

Review date April 2017

Access into working within Plant Rooms Guidance



Coventry City Council

www.coventry.gov.uk

Introduction

This Guidance outlines the safe system of work that needs to be adopted for the access into and working in plant rooms within City Council premises. This document should be read in conjunction with the Permit to Work Guidance. Implementation of these procedures ensures compliance with relevant legislation and demonstrates good practice. Employees involved with maintenance or the repair of equipment in such rooms, supervising such work, or issuing contracts for work, must familiarise themselves with the contents of this document prior to work commencing. This guidance applies to all areas where the City Council has responsibility or control for plant rooms.

To ensure compliance with health and safety legislation, you must comply with the relevant regulations, approved codes of practice and the requirements of this guidance document.

Significant risks

The five step process to assess the risks in your workplace or service

- Potential contact with moving parts
- Potential for handling hot surfaces
- Potential contact with electrical components, electric shock/electrocution causing burn, tissue damage or in severe cases death
- Potential exposure to excessive noise levels
- Potential exposure to harmful substances
- Potential of working in a confined space.

Managers / Head Teachers

Under the Permit to Work Guidance, if you become the Permit Authoriser, it is your responsibility to confirm employees/contractors are competent to work within plant rooms. If you do not have the technical knowledge to make this assessment, you can use the services of the Council's Repairs and Maintenance Team. A charge is made for this service. In addition any person undertaking work within a plant room must also be familiar with on-site emergency procedures.

If you have responsibility for a plant room on site, you must also:

- Implement a suitable and sufficient planned preventative maintenance policy
- Confirm that appropriate resources are available to ensure compliance with this policy and statutory requirements
- Ensure compliance with relevant regulations and approved codes of practice
- Provide information on any known hazards prior to work commencing

Employees / Contractors

- Should be satisfied that any person wishing to gain access to or undertaking work in plant rooms are familiar with this guidance document and have seen the activity specific risk assessment, safe system of work and where required, completed permit form
- Confirm that where a permit is required, those undertaking the work have signed all relevant declarations on the form
- At all times, persons working in plant rooms must co-operate and comply with the requirements of this guidance document

Provision of Information, Instruction and Training

In addition to 'experience', certain jobs require an individual to have specific accreditation or training to deem them competent to undertake a work activity. The Permit Authoriser is responsible for checking competency prior to signing off a permit.

HSE Guidance

Electricity information [Click Here](#)

Permit to Work Systems [Click Here](#)

Coventry City Council Guidance

Permit to Work Guidance

Contacts

For further information contact:

Occupational Health, Safety and Wellbeing Service on 024 7683 3172
or e-mail healthandsafetyservicesadmin@coventry.gov.uk

Statutory Compliance Team on 024 7683 2897 or e-mail phillip.mcgarra@coventry.gov.uk

Permit requests/Repairs and Maintenance Team on 024 7683 2960
or e-mail simon.amos@coventry.gov.uk or paul.aitken@coventry.gov.uk

If you need this information in another language or format
please contact Health and Safety on 024 7683 3172

Access Into/Working Within Plant Rooms Guidance

APPENDIX

Permit to Work: Access Into/Working within Plant Rooms

PART 1: JOB DETAILS – To be completed by the Permit Requestor		REF:	
Nature of job:			
Site Location:			
Permit Operator Name:		If sub-contractor, please give details:	
PART 2: SAFETY PRECAUTIONS - To be completed by the Permit Requestor			
NB: Work cannot commence without the following information. Tick the boxes below as appropriate to those precautions that have been taken. Those boxes which are not relevant must be marked N/A			
Risk assessment method statement		Yes	No
A signed and dated risk assessment must be submitted (the risk assessment must be suitable and sufficient and relevant to the work being undertaken). Has the content been reviewed prior to work commencing?			
Has a method statement detailing the safe system of work been adopted to accompany the risk assessment and has this been signed and dated.			
Part 3 PERMIT AUTHORISER to confirm P1 & 2 complete and that a risk assessment, method statement are attached		SIGN & DATE:	
PERMIT VALID UNTIL: (NB: A new permit will be required if the work specified in Part 1 does not commence on or before this date)			
PART 4: PRECAUTIONS – To be completed by Permit Requestor		Yes	No
1. Has the Permit Operator received an induction/familiar with site?			
2. Has a suitable egress route been identified in case of emergency?			
2.1. Are suitable arrangements in place in case of emergency, for example the need to bring an injured person safely from plant room?			
2.2. Is there safe means of getting persons, material and equipment to the plant room and back out again?			
3. Is there a safe means of getting waste materials removed from the plant room?			
4. Will the work to be undertaken require hot works?			
4.1 Has a hot work permit been carried out or planned to be carried out prior to commencement of work?			
4.2 Can the work be carried out whilst rooms above/below are still occupied?			
5. Will the work require entry into a confined space?			
5.1 Has a confined space permit been carried out or planned to be carried out prior to commencement of work?			
6. Does the working process present a risk to the atmospheric conditions in the work area?			
7. Is all equipment used for test and inspection purpose certified and calibrated?			
7.1 Is the calibration in date?			
8. Is there are sufficient cordon with safety signage in place to prevent persons entering the work area where there is a risk?			
State any other precautions required:			
NAME OF PERMIT REQUESTOR:		SIGN & DATE:	
PART 5: PERMIT OPERATOR	I've read and understood the conditions of this permit.	SIGN & DATE:	
PART 6: HAND BACK: <i>Permit Requestor to complete pink & white copy then notify Permit Authoriser to cancel permit.</i> <i>*delete as appropriate</i>	I certify that the work has been completed/partially* completed and left in a safe condition.	SIGN & DATE:	
PART 7: HAND BACK: <i>Permit Authoriser to complete & file with yellow copy.</i> <i>*delete as appropriate</i>	I certify that the work has been completed/partially* completed and the permit is now cancelled.	SIGN & DATE:	