

OCCUPIERS DUTIES SITE ACCESS

Health and Safety at Work Act 1974 - Section 4 - Persons in control of premises

Must ensure as far as they are in control that the premises are so as is reasonably practicable safe, have safe access and egress, any plant or substances do not endanger health and safety of persons.

National Grid cannot stop third parties from wanting to access to their equipment on sites to which National Grid is the occupier. The term occupier is not a defined term within the context of the Health and Safety at Work Act but has been defined in various supporting texts. The adoption of this definition is incorporated in National Grid standards and procedures.

To comply with legislation National Grid has adopted certain principles born from statutory legislation such as the Health and Safety at Work Act, Electricity at Work Regulations and the Management of Health and Safety has led to the development of National Grid Safety Rules, supporting documentation and procedures. As the application of the rules enables National Grid to comply with its statutory undertakings it is therefore evident that third parties wishing to access National Grid sites need to comply with our rules. This may, depending on the activity, include the provision of suitable documentation prior to entry to ensure:-

- Competency of the operatives wishing to gain access
- Method statements and risk assessments enabling National Grid to assess that the work to be undertaken does not produce any safety, security and environmental risks to National Grid.
- Programme of works to ensure National Grid is aware of the proposed works
- Detailed emergency procedures
- Environmental procedures and provisions
- Communications channels

Third party companies installing equipment on sites where National Grid has the occupier responsibility are still duty bound to comply with the same legislation as National Grid. The design of equipment to be installed should fulfil the same statutory standards, for example the equipment to be safe by design and not posing any hazard to any persons under normal operating conditions. This issue becomes wider and deeper when the installation of the equipment requires interfacing with National Grid equipment.

From the above it can be seen that if third party equipment is installed on a National Grid occupied site then the criteria needs to be met before access to the equipment can be granted. This also applies when the equipment is under the third party safety rules, as access/egress to the third party equipment is via National Grid occupier interest i.e. National Grid owned operational land, as National Grid rules and supporting documentation applies.

How to Book a National Grid Senior Authorised Person (SAP)

Requests for an SAP are treated as “Additional Work” for our Unlicensed customers and are charged at the T&M rates in their HV Maintenance Contract. Any requests should be directed via our Customer freephone number - **0800 783 9228**.

Or to Jackie Mesnard – jackie.mesnard@uk.ngrid.com or tel. 01926 656297.

Access for Power Staff into National Grid Sub Stations

Each substation has a Site Responsibility Schedules (SRS) that defines each companies' responsibilities. This is the reference document that Users should refer to. Those individuals who have access to site should also have access the SRS. It is not appropriate to publish the SRS into the public domain.

All Users are able to gain access to site as long as they follow the guidance of the Site Manager as defined in each SRS, acting as Occupier in Law of the site.

NGET have 11 Delivery Zone Managers (acting as Site Managers) covering the England & Wales NGET sites, with Delivery Engineers covering a local group of sub stations.

NGET would expect individual Users to provide adequately trained staff to carry out duties as defined in the SRS for Competent Persons, and Authorised Persons.

The NGET Senior Authorised Person (SAP) role is to set persons to work in the high voltage compound. All adhoc work in such a compound must be assessed by an SAP before access is granted. The Delivery Zone Manager & his Delivery Engineers will give guidance on request to enable access for Users to carry their site duties and the level of any supervision or control measures as a result of the SAP's risk assessment.

NGETs Electricity National Control Centre & Network Operation Centre (both referred to in each Site's Responsibility Schedule) are able to facilitate access where required for normal operational duties.

Contact with Managers and their approximate geographical areas

Les Snowdon	South West
Shaun Hughes	South Yorks.
Gary Thornton	Midlands
Malcolm Suttling	East Anglia
Steve Smith	South East
Bob Olley	West London
Steve Bath	London
Alan Storr	West of the Pennines
Ian Yearsley	South Wales & South Midlands
Ian Readman	East of Pennines
Joe Boucher	North Wales & the Wirral

Email format firstname.secondname@uk.ngrid.com

NATIONAL GRID

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UK BP/SE/310 WORK AND WORK EXECUTION

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Purpose and Scope

This procedure details the responsibilities of National Grid employees when involved in the establishment of work and work execution for:

- Setting National Grid Staff to work
- Providing Contractors with safe access and egress

Work has been divided into three categories:

- Category 1 Work defined in Section 2.1.9
- Category 2 Work defined in Section 2.1.10
- Category 3 Work defined in Section 2.1.11

The roles and responsibilities within this document apply to National Grid staff.

