

## Written scheme of work for entry by contractors and maintenance staff into laboratories, workshops and other hazardous areas.

**This scheme of work is intended to minimise the risk to engineers, cleaners, electricians, plumbers and any other visitors entering any area containing process hazards for the purpose of maintenance & repairs (hereafter referred to as the maintenance operative). Process hazards to which this relates include:**

**Exposure to sources of radiation, or infectious organisms,**

**Harmful chemicals, gases and vapours,**

**Strong magnetic fields,**

**Class 3 and 4 lasers,**

**Any other agents that could cause harm to someone not familiar with the process.**

The entrance to such areas shall include a "No Unauthorised Access" safety sign (template for sign attached) in addition to other hazard labelling. Schools may designate areas beyond an individual room, for example a wing or whole building providing that each entry point is appropriately signed. The sign should be supplemented with contact details for authorising access (for example phone numbers for Chief Technician and School Safety Officer). Maintenance work in such areas is subject to the prior completion of an entry permit - attached. It is intended that the permit be completed as follows:

- **For both planned maintenance and emergency work** - The entry form should be completed by the School/Departmental designated responsible person and handed to the responsible maintenance operative for acceptance and signature, prior to entry or the commencement of work.
  1. Maintenance operatives may only enter hazardous laboratories and workshops with the permission of a responsible person for the area, (e.g. the Senior Technician). This person must be notified prior to all subsequent entries. It is the responsibility of the maintenance operative to make this contact to confirm that the area is safe to enter.
  2. Prior to admission the responsible person must understand the nature of the maintenance or repair work to be carried out and check that the areas to be worked in are in a safe condition for that work to be carried out. In particular:
    - anything that could be knocked over, broken or spilled must be moved to a safe place away from the working area, and
    - the areas, equipment or fittings to be worked on are free from contamination, and
    - hazardous processes to which the maintenance operative could be exposed have been
      - suspended or securely contained where possible, or

- effective controls over the processes put in place to prevent any exposure, including appropriate supervision of the area or maintenance operative. [Examples of such circumstances include experiments that cannot be suspended, hazardous materials that cannot be locked away, or radiation areas where the dose rate exceeds 7.5  $\mu\text{Sv}$  per hour.]
  - should unsupervised work by the maintenance operative occur all toxic, radioactive, infectious or genetically modified materials must be locked away. Initial entry must be accompanied by the responsible person to explain the entry and exit procedures and relevant working arrangements, and check that the maintenance staff can to work within these constraints. If issues arise which cannot be resolved locally, the work must not be carried out unsupervised.
3. Any work carried out by the maintenance operatives must not harm any other worker in the area. If the process might put others at risk, the maintenance operatives must ask them to leave, and notify the responsible person, prior to work commencing, of any such hazards.
  4. Maintenance operatives must check to see that the area is safe on completion of their work, and inform the responsible person. The responsible person must check that everything is in order before putting the area back into use. The handover return section must then be signed off.

**Related Documents:**

- [Permit to Carry out Maintenance Work in a Hazardous Area](#) (Word Format)