** we are imaginative, confident, innovative and deliver excellence.

4. Scope

The Maintaining Building Integrity Policy (and Procedure) applies to all employees of the University including those who are within a probationary period. The responsibilities and organisational arrangements for the Maintaining Building Integrity Policy lie with a variety of personnel within the University, details of which are set out below in Section 6, though the focus is on anyone undertaking work that affects the fabric of a building within the University's Estate.

University staff who fail to adhere to the terms of this policy may be subject to disciplinary action, up to and including dismissal.

5. Definitions

Asbestos Containing Materials (ACMs)

Asbestos is a carcinogenic substance frequently used in combination with other materials from cement in corrugated roof sheets, bitumen for adhesives and seals to mica and calcium carbonate for textured surface finishes such as Artex.

Passive Fire Protection (PFP)

Passive fire protection is the primary measure integrated within the constructional fabric of a building to provide inherent fire safety and protection by responding against flame, heat and smoke to maintain the fundamental requirements of building compartmentation, structural stability, fire separation and safe means of escape.

6. Roles and Responsibilities

Managers are responsible for: Ensuring their staff are suitably trained and knowledgeable to manage tasks delegated to them and understand how to access support from Estates & Facilities staff when further information or expertise is required.

Employees are responsible for: Ensuring they have sufficient competency and knowledge of the building before making any changes to it. This may result in the need to engage property specialists from Estates & Facilities to assist.

7. Policy

Building fabric, consisting of the building's roofs, floor slabs, walls, windows and doors, is a critical component of any building, since it both protects the building occupants from the external elements and provides protection in the event of an emergency situation such as a fire. During the construction of a building, materials will have been carefully specified and installed to ensure that the building is fit for occupation and meets Building Control requirements. It is essential that this fabric is maintained in its specified state throughout the life of the building; any changes being considered should maintain or improve the level of fire protection and structural integrity, as legislation determines.

The building fabric and infrastructure may include various hazards that were unknown at the time of construction but later identified, for example: asbestos, hidden electrical and mechanical services, structural issues from glulam beams, RAAC or folded plate timber roof structures. These

hazards will not be generally known to building occupants but **MUST** be properly considered and assessed at the point of any proposed works being considered. Any implications arising from works required are the responsibility of the Estates and Facilities Directorate to assess and resolve, once informed by the job owner. Ensuring the integrity of the Building Fabric is critical to the safety of all persons using our buildings and as such no work should commence on any part of the building fabric no matter how small or inconsequential it is believed to be, without gaining approval from E&F Directorate's Compliance Team at e.f.compliance@wlv.ac.uk.

This Policy applies to any work that will involve the penetration of any material that has been installed as part of the passive fire arrangements within University of Wolverhampton maintained buildings. This includes fire barriers, doors and associated frames, walls, ceilings, floors and the minor works as described earlier that may be carried out by, or on behalf of, University staff.

Please see Appendix 1 – the full procedure for forming service holes.