Process flow diagrams have been included identifying roles and responsibilities in the following situations:

- Setting National Grid staff to work Category 1
- Setting National Grid staff to work Category 2
- Responsibilities when Contractors are carrying out work and work execution Category 1
- Responsibilities when Contractors are carrying out work and work execution Category 2
- Work and Work Execution Category 3

1 PART 1 - PROCEDURAL

1.1 Roles and Responsibilities

1.1.1 Delivery Engineer (DE)

The role of the DE is to:

- In consultation with Planning select Project Lead and General Safety Supervisor for outage and non-outage work.
- Inform the Project Lead of the work they have been nominated to lead.
- Nominate initial teams with Planning for outage and non outage shut downs.
- Review the nominations for Routines.
- To ensure responsibilities for and levels of sensible monitoring are agreed and communicated prior to work starting.

1.1.2 Project Lead (PL)

The role of the PL is to:

- Co-ordinate the individual elements making up the project.
- Carry out the overall supervision of the project.
- Provide resource information on work packs.
- Attach any relevant safety information to the relevant work orders e.g. HSE information, forms etc.
- Verbally nominate a PIC for each element.
- Carry out a Toolbox Talk on the project and deliverables making up the overall project.

1.1.3 General Safety Supervisor (GSS)

For all Category 1 work undertaken by National Grid and Contractors who are joining a National Grid **Working Party**, the GSS must be a **Senior Authorised Person**.

For all other categories of work the GSS will be someone with sufficient technical knowledge and experience.

The role of the GSS is to:

- Evaluate initial/generic risk assessments and carry out job/site specific assessments to ensure all safety health and environmental hazards are eliminated or controlled and recorded on appropriate documentation.
- Provide/produce Method Statements to control risks. Issue and discuss contents with PIC.
- Issue the **Working Party** register and complete appropriate sections.
- Ensure that sufficient resources as planned are available to enable work to be carried out safely.
- Identify any significant issues to be included in the Toolbox Talk and record on Toolbox Talk form.
- Re-evaluate risk assessments if the planned work, resources or process changes. Issue, where applicable, a modified Method Statement.
- Ensure plant is prepared and safe for required activity.
- Establish **General Safety** before work begins.
- Liaise with the Delivery Engineer / Project Lead if changes occur to planned work, risks or resources.
- Seek advice from a **Senior Authorised Person** if necessary on category 2 and 3 work.
- Ensure correct tools, safety equipment and personal protection equipment is available.
- Ensure that provisions are made for safe handling, storage of materials and goods.
- Take into account members of the **Working Party's** knowledge, experience and training when deciding how to establish **General Safety**.
- Ensure where necessary that written guidance is available.
- Ensure requirement of relevant health and safety plans are understood and implemented.

1.1.4 Person in Charge (PIC)

For Category 1 work this shall be a **Competent Person**.

For Category 2 work this shall be a **Competent Person** or **Person**.

For Category 3 work this shall be a person with sufficient technical knowledge and or experience to avoid danger.

The role of the PIC is to, as appropriate:

- Ensure tasks are only assigned to personnel who are competent to carry out these tasks and are provided with adequate resources.
- Comply with and understand Risk Assessments and Method Statements compiled by the GSS.
- Completes the relevant section of the **Working Party** Register when issued with a new or revised Method Statement.
- Communicate Risk Assessments, Method Statements and details of Toolbox Talk to the working party.
- Ensure new members of working parties are given sufficient information and instruction.
- Report changes in circumstances, hazards and deficiencies noted during everyday activities to the GSS and **Senior Authorised Person**.
- Ensure corrective action is taken to rectify hazards and deficiencies.
- Monitor the **Working Party** for compliance with health, safety, environmental and work related requirements.
- Discuss with **Working Party**, GSS and Project Leader as appropriate the findings of the monitoring carried out.
- Ensure the safety of visitors to work area.
- Ensure plant, tools, safety equipment and personal protective equipment are maintained and used in the correct manner.
- Maintain provisions established by the GSS for safe handling, storage of materials and goods.
- Liaise with other PIC's working on adjacent equipment.
- Adhere to requirements of relevant health and safety plans.
- Ensure that all members of the **Working Party** sign the **Working Party** Register.

1.1.5 All Staff

The role of All Staff is to:

- Read and understand the information supplied on Risk Assessments and Method Statements.
- Sign onto the **Working Party** register.
- Comply with instructions in all matters concerning safety and ensure that all activities are carried out in accordance with the relevant business procedures.
- Only use machinery, equipment, dangerous substances, transport equipment, or safety devices if competent to do so.
- Inform the PIC or other employees of any situation they would consider a serious and/or immediate danger to health and safety. Or any matter considered representing a shortcoming in National Grid's or other employers (if not National Grid) arrangements or undertakings for health and safety. Wear and make appropriate use of safety equipment and personal protective equipment.
- Take all reasonable care of health and safety of themselves and of others who may be affected by their actions.
- Not interfere or misuse anything provided in the interests of health, safety and environment.
- Adhere to the requirements of any relevant health and safety plans.
- Raise issues of concern with the PIC.

1.2 Requirements for Work and Work Execution

1.2.1 Requirements for Work and Work Execution All Categories

A Safe System of Work as described in Section 2.1.1 and Appendix D of this procedure shall be in place before any work commences.

