

## 1. SCOPE

This Safety Instruction applies the principles established by the ScottishPower Safety Rules (Electrical and Mechanical) and **Company** Safety Instructions to be applied in order to control the access of personnel to:

- enclosures, chambers, cubicles or cells containing exposed **High Voltage (HV)** conductors;
- towers, gantries or other means of supporting or giving access to **HV** conductors.

## 2. ISSUE RECORD

This is a [Reference](#) document. The current version is held on the EN Document Library.

**It is your responsibility to ensure you work to the current version.**

Issue Date	Issue No.	Author	Amendment Details
October 1998	1		Initial Issue.
September 2015	2	Phil Currie	Section 7: Definition added for <i>Upper Portion</i> . Section 10.2: Removed requirement for <b>Senior Authorised Person</b> to hold keys. Section 10.4: Added requirement to use <b>Approved</b> voltage indicator where practicable. Section 12: Allowing access above anti-climbing guard on towers (but below the <i>Upper Portion</i> ), without the requirement for a <b>Safety Document</b> .

## 3. ISSUE AUTHORITY

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## 4. REVIEW

This is a [Reference](#) document which has a 5 year retention period after which a reminder will be issued to review and extend retention or archive.

## 5. DISTRIBUTION

This Energy Networks' Safety Instruction is maintained by EN Document Control and is part of the ScottishPower Safety Rules which is published to the SP Energy Networks Internet site.

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## 7. DEFINITIONS

For the purpose of this document the following definitions apply:

- (i) *Compartment* – an enclosure, chamber, cubicle or cell (but not a substation) containing **Apparatus** having exposed **HV** conductors. This term does not apply to metal-enclosed switchgear spouts.
- (ii) *Structure* – a tower, gantry or other means of supporting or giving access to exposed **HV** conductors.
- (iii) *Upper Portion* – of towers, are those parts which are:
  - (a) within **Safety Distance** of **HV** conductors; and/or
  - (b) within 300mm of unearthed steelwork supporting **HV** conductors or bonded to unearthed steelwork supporting **HV** conductors; and/or
  - (c) above a horizontal line through the lowest **HV** conductor.

Terms printed in bold type are as defined in the ScottishPower Safety Rules (Electrical and Mechanical).

## 8. PLANT AND APPARATUS IDENTIFICATION

Each *Compartment* or *Structure* shall be readily identifiable.

## 9. DANGERS

The main **Dangers** to personnel presented by *Compartments* and *Structures* are electric shock and burns due to gaining accidental or unauthorised access.

## 10. ACCESS TO COMPARTMENTS CONTAINING HV APPARATUS

- 10.1 Barriers, including plates on access ladders, designed to prevent access to *Compartments* shall, where practicable, be kept **Locked**.
- 10.2 Access to these *Compartments* shall only be permitted by a **Senior Authorised Person**.
- 10.3 Only a **Senior Authorised Person** or an **Authorised Person** acting under his **Personal Supervision** shall have access to a *Compartment* in which the exposed **HV** conductors are **Live**.
- 10.4 When work or testing is to be done on **HV Apparatus** in a *Compartment*, all the exposed **HV** conductors shall be **Isolated, Earthed** and, where practicable, proved not **Live** using an **Approved** voltage indicator. The voltage indicator shall be tested immediately before and immediately after use. A **Permit for Work** or a **Sanction for Test** shall be issued for the work or testing. The lock controlling access to the *Compartment* shall have been unlocked by a **Senior Authorised Person** or by an **Authorised Person** acting under his **Personal Supervision**.

## 11. ACCESS TO STRUCTURES

Gates and devices designed to prevent the climbing of *Structures* shall be kept **Locked** or bolted except when opened under a relevant **Safety Document**, or by a **Senior Authorised Person**, or by a **Person** acting under the **Personal Supervision** of a **Senior Authorised Person**, or by an **Authorised Person** as described in section 12 below.

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12. **LIMITED ACCESS OUTSIDE THE UPPER PORTION OF OVERHEAD LINE TOWERS FOR MAINTENANCE**
- 12.1 Access above the anti-climbing device on overhead line towers not located inside a substation may be gained by an **Authorised Person** for maintenance without requiring a **Safety Document**. However access shall not be gained to the *Upper Portion* of a tower without the issue of an appropriate **Safety Document**.
- 12.2 Replacement of tower identification plates, **Circuit Identification** colour plates and **Circuit Identification** flag brackets shall be on a like for like basis unless as directed by a **Senior Authorised Person** and a **Safety Document** issued.
- 12.3 Illegible or missing tower identification plates, **Circuit Identification** colour plates or missing flag brackets shall also be replaced as directed by a **Senior Authorised Person** and a **Safety Document** issued.