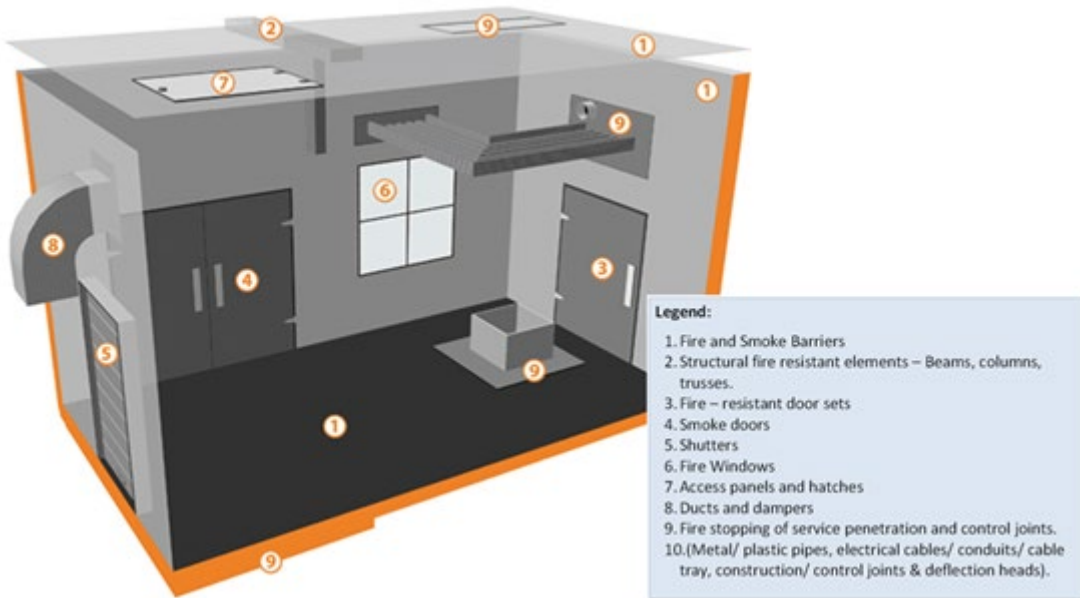
Passive Fire Protection (PFP) Considerations

It is important to emphasise the role played by basic construction materials and systems in PFP. Maintenance of PFP cannot be achieved without the integrity of the building construction being included. Best practice in the construction, use and maintenance of walls, floors and the building envelope must be the goal to optimise the life cycle of the asset.

PFP measures can include the following building elements:

- Cavity Barriers
- Ceiling Systems
- Dry risers and stairwells
- Fire-resisting air transfer grilles (mechanical or intumescent)
- Fire-resisting dampers (mechanical or intumescent)
- Fire resisting ductwork
- Fire resisting glazing
- Fire resisting walls and partitions
- Floors
- Linear gap seals
- Penetration seals for pipes, cables and other services
- Hinged or pivoted fire door sets (timber or steel)
- Industrial fire shutters (rolling or folding)
- Structural frame fire protection
- Suspended ceilings
- Membrane ceilings (horizontal partitions)
- The building envelope, e.g. fire-resisting external walls, curtain walls etc.

It should be noted that this list is not exhaustive and other building elements may constitute passive fire protection measures.



Structural Considerations

Penetrations through the building fabric have the potential to undermine the building structure if not properly designed or considered. As a minimum requirement Estates and Facilities should be consulted prior to works being undertaken. For more extensive works, input from a Structural Engineer may be required to ensure that all the relevant loadings have been considered.

Asbestos Considerations

Penetrations, intrusions, or modifications to the building fabric have the potential risk of asbestos fibre release within the building if suitable precautions have not been taken to arrange an appropriate survey. In all instances of refurbishment or demolition works, Estates and Facilities should be informed prior to works being undertaken.

All work that may disturb asbestos containing materials must be undertaken in accordance with the University's [Asbestos Management Policy](#). Allow several weeks for the appropriate surveys to be arranged as per the Control of Asbestos Regulations 2012 legislation. Any asbestos removal work required will add further to the timescale of any project works.

Work on asbestos containing materials needs to be undertaken by an appropriately trained and licensed contractor, with all waste being transferred and disposed of correctly including documentation.

Emergency Works

Where works are undertaken in emergency situations, such as the removal of ceilings to locate a leak, the principles of this procedure must still be applied. It will be the responsibility of the work manager to engage Estates and Facilities to ensure that the subsequent repair meets the required standard and does not undermine the Passive Fire Protection arrangements within the building.

Emergency works on known asbestos containing materials still need to be undertaken by an appropriately trained and licensed contractor, with all waste being transferred and disposed of correctly including documentation.

Emergency Contact

In the event of an emergency contact Security on 5555.

8. Data Protection Requirements

When personal data is expected to be used under this policy, staff must adhere to applicable data protection laws. These are outlined in the University's Data Protection Policy and related policies (<https://www.wlv.ac.uk/about-us/corporate-information/wlv-policies/>). Any use of personal data should be detailed in the relevant privacy notice and processed in accordance with all data protection principles.