All members of the **Working Party** should normally hold the minimum status of **Person**. In exceptional circumstances and subject to an assessment by a **Senior Authorised Person** an individual can be given **Personal Supervision** by a **Competent Person**.

Where a **Safety Document** has been issued and an individual joins the **Working Party** the recipient of the **Safety Document** shall give **Personal Supervision** to that individual.

1.2.2 Requirements for Work and Work Execution for Contractors

Companies contracted to do work for National Grid are themselves employers and subject to the same health and safety legislation as National Grid. Contracting companies are therefore responsible for their own provision and maintenance of safe systems of work, safe working environment, safe place of work, adequate supervision etc.

Contracting companies are required to have safety management systems in place, which are acceptable to National Grid as the Occupier or Client.

All contractors engaged in carrying out work at any **Location** must have gone through the induction process UK BP/SE/410 before work commences and must be appropriately trained and competent to carry out the work they are undertaking.

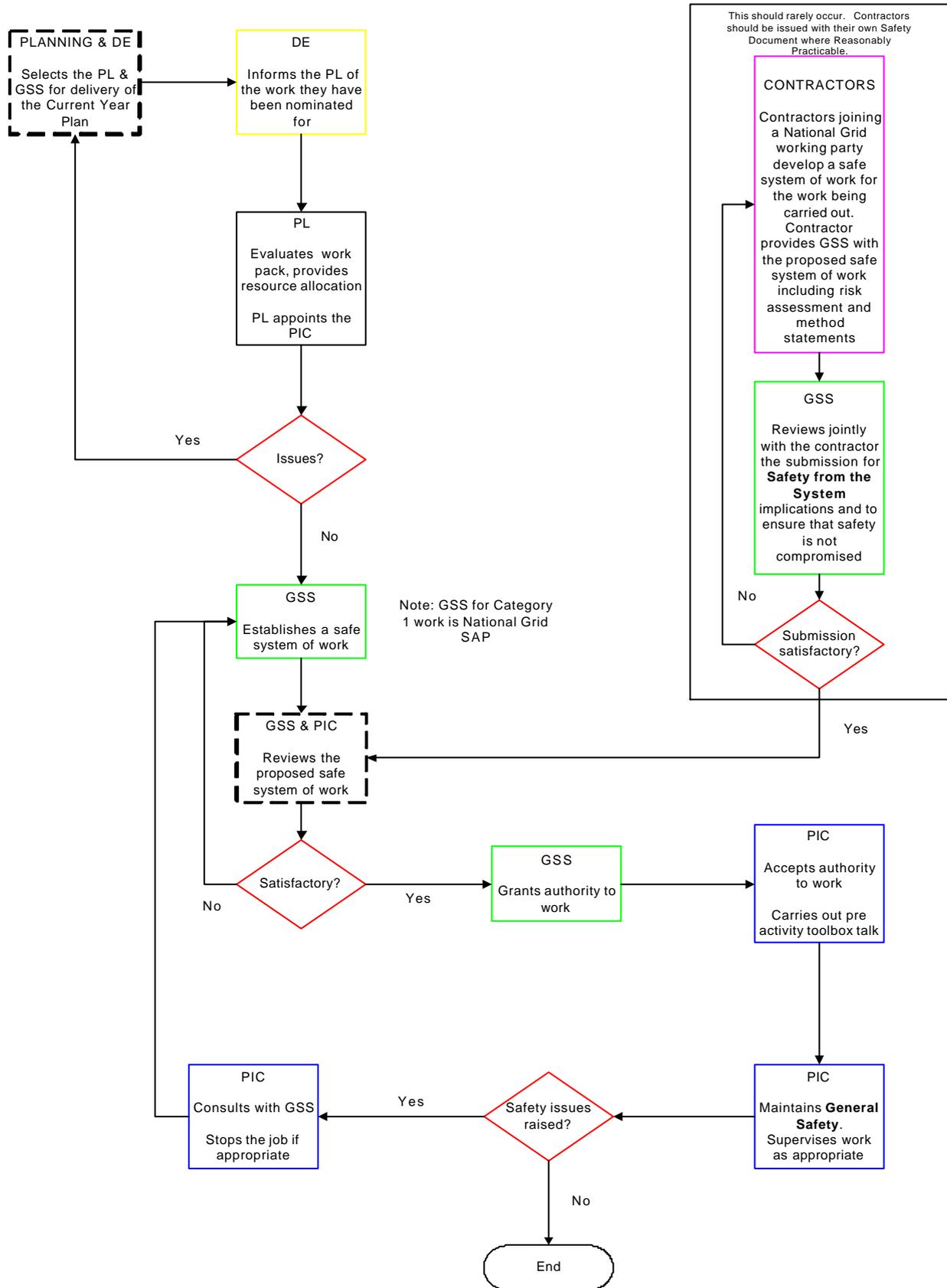
Where the work is carried out by a contractor National Grid will be responsible for providing **Safety from the System** and safe access and egress to and from the contractors designated place of work whilst on National Grid property. This is a requirement even if the Construction (Design and Management) Regulations 1994 are in force.

