



1 SCOPE

This Procedure details both the circumstances in which standby shall be provided and the responsibilities borne by the *Standby Man* in such circumstances.

2 ISSUE RECORD

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3 ISSUE AUTHORITY

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5 INTRODUCTION

ScottishPower has a statutory responsibility to ensure that persons not in its employ are not exposed to risks to their health and safety whilst working in the proximity of the **System**, either on ScottishPower controlled sites or other sites. Power Systems, therefore, has a responsibility for ensuring **Safety from the System** for contractors or third parties working on or adjacent to **Plant** or **Apparatus** within substations or at other known **Locations**.

Where appropriate a *Standby Man* may provide **Supervision** to ensure that these responsibilities are met.

6 DEFINITIONS

Terms printed in bold type are as defined in the ScottishPower Safety Rules (Electrical and Mechanical) 4th Edition.

Terms printed in italics are as defined in the Definitions Section of these Procedures.

7 SITUATIONS WHERE STANDBY IS REQUIRED

7.1 Implementation of Standby Procedure

The Procedure detailed in this section may be implemented in the following circumstances:

- (i) for persons who have insufficient technical knowledge or experience to be authorised,

or
- (ii) for persons who are likely to undertake work only very infrequently,
e.g. Plant/Apparatus Specialist,

or
- (iii) where the requirements of HSE Guidance Note GS6 'Avoidance of Danger from Overhead Electrical Lines' cannot be met.



7.2 Work on or adjacent to the System

A person who is not authorised may be allowed to work on, or adjacent to, the **System** or in a substation or compound provided that:

- (i) the person has been given a **Safety from the System** induction briefing, appropriate to the work and the **Location**,

and

- (ii) **Supervision** is provided.

7.3 Issue of Safety From the System Induction Briefing Certificates

Where there is a requirement for ‘Safety from the System Induction Briefing’ Certificates to be issued, they shall be site specific and shall be valid for a period not exceeding one month from the date of issue.

8 SAFETY FROM THE SYSTEM RESPONSIBILITIES

8.1 Work carried out on behalf of Power Systems

Where work on or adjacent to the **System** is being carried out on behalf of Power Systems, the **Senior Authorised Person** or **Authorised Person** responsible for the work shall appoint a *Standby Man* as appropriate.

The *Standby Man* shall assume the responsibilities detailed in sections 8.4, 8.5 and 8.6 below.

8.2 Work carried out on behalf of a third party

Where work adjacent to the **System** is being carried out by a third party, Power Systems has a responsibility to ensure the **Safety from the System** of the third party, contractors and the public, with respect to hazards arising out of their work.

8.2.1 Advance notification of work

Where a third party approaches Power Systems in advance of work, Power Systems will nominate a **Senior Authorised** or **Authorised Person** as appropriate, to liaise with the third party regarding **Safety from the System**.

Where necessary a *Standby Man* shall be appointed. The *Standby Man* shall assume the responsibilities detailed in sections 8.4 and 8.6 below.



8.2.2 No advance notification of work

Where no advance notification of the work has been received, as soon as Power Systems becomes aware of the work, in addition to the measures detailed in sections 8.2.1 above and 8.4 and 8.6 below, immediate emergency steps may need to be taken. These steps may include, but are not limited to the following:

- If there is no immediate **Danger**, enter into discussion with the third party with regard to the work and the hazards arising from working adjacent to the **System**
- Take such immediate steps as may be necessary, e.g. advise that all work stops with immediate effect, initiate an emergency shut-down of the part of the **System** affected, etc
- Notify the situation to the HSE

8.3 Overall Control of Site Safety

Where the work is under the control of a third party, it shall be made clear in the discussions outlined in sections 8.2.1 and 8.2.2 above, that the overall responsibility for the management of safety on site remains that of the third party. The **Senior Authorised Person** or the **Authorised Person** and the *Standby Man* shall assume the responsibilities detailed below with respect to ensuring **Safety from the System** only.

If the Construction (Design and Management) Regulations 1994 apply to the project, it shall be made clear that Power Systems is not assuming any role as defined in the CDM Regulations, e.g. Client, Designer, Principal Contractor, etc.

Under the CDM Regulations, the **Senior Authorised Person** or the **Authorised Person** and the *Standby Man* shall liaise with the Principal Contractor, as appropriate, whilst carrying out their responsibilities detailed in sections 8.4 and 8.6 below.

8.4 Allocation of Responsibilities

8.4.1 Appointment of *Standby Man*

The **Senior Authorised Person** or the **Authorised Person** responsible for the work shall determine whether a *Standby Man* is required.

Where a *Standby Man* is required, the **Senior Authorised Person** or the **Authorised Person** shall ensure that he is conversant with the hazards to be controlled. The **Senior Authorised Person** or the **Authorised Person** and the *Standby Man* may be the same **Person**.