For processing activities that may carry high risk; completion of a Data Protection Impact Assessment (DPIA) may be required. This is determined by answering a series of screening questions included in the DPIA template. The Data Protection Team is available to provide assistance and guidance with any part of this process, please contact them via email: dataprotection@wlv.ac.uk.

Please note that whilst the Data Protection Act does not cover aggregate data, it must be ensured that small numbers held within aggregate data sets do not inadvertently identify individuals.

9. Training

Training relating to this policy and briefing will be made available in a range of formats according to the needs of the trainee and different groups of staff, students and others.

10. Exceptions

There are no exceptions to this policy.

11. Amendments

This Policy was approved by the University's Executive Board on 14 April 2026. The University may change this Policy at any time, and where appropriate. Where a policy is not due for review, but is found to require updating, it will remain published, unless the reasons for review render it obsolete.

12. Information and Resources

This policy should be read in conjunction with the following policies and guidance:

- Asbestos Management Policy
- Control of Contractors Policy

(<https://www.wlv.ac.uk/about-us/corporate-information/wlv-policies/corporate-policies/>)

13. Contact

For guidance, support and queries regarding this policy please contact:

Andy Watterson.

Email:- a.watterson@wlv.ac.uk

Phone:- 07583138728

Or

The E&F Compliance Team

Email:- E.F.compliance@wlv.ac.uk

Phone:- 01902 518551

For general queries, please contact the Corporate Compliance Team via email:

compliance@wlv.ac.uk.

VERSION	2.0	AUTHOR/OWNER	Ryan Peacock/ Andy Watterson
Approved Date	14 April 2026	Approved By	University Executive Board
Review Date	14 April 2029		

Appendix 1 - Procedure for forming service holes through walls, floors and ceilings

1. Obtain photographs to evidence the condition of the area/structure prior to work commencing.
2. Identify the location and size of the required hole.
3. Liaise with Estates & Facilities to ensure that the proposed intrusion will not:
 - undermine the structure of the building
 - contact any known or hidden asbestos containing materials
 - penetrate any fire compartmentation materials
 - disturb any buried services

If any of the above are likely then additional enabling work will be required, managed by E&F Directorate, to facilitate the necessary work. Alternatively, the original work may be relocated to avoid these concerns.

4. Select an appropriate product to repair the breach, ensuring it is compatible with the surface it is being applied to and can be installed as per the manufacturer's instructions.
5. Competent person to consider the desired location and size of proposed hole in terms of existing services that may be in the vicinity e.g. source of power below the location with associated hidden cables. Carefully measure out and consider both sides of the surface.
6. Using a professional standard service scanning device (equal or better to, in quality to the BOSCH Wallscanner D- Tect 150) scan for hidden services, columns and other hidden risks. Note: Person using the scanner must be trained and competent to operate the device. A detailed scan of the surface should be completed and not limited to the location of the proposed intrusion.
7. If hidden cables likely or the scan detects hidden services – find a suitable alternative location. If a suitable alternative location is not available, then contact Estates and Facilities for further instruction. No work is to be undertaken until approved.
8. Once the proposed intrusion is agreed obtain a 'Permit to Work Breach of Building Fabric' from Estates and Facilities. (*Appendix 2 details full information on Permit to Work*)
9. Consider whether the fire detection heads require isolation prior to commencing work.
10. If the wall has multiple layers, prepare drill and set depth gauge to carefully cut into but not through second layer. Use hand tool to carefully cut remaining layer so that second disc can be removed but taking care that there may still be hidden services.

11. Once the intrusion has been made ensure that it is appropriately sealed with regard to the Passive Fire Precautions requirements, inspected by the Compliance Team.
12. Upon completion of the repair and the permit has been returned and signed off, the following documents should be provided to the compliance team (E.F.Compliance@wlv.ac.uk):
 - a. Certification of the fire stopping works completed (BM Trada, FIRAS or UKAS equivalent).
 - b. Pre and post repair photographs.
 - c. Details of the method and materials used.
 - d. All relevant data sheets for the materials used.
 - e. Location of the repair is identified on a drawing.
13. All information provided will be uploaded onto the University's record system by the Compliance team.