Where contractors are carrying out work, which falls into either Category 1 or Category 2 and the means of achieving **Safety from the System** is by limiting the work or work area written instructions clearly defining the limits shall be given. The **Senior Authorised Person** shall confirm these instructions in writing by the issue of a **Limited Access Certificate**.

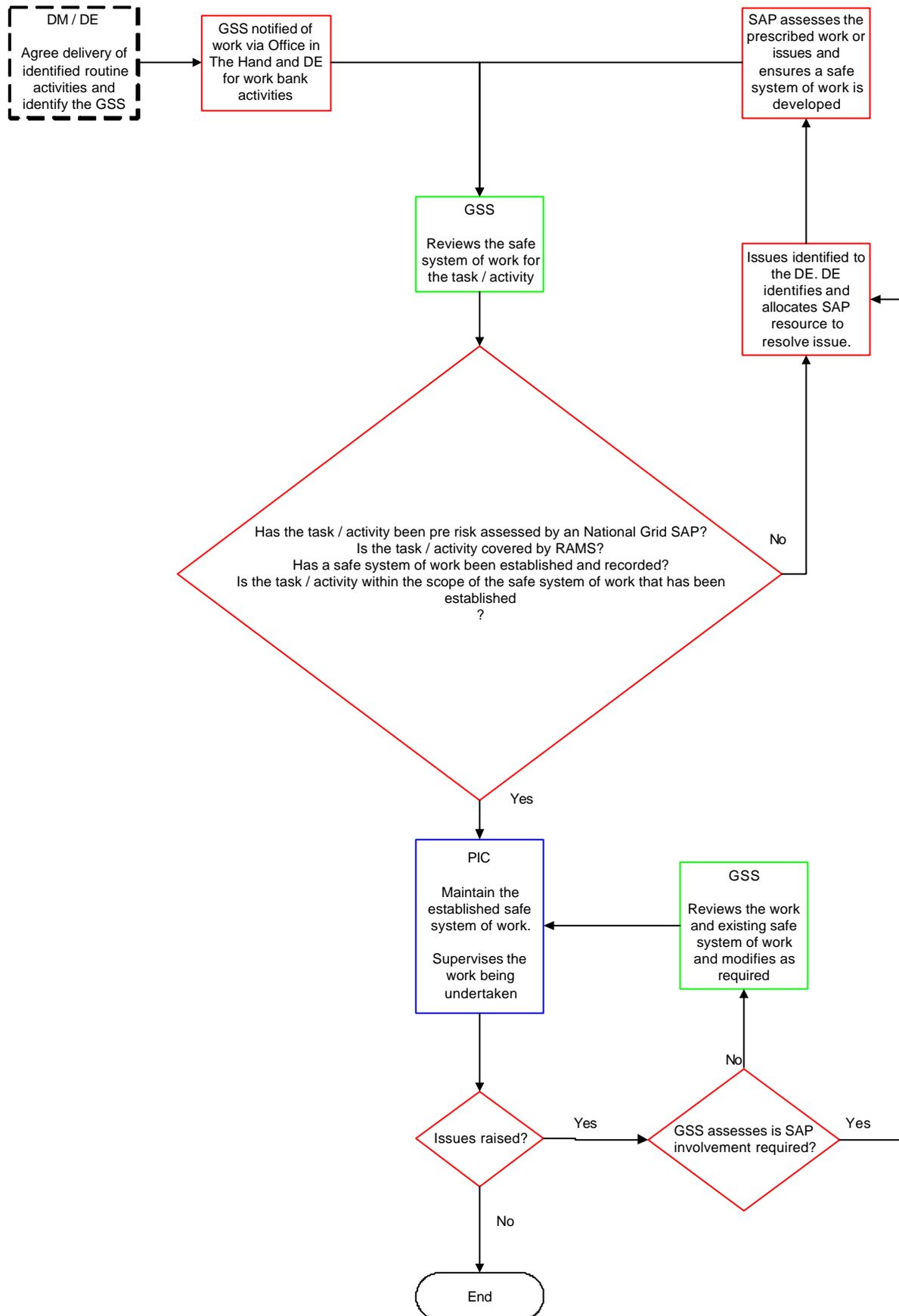
If the Contractors Safe System of Work mitigates the hazards arising from the **System** and the **Senior Authorised Person** deems there no **Safety from the System** issues associated with the prescribed work there is no requirement to issue a **Limited Access Certificate**.

