**Project No: / /**

**Permit No.**

**Queen's University Belfast**

**Estates Department**

**FUME CUPBOARD and LEV PERMIT**

**Project Title**

This Permit is issued by the Estates Representative (Authorised Person) who is responsible for the day to day inspection of the works on behalf of the University, to manage the control of work to fume cupboards and LEV in buildings occupied by University staff, students and visitors.

*(Site and Block){e.g.main site, Lanyon etc.}*

Location

*(Floor, Room){e.g. ground floor, Lab. etc.}*

Space

*(Building space code){e.g. 32001022130J201 etc.}*

Asset Number

|  |
| --- |
|  |

|  |
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| --- |
|  |

School Contact Contact No Fan Location

Work to be

Undertaken

***I confirm that I have read and understood my responsibilities as outlined in the Fume Cupboard and LEV Method Statement for the release of the system.***

|  |
| --- |
| *yes/no* |

|  |
| --- |
| *yes/no* |

System Radiochemical Inspection

Decontamination

School Contact

*signature*

*Date*

The Contractors (Competent Person) has inspected the work area and confirms that adequate precautions have been taken to prevent exposure to hazards as outlined in the Fume Cupboard and LEV Precautions Checklist overleaf and if required the system has been decontaminated and radiochemical inspected.

|  |
| --- |
| *yes/no* |

Does the work require the roof fan to be electrically isolated and tagged at local isolator and the cabinet sash locked?

*name*

Company

Contractor’s

*name*

(Competent Person) Mobile no.

***I confirm that I have read and understood my responsibilities as outlined in the Fume Cupboard and LEV Method Statement.***

*signature*

Contractors (Competent Person)

*Time (Day/Month/Year)*

Permit expires at and day:

Estates Representative

*name*

(Authorised Person) Mobile No.

*signature*

Estates Representative (Authorised Person)

To be completed by the Contractors (Competent Person) following the final check.

*Time Date*

*name*

Contractors Name

(Competent Person)

***I confirm that the work has been completed in accordance with this permit, safety signs have been removed and the School contact has been informed that work may resume in the fume cupboard or LEV system.***

*signature*

School Contact

*signature*

Contractors (Competent Person) Signature

To be completed by the Estates Representative (Authorised Person)

***I confirm that all equipment has been returned to service.***

Estates Representative

Date

*signature*

(Authorised Person) *P..T.O.*

*Printed on reverse of Permit* **Fume Cupboard and LEV Method Statement**

The purpose of this method statement is to highlight the University’s fume cupboard and LEV Permit For Work system, so as to ensure a safe system of work when undertaking repair or maintenance work by University staff or external contractors.

PFW are to be issued when interrupting/isolating fans, working in fume cupboard cabinets and recalibrating controls. It is not to be issued as a substitute for any other PFW system in operation i.e. hot works. All work to be carried out in accordance with EN14175 and COSHH Regulations.

**Reactive Work**

1 When undertaking reactive work the Estates Representative is to liaise directly with the Contractors competent person and School Contact to ensure the fume cupboard can be removed from service.

2 One weeks notice is to be given to School Contacts for non emergency repairs. This is allow School Contacts sufficient time to remove hazards in the cabinets, cease any release of hazardous gases and if required receive clearance from the University’s Radioactive Officer. School contact to sign release of cabinet.

**Maintenance Work**

1 Prior to undertaking maintenance service work the external contractors competent person is to draft a program of inspections for approval by the Estates Representative and School Contacts. On approval and prior to the issue of the PFW the Estates Representative is to liaise with School Contacts and if necessary the University’s Radioactive Officer to ensure that all hazards are removed from the cabinets. School contact to sign release of cabinet.

2 Following a site visit, PFW’s are to be issued by the Estates Representative to the contractors competent person as per the agreed schedule.

**General**

1 When working on a fume cupboard the Contactors competent person is to attach suitable warning notices on the units.

2 PFW are to be issued per fume cupboard or LEV system.

3 PFW can be valid for more than one day.

4 If the fume cupboard fan is to be isolated the Contractors competent person is deemed competent to electrically isolate and tag or lock the fans local isolator and cabinet sash.

5 During the work permits are to be held by the Contractor (attached to the cabinet), School Contact and Estates Representative and on completion the contractors PFW is to be countersigned by the Contractor and the School Contact. The completed contractors PFW is to be handed to the Estates Representative for final closure.

**Fume Cupboard and LEV Checklist**

1 Liaison has been made with the School Contact

2 Does the system require decontamination or radioactive inspection/clearance

3 All processes/experimental work in the fume cupboard have ceased

4 Warning notices have been erected, fan isolated and local isolator tagged and sash locked

5 All exposed surfaces are clean, dry and free from chemical contamination

6 Floor area immediately adjacent to the fume cupboard must be clear of any hazard to allow safe access

7 No effluent or noxious gases are to be vented into the fume cupboard

8 All utilities supplies have been isolated – electrical, gas, water and compressed air

9 The fume cupboard cabinet must be tidy and have no large obstructions/objects

10 All chemicals must be clearly identified.

**Copies of permit to be issued as follows:**

(White Copy) held by Contractor during the Works, countersigned on completion by Contractor and School Contact and forwarded to Estates Representative

(Yellow Copy)School Contact – prior to works commencing

(White & Yellow Copies clipped together) on completion to be forwarded to the Estates Representative by Contractor

Green Copy retained in issue book