Additional Requirements for Breach of Passive Fire Protection

13.1 Maintenance Works and Modifications

When a building is constructed, it is issued with a Building Control completion certificate and the Fire Strategy and associated passive fire protection forms a key part of this certification. It is essential to ensure that future modifications to the building do not negate the effectiveness of the system to which the certificate applies.

It is a requirement of Building Regulations and Building Insurance, as well as good practice, that breaches created by the penetration of fabric or services be made good, to the extent that the fire-resisting performance of the penetrated element is fully restored in terms of their load-bearing capacity, integrity and insulation.

All materials used in the installation or repair must meet the Fire Resistance Test Standards of BS476: Part 20 & 22: 1987 and BS EN 1366:2006 - parts 1-6 as appropriate.

Required Maintenance Standards

All work undertaken by both the University of Wolverhampton staff and appointed Contractors must comply with the Regulatory Reform (Fire Safety) Order 2005 and Building Regulations. Materials must provide suitable and effective fire stopping and passive fire protection measures to mitigate the spread of fire through buildings.

The fire strategy for the building should be understood as there may be maintenance and management procedures added if the building has been engineered to BS 9999 fire safety standards. If this is the case the building should also be managed to this standard:

- All holes and spaces in building fabric must be protected with a material capable of maintaining the fire resistance and must be equivalent to the original installation.
- Sleeves, where required, shall be solidly set in the building fabric and the space between the items shall be filled with an approved material capable of maintaining fire resistance.
- Insulation and conduit covering pipes, ducts and cables passing through the building fabric shall be capable of maintaining the fire resistance of the barrier.
- Where services are likely to degrade as a result of fire, appropriate consideration should be given to how the compartment will be maintained to allow safe egress along escape routes.
- Only products with fire test data should be used. If the intended use differs from the manufacturers test data a suitably qualified person should complete an engineering judgement for the application.