1.3 Process flow charts for Work and Work Execution

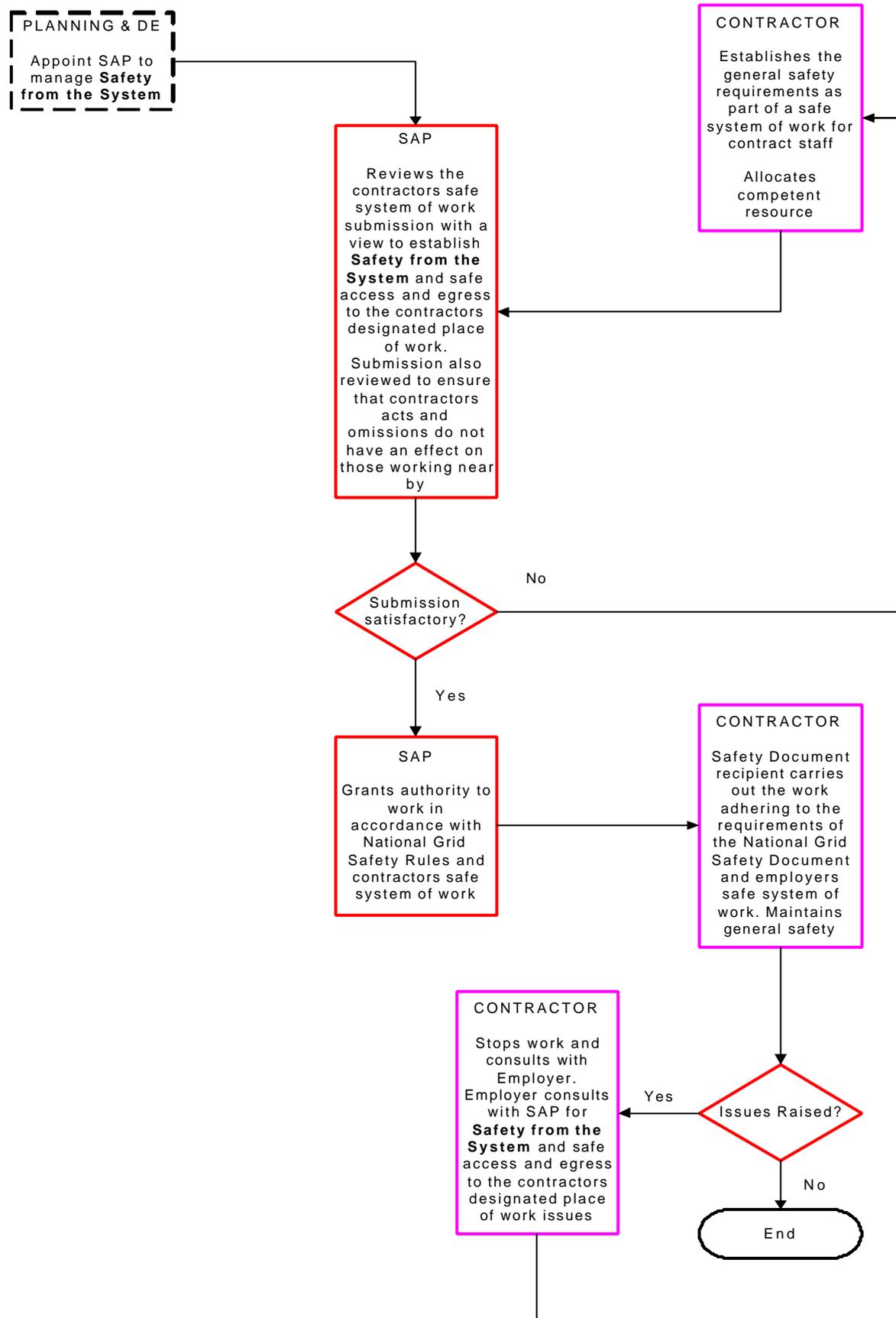
1.3.1 Setting National Grid staff to work Category 1



