MANCHESTER 1824

The University of Manchester

DIRECTORATE OF ESTATES & FACILITIES

PROCEDURE AND INFORMATION MANUAL

EPM HS16 – Electrical Shutdown Procedure

Document Originated:	March 2013	**By:**	M. Bailey
Issue Number	1	**Number of pages:**	4
Approved by EMG:	TBA	**Status:**	Approved Document
Last revised:	September 2016	**By:**	M. Bailey
Next revision:	September 2018	**By:**	M. Bailey

BACKGROUND

This procedure note has been developed to confirm arrangements which must be made prior to any electrical isolation. Depending upon the complexity of the shutdown there are elements of the procedure which may not be applicable in all cases. (For example isolations of single final circuits)

The procedure note is to be read in conjunction with the document EPM HS12 – Permit to Access and Permit to Work, with particular reference to Appendix 9.

The procedure note is aimed at confirming the roles and responsibilities of the various parties involved in the organisation and completion of electrical shutdowns, and guiding them through the process.

KEY PERSONNEL

1. PROJECT MANAGER – The Project Manager is defined as the person in charge of the work, and is responsible for:
   a) Coordination of the shutdown dealing with all other parties as necessary.
   b) The Estates Permit to Work request and issue
   c) Liaison with Clients and the Faculty Estates teams.

2. PSU ELECTRICAL TEAM - Responsible for:
   a) the technicalities and agreement of working practices with the contractor.
   b) Authorising the Estates Permit to Work
   c) Issuing Electrical Permit to Work to contractor when the system has been proven 'dead'
   d) Overseeing the works / shutdown on site as necessary.

3. CONTRACTOR - Responsible for:
   a) Agreeing work practices with PSU Electrical Team
   b) Production of RAMS.
   c) Supporting the Project Manager in the organisation of the shutdown in terms of issuing Distribution Board schedules / identifying areas affected etc.
   d) Acceptance of the Permit to Works and completing the task to the requirements of the Permits.

4. FACULTY ESTATES TEAM – Responsible for:
   a) supporting the Project Manager in organisation of the shutdown with building users & academic colleagues.

PRINCIPLES

1. The University has a policy of no live working.

2. All work on University electrical systems prior to final circuits is subject to the University's Safe System of Work. No other local arrangements or contractors systems shall be accepted.

3. The Project Manager shall raise the need for an electrical shutdown as early as possible with all the key personnel. This is to allow sufficient time to plan the shutdown.

4. The Project Manager shall ensure the PSU Electrical Team are aware of the requirement of a shutdown before any permit is logged on the system.

5. No permit will be authorised without suitable and sufficient Risk Assessments and Method Statements issued by the company or individuals undertaking the work. Each permit request will be reviewed and authorised by the PSU Electrical team.

6. The University does not permit contractors to undertake their own isolations of electrical systems, other than:
   a) Final circuits from final distribution boards that are deemed safe. This operation is exempt from the Permit to Work system.
   b) Isolation of final distribution boards where they incorporate an integral switch disconnector, following technical assessment and agreement between the contractor and the PSU Electrical team. For this operation a Permit to Work is required.

7. Isolations of electrical systems supplying final distribution boards, or further upstream in the distribution systems shall only be made by the PSU Electrical team. For this operation a Permit to Work is required.

8. A further Safe Working permit shall be issued to the person in charge of the work, at the point of work by a PSU Electrical Team member. This permit will detail the work, the point of isolations, any special precautions. The person in charge of the work is to work strictly in accordance with this permit.

9. All isolations shall be made in accordance with the safe system of work procedures detailed in the HSE Guidance document HSG 85.

10. Once the work has been complete the electrical system shall be verified as complete and dead tested prior to the reconnection of the supply.

11. The whole activity shall be supervised by an individual who has the competence to ensure all necessary precautions are implemented and has the relevant training, experience and qualifications for the task in hand.

12. The flowchart in Figure 1 details both the sequence of tasks and the roles of the key personnel.

FURTHER GUIDANCE

Further guidance on any aspect of Electrical Isolations can be gained from the PSU Electrical Team.

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