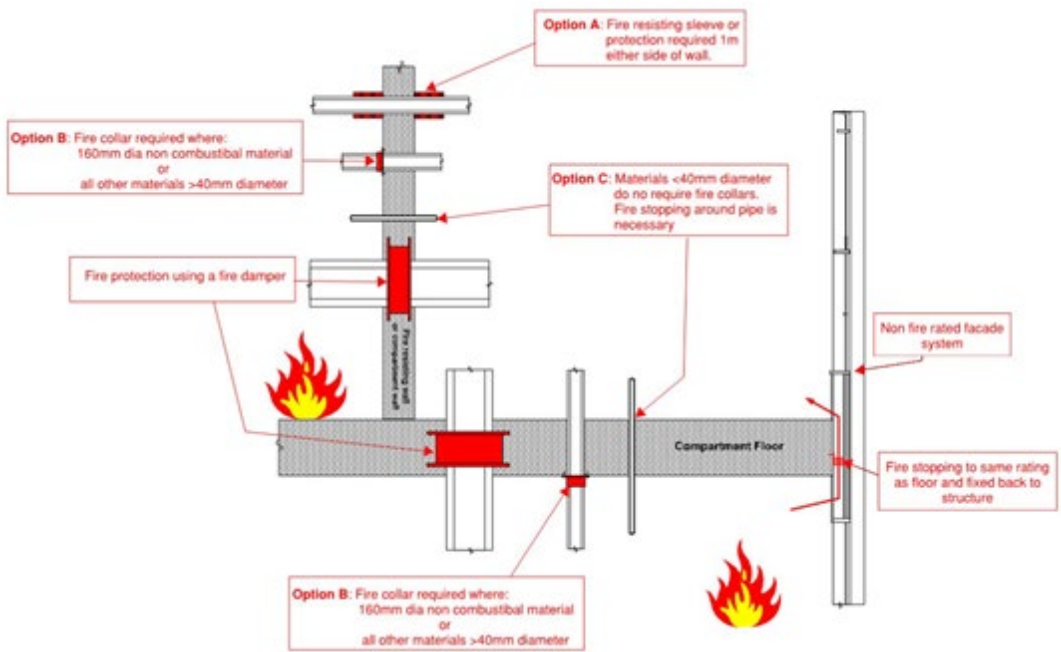


Figure 2 – Technical Advice – Passive Fire Protection

13.2 Fire Stopping Product Options

Product	Applications
Intumescent Pipe wraps. 1-4 hours fire rating dependent on location. Tested to BS476: Part 20 and EN 1366: Part 3. and installed as per the manufacturer’s instructions	Intumescent pipe wraps are suitable for PVC pipes which penetrate masonry or concrete walls and floors. (Can also be used on steel pipes to achieve a cooling effect). Upon contact with fire the intumescent material will expand and seal off the pipe preventing the spread of fire.

Product	Applications
<p>Intumescent pillows. 60–120 minute fire rating dependent on location. Tested to BS476: Part20 and EN 1366:Part3 and installed as per the manufacturer's instructions</p>	<p>Designed to protect cable trays, ducts, pipework and electrical trunking. Constructed from a hard wearing specially treated glass cloth and filled with a mixture of mineral fibre with reactive expansion agents, the pillows expand upon contact with fire to prevent it spreading. The pillows are easily installed and can be removed for re-use.</p>
<p>Intumescent collars, 1-4 hours fire rating Dependent on location. Tested to BS476: Part 20 and EN 1366: Part 3 and installed as per the manufacturer's instructions</p>	<p>Designed to seal PVC pipes in the event of a fire (can also be used on steel pipes to achieve a cooling effect). Typical installations include soil, waste and other service applications. Suitable for use on:</p> <ul style="list-style-type: none"> · Concrete – Masonry and Plasterboard partitions; · Stainless steel outer casing, sturdy and simple clasp for easy fixture; · High performance intumescent material housed in a stainless steel shell; · Can either be surface mounted or recessed into the wall or floor.
<p>Thermal fire pipe sleeve, available in a range of pipe diameters. Up to 2 hours fire rating, tested to BS476: Parts 20 and 22. and installed as per the manufacturer's instructions</p>	<p>Thermal pipe sleeves are an economical solution to retaining fire integrity when passing pipework through fire rated constructions. When a hole is made in a fire rated wall or ceiling, the integrity is compromised and no longer applicable. Fitting a thermal fire pipe sleeve will ensure that the hole is sealed in the event of a fire and restore the constructions fire rating.</p>
<p>Intumescent duct sleeve, up to 2 hour fire rating. Tested to BS476: Part 22 and installed as per the manufacturer's instructions</p>	<p>Intumescent duct sleeves are simple to fit and cost effective (one sleeve can replace two collars). The sleeve can be fitted from one side and requires no additional mastic or specialist tools. Upon contact with the high temperatures present in a fire, the intumescent material will expand to seal the penetration, effectively blocking the smoke and flames from passing through.</p>

Product	Applications
Intumescent Duct Wrap, up to 2 hour fire rating. Tested to EN1366-3 and installed as per the manufacturer's instructions	These flexible intumescent strips are designed for use with plastic ducting that passes through walls. Openings in walls that allow ducts to pass through can also allow smoke and flames to pass through in the event of a fire. These intumescent strips will expand to seal these holes when exposed to high temperatures.
Firestop plugs, tested to EN1366-3 and installed as per the manufacturer's instructions	Easy to install, no electric tools required. Economical installation as the plug is pre-cured and ready-to-use. Painting of cables with firestop coating is not required. Ideal for the temporary closing of empty core holes. Temporary or permanent sealing around cables and cable bundles in wall and floor openings.
Firestop cable disc, tested to EN13501-1 and installed as per the manufacturer's instructions	<p>Pre-formed fire stopping solution for single cables and small cable bundles in openings up to max. 1". For use on drywall, masonry, concrete and wood floor / ceiling assemblies. Suitable for a broad range of low-voltage and mid-voltage cables.</p> <p>Simple – sealant-free installation Fast – installed in 10 seconds</p>
Pre-finished Rockwool fire batt, up to 4 hour fire ratings. Certifier approved and tested to BS 476:Part 20 & EN 1366:Part 3 and installed as per the manufacturer's instructions	Constructed from a mineral fibre core coated on both sides with an intumescent coating, the fire batt is specially designed to seal service penetrations in walls and floors. When the intumescent coating is subjected to high temperatures it transforms into a hard ceramic that prevents the passage of fire, Smoke and heat.
Intumescent flexible Coatings, 30 minute – 2 hours fire Rating. Tested in accordance with BS 476: Part 21: 1987 and installed as per the manufacturer's instructions	Spreadable mastic is designed for sealing cut (open) edges when working with pre-finished Rockwool fire batts. When applied to cut sections, joints and service penetrations, the sealant maintains the Integrity of fire resistant flexible board whilst at the same time preserving its flexibility.

