

Safety and Health Services

Hazardous area clearance permit

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1. Scope

This template allows personnel to determine the risks and control measures associated with the clearance of an area (room or laboratory) that has been used to accommodate activities and equipment that have used biological or chemical materials or radiation. This template complements the Contaminated Item Clearance permit and should be used in conjunction with that form.

1. Introduction

When workspaces are to be decommissioned and cleared to allow maintenance, refurbishment or prior to occupier moves the area should be assessed to determine the likelihood of contamination with hazardous biological, chemical or radioactive material. The appended permit template can be used to assist in this task and provide information on decontamination and precautions to take to anyone subsequently taking responsibility for the area. The assessment should be undertaken by or with the person responsibility for health and safety within the area, and in the case of radioactive contamination, the appropriate Radiation Protection Supervisor.

If an area has previously been designated as a radiation area for the use of either sealed or unsealed radioactive sources, there is an additional specific form (RP10a) to be completed by the School Radiation Protection Supervisor (RPS) available from the download documents section of the University Radioactive Source database (<http://safe-srv.sft.bris.ac.uk/logon.php>). The RPS must keep a local record of all RP10a certificates and ensure that copies of certificates issued are sent to the University Radiation Protection Adviser (RPA). The RPS must also ensure that all signage relating to the use of radioactive sources is removed including signs for room designation and area designation, sink and associated pipe-work signage, fume cupboard and associated duct-work signage, and fume cupboard extract fan signage (usually located on the roof of a building next to the discharge point). The RPA can be contacted for further advice if necessary.

A permit should be completed when vacating any area that may have been used for work with hazardous materials and copies must be passed to the relevant Facilities Manager and School/Technical manager. The form should be held by the responsible person for a period of 3 years.

Estates personnel, external contractors and individuals intending to reoccupy the area should be provided with a copy of the permit prior to occupying the area so that any precautionary measures can be discussed and implemented.

# University of Bristol logo

# Hazardous area clearance permit

### Permit ref. (optional): …………………………………………………………..

### School or service name:…………………………………………...................

### Permit issued to:…………………………………………………………………

### Person responsible for the area:………………………………………………

### Location of room (room number, building):…………………………………

|  |
| --- |
| Person who completed this permit (occupier): |
| I confirm that the details contained in this permit are accurateSigned: …………………………Print: ……………………Position: ………..……................Date: ………………….. |
| School or service representative issuing this permit (e.g. RPS, SSA, PI, lab manager). The RPS should also sign where radioactive contamination was a hazard. The ultimate responsibility for compliance is determined by the health and safety management hierarchy for the area (e.g. Head of School). |
| I have issued the above permit and ensured that the necessary decontamination procedures have been taken to remove the associated hazards. However, additional control measures have been described for working in the area where complete decontamination has not been possible.Signed: …………………………Print: …………………………. Date: ……………..  |
| Competent person carrying out or leading the works (e.g. Sustainability, contractor) |
| You should read the information contained in this permit and discuss any details that you do not understand or that give you cause for concern with the persons named above. You should ensure that any information and control measures specified for handling the items covered by this permit are incorporated into your own risk assessments and operating procedures.  |

# Select and complete hazard, risk and control measure details as they apply to the work area.

The area to which this permit relates may have been exposed to hazardous materials. The likely contaminants are:

 Radioisotopes Clinical material (human or animal)

 Hazardous Chemicals Biological agents & GMO's (e.g. viruses, bacteria,

 fungi, cell cultures etc.)

 Other (give details)………………………………………………………………………………..

Action taken to decontaminate:

The following equipment will remain within the room:

 Microbiological safety cabinet  Fume Cupboard

 Sink traps  Other (give details)………………

A separate equipment decontamination permit should be completed for each item listed (forms are available via <http://www.bristol.ac.uk/safety/media/fo/item-decon-fo.docx> ).

As a result of these procedures:

 Complete decontamination has been possible. The area is free from contamination including fixed or loose detectable alpha/beta radioactivity. No further control measures are required to protect against contamination when working in this area. No further details are required.

**OR**

 Complete decontamination could not be achieved and there may be some residual contamination. Further control measures are advised to protect against contamination when handling the items as detailed below:

Residual Contamination

The following precautions are advised when working within the room:

Attach further sheets as required. Number of extra sheets attached:

Copies of the permit should be passed to the relevant Facilities Manager and the School/Technical Manager.