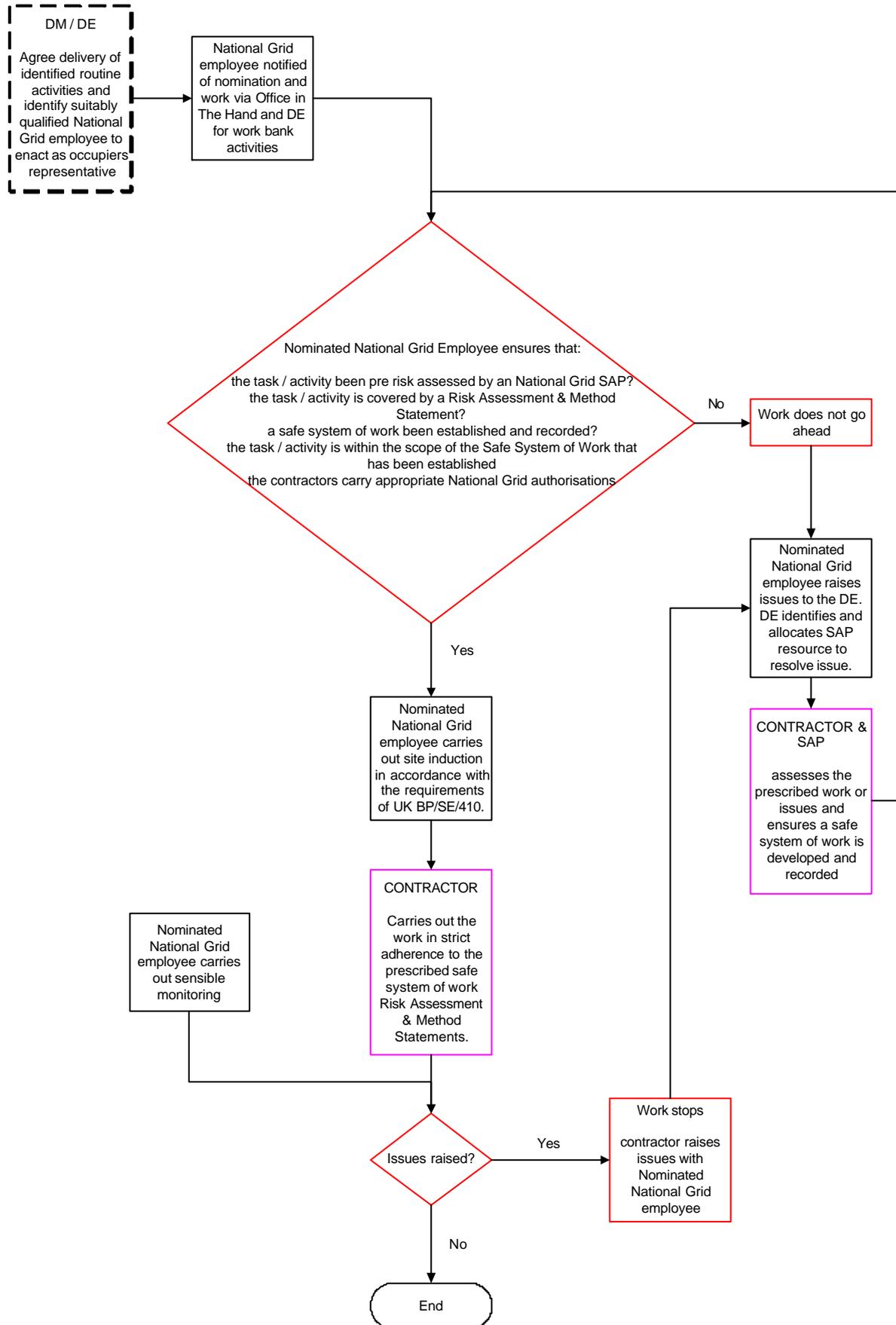
1.3.2 Setting National Grid Staff to work Category 2



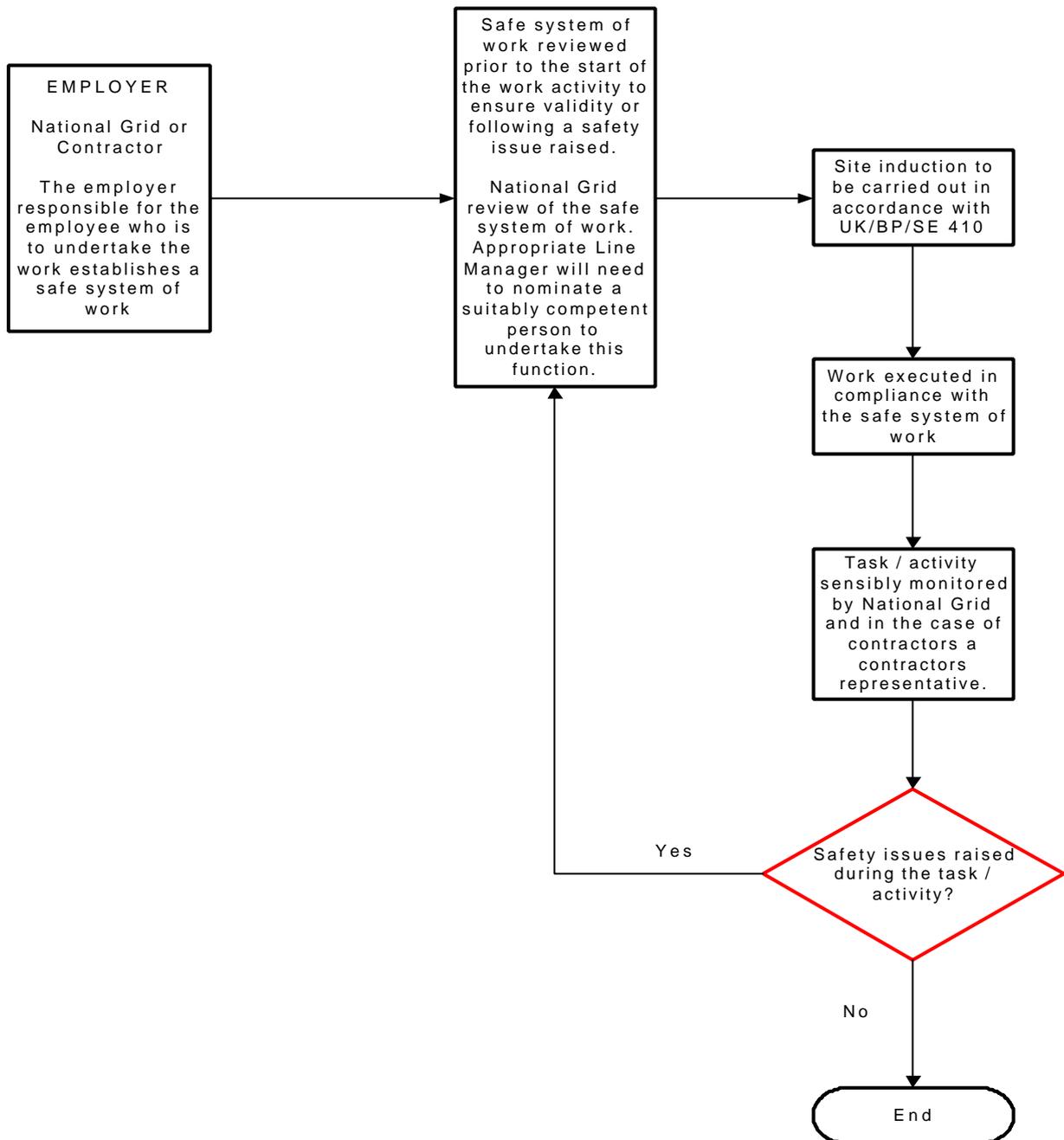
1.3.3 Responsibilities when Contractors are carrying out Work and Work Execution Category 1