Product	Applications
Fire Resistant Flexible Board. Up to 2 hour fire rating tested to BS 476: Part 20/22 and installed as per the manufacturer's instructions	Fire resistant flexible boards are designed to allow maximum thermal and mechanical movement of services while maintaining the fire integrity of a structure. The flexible board allows service movement of up to 50% under normal conditions of between -5°C and +70°C. The board is unaffected by oil, fungus, moisture, vermin, weather and contains no halogens or asbestos
Firestop cavity closers, 30 minute fire rated, tested to BS 476-20 and installed as per the manufacturer's instructions	Creating a barrier to fire in the cavity of "rain screen" cladding and facade systems, with versions for both vertical and horizontal applications.
Intumescent putty, 240 minute fire rating. Independently tested to BS 476: Part 20 & EN 1366: Part 3. and installed as per the manufacturer's instructions	Intumescent putty is made from an easy to use, non-setting intumescent compound. It is ideally suited for sealing around pipes and cables in walls and floors to maintain the fire integrity of structures. The flexibility of intumescent putty allows it to be used to seal any shape gap and provides excellent hot and cold smoke sealing properties while being unaffected by fungal attack and moisture. Putty pads are Ideal for electrical and telecommunications installation.
Fire rated luminaire covers 60 minute fire rated. Tested to BS 476-23 and installed as per the manufacturer's instructions	Fire rated luminaire covers are designed to maintain the fire integrity of fire rated ceilings that have had tiles removed and replaced by recessed lighting. When recessed lights are fitted, the fire protection rating of a ceiling is greatly reduced allowing smoke and fire to penetrate into the ceiling void in seconds. This situation can be avoided by installing a fire rated luminaire cover.
Intumescent mastics, 30 minute – 2 hours fire rating. Tested to BS 476-20 & EN 1366-4. and installed as per the manufacturer's instructions	Intumescent mastics are ideally suited for sealing and maintaining a structures fire and acoustic integrity when penetrating with pipes and cables. Suitable for sealing: <ul style="list-style-type: none"> · Gaps around fire doors; · Gaps around cable and pipe penetrations; · Gaps in low movement joints up to 25mm wide.

Product	Applications
Firestop Mortar installed as per the manufacturer's instructions	Suitable for the permanent fire stopping of cables, cable trays, and non-combustible pipes in medium to large wall and floor openings, single, multiple and mixed penetrations. Medium to large multiple penetrations in concrete and masonry in combination with other products.
Rockwool, temporary seal (24 hours) installed as per the manufacturer's instructions.	Un-treated Rockwool will only be accepted as a temporary seal for a maximum of 24 hours with written permission.

Products shown are for illustration – products from any company may be used as long as the required testing standards are met and relevant test certificates are provided.

Expanding Fire Foams are not approved for general use on the University of Wolverhampton campus, where the options above cannot be used, the use of Fire Foam can only be considered for use after discussion and approval from a Competent Person in the Estates & Facilities Department.

