Mechanical Isolation
Heating and Vent
Revised Monday, October 25th 2010

Requirement for works on heating or ventilation systems

Does the work need to be done on live circuits?

Yes

Stop. Seek advice from a qualified Mechanical Engineer or suitably authorised person.
A full risk assessment and method statement are required

No

Has the whole circuit been clearly identified and does it have a means of isolation?

Yes

Are the persons required to do the job competent?
Do you have a safe working plan or method statement?
Both are essential.

No

Stop. Seek advice from a qualified Mechanical Engineer or suitably authorised person.
Isolation, draining and re-filling must only be carried out by ESS staff.

Ventilation

Is the work to be done on ventilation or heating circuits?

Heating

Other

Seek advice

1. Check that fume extract systems will not be affected.
2. Ensure that other areas connected to the system will not be affected by any alterations or additions.
3. Inform the relevant D.W. Supervisor that work is being done to a system.
4. Post notices and warnings
5. Ensure system is re-balanced on completion

1. Inform the relevant D.W. Supervisor that work is being done to a system.
2. Isolate the system.
3. Post notices and warnings
4. Drain the system (do not leave drain valves or cocks open).
5. Install new isolation valve if required, further isolations may be necessary.
6. Check other areas and install temporary supplies if required.
7. Re-filling should only be carried out with the assistance of the Direct Works

Ensure that record drawings are updated