1.3.4 Responsibilities when Contractors are carrying out Work and Work Execution Category 2



1.3.5 Work and Work Execution Category 3



PART 2 – DEFINITIONS AND DOCUMENT HISTORY

2.1 Definitions

Terms printed in bold type are as defined in the National Grid Safety Rules.

2.1.1 Safe System of Work

A Safe System of Work is a formal systematic examination of a task in order to identify all the hazards and assess the risks, and which identifies safe methods of work to ensure that the hazards are eliminated or the remaining risks are minimised. The basic requirements of a Safe System of Work are:

- Assessment of the task
- Hazard identification and risk assessment
- Developing controls
- Implementing the controls
- Monitoring the work

2.1.2 Toolbox Talk

A meeting of the people involved in carrying out the task, at which specific issues and the work to be undertaken are discussed as part of the process of setting people to work safely. Toolbox Talks will, as a minimum, take place prior to the start of the task, at the start of every shift, when a new person joins the working party or, where there is a change to the method of work that necessitates a review of health, safety and environment issues.

Toolbox Talk form available here http://ngtuk/user_content/es_admin/online/ToolBoxTalk.doc

2.1.3 General Safety Supervisor (GSS)

A National Grid employee who is competent and responsible for establishing **General Safety** for a designated project and for re-evaluating and establishing further aspects of **General Safety** if circumstances change. This knowledge must include knowing when to call on advice from a **Senior Authorised Person**.

2.1.4 General Safety

The provision and maintenance of safe access and egress to and from the place of work, a safe place of work, safe working environment, safe methods of work and the correct use of personal protective equipment.

2.1.5 Person in Charge of the work (PIC)

A National Grid employee who is competent and responsible for maintaining **General Safety** and be in charge of a **Working Party** or himself when working alone.

2.1.6 Contractor

A person engaged in work for the company who is not an employee.

2.1.7 Project Lead

A National Grid employee nominated by the appropriate Planning Officer and Delivery Engineer as having sufficient skills, knowledge and or experience of a project and the individual tasks comprising of that project.

2.1.8 Sensible Monitoring

National Grid and Contractors both have duties under health and safety legislation. National Grid has a duty to carry out a reasonable level of monitoring of the contractors to ensure they are effectively managing and discharging their health and safety duties. This process is described by the term sensible monitoring.

The degree of work monitoring required on National Grid sites will vary depending on a number of parameters. The following is a non-exhaustive list of things to be considered in taking into account the level of monitoring necessary for National Grid to demonstrate it is meeting its statutory requirements.

- The nature and type of work being carried out.
- Its proximity to hazards - e.g. high voltage, poor ground, chemical hazards, other operations.
- The competency of the Contractor.
- The experience of the Contractor of carrying out the work in that particular environment.
- Past history of working for National Grid on other contracts with respect to health and safety performance.
- The number of staff or contractors working on site at any one time.
- The nature of the particular work at any particular time.
- The outcome of any previous site visits or site audits.
- Proximity to members of the public.

In order to demonstrate that sensible monitoring has been carried out it is important that adequate records are kept of site visits/monitoring indicating where both unsatisfactory and satisfactory conditions are found. This is to be recorded on the sensible monitoring form Appendix B.