It is extremely important to understand what was installed previously if a repair is being made. For instance, if Rockwool product is repaired with a Hilti product there may be a compatibility issue as the product has not been tested in this way. Reading the building's Operation and Maintenance (O & M) manuals will highlight the product used. If in any doubt consult Estates and Facilities.

13.3 Planning

We operate in a dynamic environment, in which building fabric and services are routinely altered or added to. Building services alterations are the principal cause of breaches of building fabric and because of their frequency and obscure locations, often give rise to the greatest uncontrolled risk of fire spread. Therefore, planning of breaches and their recovery are of prime importance in controlling the risk.

The planned duration of new service installations or modifications should also be assessed for risk and consideration given to the deployment of temporary penetration seals. Care must be taken in selecting an appropriately rated penetration repair solution, compatible with the original installation and substrate and suited to the type, configuration and number of penetrating services. This care should be extended to the delivery and verification of the solution by an accredited specialist and certification provided (BM Trada, Firas or UKAS equivalent).

Prior to undertaking any work that has the potential to affect any passive fire protection measures, information should be accessed via the Operation & Maintenance files or Health & Safety files to gain an understanding of the Fire Strategy that was used during the design and construction process. Where

this information is not available or there is not a clear understanding of what is required, those undertaking the work should consult Estates and Facilities, who will undertake the liaison with the relevant authorised persons.

13.4 Controls

When planning breaches in fire-resisting elements or changes to structural protection, proper consideration should be given to material and structural implications. 'Ownership' of the work is clearly established and completion/close-out cannot be achieved until verified. This will be achieved by the completion of a Permit to Work 'Breach of Building Fabric' by the E&F Compliance Team.

13.5 Sanction to breach the fabric of a building

Any intended breach of building fabric, other than plugging and fixing must be referred to the Estates and Facilities Directorate before work commences and will be inspected by the Compliance Team and the Bolster schedule updated. A recommendation will be made on the need for involvement of City of Wolverhampton Building Control and Planning Departments in any scheme.

Note:

Building Control approval will take several weeks. Any work carried out at risk of an outstanding Planning Approval would require re-instatement in the event of a Planning, or Building Control refusal, or variation.

Major Works - Verification

Verification of passive fire requirements will be achieved through the completion of the Permit to Work, the issue of the Building Control certification if required and the closure of the Planon Works Order.

Minor Works and Improvements

Verification of passive fire requirements will be achieved through the completion and close out of the Permit to Work and the Planon Work Order.

Small Works

Verification of passive fire requirements will be achieved through the completion and close out of the Permit to Work and the Planon Work Order.

Appendix 2 – Permit To Work

This Permit to Work is required for Contractors working on the University’s premises in areas where students, staff or members of the public have access. Section 1 of this form must be completed by the University Representative to illustrate they have taken all relevant matters into consideration.

Before the University’s Representative makes this decision, they should be satisfied that all of the following have been considered and apply to the work being proposed.

It is the University Representative’s responsibility to make an assessment of risk and they are accountable for their decision on whether a ‘Permit to Work’ is required. If the University Representative decides that the ‘Permit to Work’ is not required based on the above criteria, they should note this decision in writing on their copy of the Contractor’s Risk Assessment which must be kept with the relevant paperwork for the works.

