

Review date April 2017

# Working with Complex Electrical System Guidance



Coventry City Council

[www.coventry.gov.uk](http://www.coventry.gov.uk)

## Introduction

This Guidance outlines the safe system of work that needs to be adopted prior to working on complex electrical systems 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 the maintenance or repair of complex systems, supervising or issuing contracts for such 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 complex electrical systems.

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

- Potential for electric shock/electrocution causing burn, tissue damage or in severe cases death
- Potential for arcing/overheating causing burn, tissue damage or in severe cases death
- Potential contact with moving parts
- Potential for handling hot surfaces
- 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 on complex electrical systems. If you do not have the technical knowledge to make this assessment, you may use the services of the Council's Repairs and Maintenance Team. A charge is made for this service. In addition, anyone working on complex electrical systems must also be familiar with on-site emergency procedures.

If you have responsibility for complex electrical systems 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 guidance document 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

- Must be satisfied that any person undertaking work on complex electrical systems is familiar with this guidance document and have seen the activity specific risk assessment, safe system of work and where required, completed permit form
- Where a permit is required, those undertaking the work must sign all relevant declarations on the form
- All persons working on complex electrical systems are expected to 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 form.

### 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](mailto:healthandsafetyservicesadmin@coventry.gov.uk)

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

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

# Working on Complex Electrical Systems Guidance

## APPENDIX

### Permit to Work: Working on Complex Electrical System

<b>Part 3 PERMIT AUTHORISER</b> to confirm P1 & 2 complete and that a risk assessment, method statement are attached		SIGN & DATE:	
<b>PART 1: JOB DETAILS – To be completed by the Permit Requestor</b>		REF:	
Nature of job:			
Site Location:			
<b>Permit Operator</b> Name:		If sub-contractor, please give details:	
<b>PART 2: SAFETY PRECAUTIONS – To be completed by the Permit Requestor</b>			
<b>NB:</b> 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			
<b>Risk assessment method statement</b>		<b>Yes</b>	<b>No</b>
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?			
As a method statement detailing the safe system of work been adopted to accompany the risk assessment and has this been signed and dated.			
<b>PERMIT VALID UNTIL:</b> (NB: A new permit will be required if the work specified in Part 1 does not commence on or before this date)			
<b>PART 4: PRECAUTIONS – To be completed by Permit Requestor</b>		<b>Yes</b>	<b>No</b>
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 out safely?			
2.2. Is there safe means of getting persons, material and equipment to the work area and back out again?			
3. Is there a safe means of getting waste materials removed from the work area?			
4. Is all equipment used for test and inspection purpose certified and calibrated?			
4.1 Is the calibration in date?			
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 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:			
<b>NAME OF PERMIT REQUESTOR:</b>		SIGN & DATE:	
<b>PART 5: PERMIT OPERATOR</b>	I've read and understood the conditions of this permit.	SIGN & DATE:	
<b>PART 6: HAND BACK:</b> <i>Permit Requestor to complete pink &amp; 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:	
<b>PART 7: HAND BACK:</b> <i>Permit Authoriser to complete &amp; 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:	