

Warning: This permit must not be used outside normal hours without explicit authority from the Head of Maintenance or their Deputy

## High Voltage Areas Limitation of Access Permit



This form must be used for all work requiring access to high voltage substations and other areas where high voltage equipment is installed. Only authorised persons in ESS may issue this permit, these people must have attended the High Voltage Awareness Training Course.

Issued to	Name:		Organisation:	
Location	Substation/Plant Area:		Building:	
Exact details of work to be carried out				
Risk Assessments Received	Yes	No (work must not proceed)	Attach Risk Assessment	
Remarks/Instructions Given				
Date of entry :		Issue Time:	Expiry time: In the event that the permit holder doesn't return by this time the alarm must be raised	
ESS Employee Issuing permit			Signature	

### Part B Receipt

I hereby declare that I accept responsibility for carrying out work in accordance with this limitation of access permit, that I have a risk assessment and that all instruction received will be complied with, and that no work other than that detailed above will be carried by me or by persons in my charge.

Name: (print)	Sign Name	Position	Date

Medical School and Ridley 1 <u>If you are not familiar with the systems do not proceed!</u> CO2/Fire Suppression has been isolated and locked off and signs posted (note Ridley 1 follow instructions as directed on the sign adjacent to the control panel)	Yes	No	N/A
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<b>Part C: Clearance</b>			
I hereby declare that all work for which this Limitation of Access Permit was issued is now suspended/complete and that all persons in my charge have been withdrawn from the area and the keys have been returned to the person that issued them to me			
Name: (print)	Sign Name	Position	Date
<b>Part D: Cancellation</b>			
I hereby declare that this Limitation of Access Permit is cancelled. I have received the keys back and no further work shall be done.			
Name: (print)	Sign Name	Position	Date
CO2/Fire Suppression has been reinstated	Yes	No	N/A

#### Permit to Work Procedure

This permit must only be issued by ESS employees authorised to do so, please ensure all necessary details are completed

1. Access the ESS Health and Safety Web Pages and locate the permit required.
2. Download the form and complete it electronically before printing one copy off so it can be signed.
- **1 x** copy of the permit (signed) is given to the person requesting the permit to work and must be available at the work location.
- **1 x** copy of the permit (electronic) must be emailed to the Customer Services and Administration (CSA) on **permittowork@ncl.ac.uk** who will enter the details from the permit on to the Permit to Work data base. CSA will also advise you of any other permits operating in the area.
3. **Once work is complete the signed copy of the permit must be returned to the ESS person responsible for the work who will then request CSA to remove details of the permit from the data base. The signed copy of the permit must then be forwarded to CSA where it will be held on file.**

#### Useful Numbers

Security Emergency	0191 2226666
Fire Safety Officer	0191 2228127
Health and Safety	0191 2226847
Estate Support Service	0191 2227171

**In the event of fire raise the alarm by activating the nearest live call point and leave the building by the nearest exit, once safe telephone the fire brigade and the Emergency Security number above**

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### ESS Risk Assessment

<b>Write the name of the activity being assessed here:</b> Access to HV areas for survey purposes only		<b>Write the location of the activity here:</b> Campus HV areas						
<b>Write the name(s) of the people involved in the assessment here:</b> Gary Morton		<b>Step 2</b> <b>Who might be harmed –</b> Put an x in the boxes (below) next to the people that could be affected by the activity						
<b>Assessors Signature(s):</b>		<b>Who might be harmed</b>					<b>X</b>	
		Students						
		Employees					<b>X</b>	
<b>Date:</b>	<b>16.05.13</b>	Children						
		Members of Public						
<b>Review date (1yr):</b>	<b>16.05.14</b>	Contractors					<b>X</b>	
		Visitors						
<b>Step 1</b>		Others:						
<b>Hazards</b> Please list in the boxes provided below <u>all</u> of the hazards associated with the activity  A hazard is anything with the potential to cause harm eg sharp objects, heavy loads, slips trips or falls, electricity.		<b>Step 3</b> <b>Severity of potential injury</b>			<b>Step 4</b> <b>Likelihood of accident happening</b>			<b>Severity x Likelihood = Risk Rating</b>
		1	2	3	1	2	3	
		Minor injury	Major injury	Fatality	Unlikely	Possible	Likely	
		<b>Step 5 Total</b>						
1. Electric shock/burns/fire/explosion				x			x	9
2. Slips, trips and falls			x			x		4
3. Suffocation (fire suppression systems Medical School and Ridley 1)				x			x	9
4.								
<b>Step 6</b> Take the highest number from the Total column and place in the appropriate risk rating box below								
<b>Risk Rating Low: 1-3</b>		<b>Risk Rating Medium 4-6</b>			<b>Risk Rating High 7-9</b>			<b>x</b>

<b>Step 7. Considerations and control measures</b>	
1	1.1 Access to these areas is controlled by use of a permit to work system and all areas are secured/locked 1.2 Only electrically competent persons may access these areas, all others requiring access must be accompanied/supervised by an electrically competent person 1.3 This risk assessment applies only to survey work; <u>no other work must be undertaken without further risk assessment.</u> 1.4 In the event access equipment is required a further risk assessment must be carried out
2	2.1 Housekeeping must be maintained in good order, HV areas must not be used for storage of equipment or materials 2.2 Lighting must be adequate for the tasks being carried out 2.3 All defects must be reported

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3	3.1 Only persons trained and familiar with fire suppression systems (and lock off procedures) installed at Medical School and Ridley 1 are permitted to access these areas
4	

<b>Step 8 Reassessing Hazards</b>  <b>Hazards</b> Please list below <u>all</u> hazards	Severity			Likelihood			Severity x Likelihood = Risk Rating
	1	2	3	1	2	3	Total
	Minor injury	Major injury	Fatality	Unlikely	Possible	Likely	
1. Electric shock/burns/fire/explosion			x		x		6
2. Slips, trips and falls		x		x			2
3. Suffocation (fire suppression systems Medical School and Ridley 1)			x	x			3
4.							
Take the highest number from the total column and place in the appropriate risk rating box below. Note: The number will usually, but not always be lower now that control measures have been introduced							
Low: 1-3		Medium 4-6		6	High 7-9		