Section 1 to be completed by the University Representative

Contractor company name:		
Name of Contractor Representative:		
Location of the work:		
Work Start Date:	Start Time:	
Work Completion Date:	Finish Time:	
Scope of Work to be Performed:		
Name of University Representative responsible for ensuring the work carried out is in line with contractor RAMS provided:		PERMIT NO:
HIGH RISK Tasks to be performed include, or could include: <i>(Select all that apply)</i>		
<input type="checkbox"/> Work continuing for a period of more than 1 week	<input type="checkbox"/> Hot work (including welding, cutting, and grinding etc.) HOT WORK PERMIT REQUIRED. <input type="checkbox"/>	<input type="checkbox"/> Working in emergency exit routes
<input type="checkbox"/> Intrusive Survey	<input type="checkbox"/> Use of hazardous chemicals (paints, fuels, solvents etc.)	<input type="checkbox"/> Work on fire alarm system
<input type="checkbox"/> Working in occupied accommodation blocks	<input type="checkbox"/> Use of pneumatic tooling	<input type="checkbox"/> Use of mobile plant (e.g. forklift, crane, vehicle)
<input type="checkbox"/> Lock Out/Tag Out process required to isolate hazardous equipment/service machinery	<input type="checkbox"/> Work likely to disturb Asbestos	<input type="checkbox"/> Confined space entry
<input type="checkbox"/> Working at heights >2m (e.g. roof work, ladders, cherry pickers, scissor lift)	<input type="checkbox"/> Penetration of Passive Fire Protection materials	<input type="checkbox"/> Excavation or trenching
<input type="checkbox"/> Manual handling	<input type="checkbox"/> Work on pressurised systems	<input type="checkbox"/> Using power tools

<input type="checkbox"/> Other tasks (specify):

GENERAL Tasks to be performed include, or could include: <i>(Select all that apply)</i>		
<input type="checkbox"/> Work in high traffic areas	<input type="checkbox"/> Use of Step Ladders/Ladders	<input type="checkbox"/> Non-intrusive survey
<input type="checkbox"/> Work in an occupied premises	<input type="checkbox"/> Use of hand tools	<input type="checkbox"/> Painting/Decorating
<input type="checkbox"/> Work in areas near members of the public	<input type="checkbox"/> Work likely to produce dust or fumes	<input type="checkbox"/> Minor fixes i.e., broken locks, filling.
<input type="checkbox"/> Other tasks (specify):		

Risk Assessment / Method Statement:	Yes	No
Have you provided a Specific Safe Work Method Statement (or other safe work procedure e.g.: Job Safety Analysis) for the work to be performed, which details controls measures for the hazards listed above?	<input type="checkbox"/>	<input type="checkbox"/>
Have you been provided with any required information to implement your control measures effectively?	<input type="checkbox"/>	<input type="checkbox"/>
Are you competent to safely complete these works in an occupied area?	<input type="checkbox"/>	<input type="checkbox"/>
Have you read the Code of Safe Working Practices for Contractors and signed the Acceptance Form?	<input type="checkbox"/>	<input type="checkbox"/>
Have you ensured adequate segregation of works from staff, students or members of the public?	<input type="checkbox"/>	<input type="checkbox"/>
Have you read and understood the Asbestos Register and are you aware of any risks that may be present?	<input type="checkbox"/>	<input type="checkbox"/>

The named individuals have agreed to the terms set out below:

Company Name	Contractor Name	Signed	Date

- a) I understand my duties under Health and Safety Legislation and University of Wolverhampton Safe Working Procedures and to the circumstances in which the work will be conducted.
- b) I hold current certification, qualifications and licenses that are required by legislation required for this work.
- c) I have been provided with all required information and instruction from the University of Wolverhampton's Representative at a site induction.
- d) will cease working, make safe the workplace and telephone Campus Security on 01902 322106 OR the University Representative or in their absence the designated site contact if I become aware of danger to myself or others during the period of the work.
- e) I have a copy of my Risk Assessment and Method statement for the work and will review both documents if there is any change in circumstances before continuing with the job.
- f) I agree to comply with all the site safety requirements and reasonable directions given by the University of Wolverhampton's Representative.

Signature:

Date:

Permit to Work Authorisation by Estates and Facilities:

I approve these works to take place under the agreed control measures and conditions identified in the Contractor's documentation on behalf of the University of Wolverhampton

Signature:

Name (in block capitals):

Date:

To be signed off by Estates and Facilities upon completion of the works:

I have reviewed the area once works have been completed, and believe to the best of my knowledge, that the work has been completed safely and the work area left in a safe state.

Name:

Signature:

Date:

Time:

A COPY OF THIS WORK PERMIT MUST BE GIVEN TO THE UNIVERSITY REPRESENTATIVE AT THE TIME IT IS ISSUED TO THE CONTRACTOR