2.1.9 Category 1 Work

Work on or near to **Equipment** to which National Grid Safety Rules apply that is not Category 2 work. Setting to work in this Category will always require a **Senior Authorised Person** to establish **Safety from the System** as part of the Safe System of Work.

Equipment in Category 1 is **HV, LV** and Mechanical.

This work will include all planned outage maintenance activities and any unplanned emergency or breakdown situations.

2.1.10 Category 2 Work

Planned non-outage work, on or near to **Equipment** to which National Grid Safety Rules apply, which has been assessed by a **Senior Authorised Person** at the planning or contract stage and determined that the presence of a **Senior Authorised Person** in the setting to work process, at the **Location**, is not required.

The **Senior Authorised Person** involved in the assessment at the planning or contract stage should formally record this decision in writing.

This work can include substation and overhead line routines and certain work bank activities.

Note: The RAMS process shall cover Routine Activities.

2.1.11 Category 3 Work

Work on equipment where National Grid Safety Rules do not apply and where there is no **Safety from the System** implications.

Examples of Category 3 work are given in appendix C of this document.

2.2 AMENDMENTS RECORD

Issue	Date	Summary of Changes / Reasons	Author(s)	Approved By (Inc. Job Title)
1	October 2005	First Issue after consultation during SPOC meeting. This document is to be issued as UK BP/SE/310 Work and Work Execution Issue 1 replacing UK BP/SE/310 Setting Staff and Contractors to Work and Work Execution Issue 4.	Simon Atkin	SEPAG

PART 3 - GUIDANCE NOTES AND APPENDICES

3.1 APPENDICES

- Appendix A - Standby Duties
- Appendix B - Sensible Monitoring Checklist
- Appendix C - Guidance on Category 3 equipment
- Appendix D - Guidance on a safe system of work

APPENDIX A Standby Duties

- A.1 The following guidance is to assist Standby personnel in understanding the limits of what a non **Senior Authorised Person** can and cannot undertake whilst undertaking standby duties.
- A.2 The National Grid Safety Rules are concerned with safety of persons, enabling work to be carried out safely on the **System** and allocate roles and responsibilities to various appointed people. A standby person cannot undertake any roles outside their level of authorisation for normal situations that would be carried out on a day to day basis.
- A.3 When attending a breakdown of equipment, such as compressors, it may be necessary to switch off that **Equipment** and for operational purpose reselect another compressor to duty. This "routine" operational switching must have been previously subject to a risk assessment as part of the site routines. Any work required to reinstate the broken down compressor should not be undertaken unless a **Senior Authorised Person** establishes the process as laid down in this document.
- A.4 In a limited number of emergency situations it may be justifiable that a person takes appropriate action in order to stabilise the situation. However in all cases the person must have no doubt in their own mind that they are operating within their areas of competence (knowledge and experience).
- A.5 Emergency actions are those which prevent an imminent risk of serious injury to personnel or significant damage to equipment. Normal breakdowns should not be considered as emergencies. Emergencies in general are a rare occurrence.
- A.6 At no time should a standby person put themselves or anybody else at any risk of personal danger whilst taking any action in the performance of their duties. Following the emergency action(s) any recovery work or actions must only be progressed within the policy and principles of the National Grid Safety Rules and any associated procedures.
- A.7 If at any time you feel that you are not operating within your areas of competence (knowledge and experience) or you feel you are putting yourself at risk STOP.

APPENDIX B
Sensible Monitoring Checklist

NATIONAL GRID			
UK ELECTRICITY TRANSMISSION			
SENSIBLE MONITORING CHECKLIST			
TO BE USED FOR RECORDING SENSIBLE MONITORING FINDINGS			
Location:	Work being checked:		
Person being checked:	Company:	Date:	
* Tick as appropriate			
	Yes*	No*	Comments
SAFE ACCESS & EGRESS			
WORK SPACE			
ENVIRONMENTAL CONDITION			
LIGHTING			
LIFTING & HANDLING			
SLIPS & FALLS			
TOOLS & EQUIPMENT			
COSHH			
NOISE			
PPE			
OTHER:			

Name:
Signed:

APPENDIX C

Guidance on Category 3 equipment

C.1 The following equipment below may be an example of what may be designated as being outside the **System**. The Location Manager shall assess and designate what equipment is outside the **System** on a site by site basis.

- Heating and lighting circuits in offices, mess rooms, garages, workshops, toilets and similar areas.
- Kitchen/Mess Room Equipment.
- Computers and associated VDU display and peripheral units.
- Workshop machines and tools (not cranes).
- Portable testing and instrumentation equipment.
- Mobile plant and vehicles.
- Agricultural equipment.
- Office equipment such as fax, photocopier and shredding machines.
- Equipment in Storage and Maintenance Areas.
- Site security detection and alarm apparatus.
- Domestic water systems (e.g. sinks, showers, toilets).
- Telephone systems.
- Radio and Public Address systems.

APPENDIX D
Guidance on a safe system of work