8.4.2 Safety From the System Induction Briefing

A **Safety from the System** induction briefing shall be given by either the **Senior Authorised Person** or the **Authorised Person** above or the *Standby Man*, if appropriate.

8.4.3 Authorisation of the *Standby Man*

The *Standby Man* shall hold, in addition to his standby authorisation, an authorisation for work similar to that which he is supervising.

8.4.4 Application of the Safety Rules

The *Standby Man* shall confirm to the **Senior Authorised Person** or **Authorised Person** that he is conversant with and understands all instructions and shall subsequently ensure that the *Working Party* complies with all relevant Safety Rules or specific instructions.

Where appropriate, the *Standby Man* shall be aware of the location of points of isolation, **Earthing Devices**, the demarcation of safe working areas, access arrangements and the posting of **Caution** and **Danger Notices** and ensure that they remain secure and in place.

8.4.5 Disputes Regarding **Safety From the System**

In the event of any dispute with the person(s) to whom the *Standby Man* is providing **Supervision** regarding **Safety from the System**, he shall instruct them to withdraw from the site. He shall then contact the appropriate **Senior Authorised Person** or **Authorised Person** responsible for the work and advise him of this action.

8.4.6 **Safety Document** Holder

The *Standby Man* may hold the **Safety Document** for a single *Working Party*. He shall not hold any **Safety Document** when providing **Supervision** to more than one *Working Party*.

8.4.7 Provision of **Supervision**

The *Standby Man* shall provide **Immediate** or **Personal Supervision** as determined by the **Senior Authorised Person** or the **Authorised Person** responsible for the work.



8.4.8 Presence of *Standby Man* on Site

If the *Standby Man* has to leave the **Location** for any reason he shall stop all work under his control and withdraw the *Working Party* from the **Location** until his return, or shall arrange with the **Senior Authorised Person** or **Authorised Person responsible for the work** for his replacement.

8.4.9 Record of Persons on Site

The *Standby Man* shall maintain a daily record of the names of those contractors' staff on site, to whom he is providing **Supervision**, on the Contractor's log sheet (Appendix 1). He shall ensure that each individual signs in and out on the log sheet on each occasion.

8.4.10 Communication with **Control Person**

The *Standby Man* shall, where appropriate, advise the **Control Person** of the **Location**, work content and duration.

8.5 Substation Sites

In addition to the requirements of section 8.4, the following responsibilities shall be carried out in substations:

8.5.1 Delivery of **Safety From the System** Induction Briefing

The **Person** giving the '**Safety from the System** Induction Briefing' shall satisfy himself that the recipient is conversant with all safety requirements. Both he and the recipient shall sign the 'Safety from the System Induction Briefing Certificate', Appendix 2, and each shall retain a copy. A durable reference card detailing Avoidance of Danger in Electricity Substations or Compounds shall also be issued.

8.5.2 Control of Access to Site

The *Standby Man* shall ascertain the identity of any person wishing to enter the substation. Before allowing them to enter, he shall ensure that each person is either an appropriately **Authorised Person** or has been briefed and issued with a 'Safety from the System Induction Briefing Certificate'.

8.5.3 Compliance with PSSI 6 and PSSI 8

Where appropriate, the *Standby Man* shall ensure that all work is carried out in accordance with PSSI 6 (Demarcation of Work Areas in Substations) and PSSI 8 (Access Equipment, Cranes and Long Objects in Substations).



8.5.4 Condition of Working Area

The *Standby Man* shall ensure that the working area is kept in a clean and tidy condition and that any extraneous materials are either stored on site in a suitable manner or removed from site.

8.5.5 Removal of Trench Covers

Removal of trench covers shall only take place with the *Standby Man's* consent and he shall ensure that suitable and sufficient barriers and signs are erected around open trenches as soon as practicable.

8.5.6 Site Security

The *Standby Man* shall ensure that gates and doors are not left unattended when open or unlocked.

The *Standby Man* shall ensure on leaving a substation that all gates and doors are locked.

8.6 Overhead Lines

Work in proximity to overhead lines falls into two categories:-

8.6.1 **Locations** where work is being carried out on behalf of Power Systems

The requirements of sections 8.1 and 8.4 shall be applied.

8.6.2 **Locations** where work is carried out under the control of third parties

Where the nature of the work and/or the work location dictate that the requirements of HSE Guidance Note GS6 cannot be met and other suitable precautions to control the **Danger** from **Live Apparatus** cannot be established then the **Apparatus** shall be made not **Live** and the appropriate **Safety Document** shall be issued.

For **LV Apparatus**, **LV Portable Shorting/Earthing Devices** shall be applied. Where appropriate, a **Limited Work Certificate** shall be issued.

For **HV Apparatus** a **Permit for Work** shall be issued and the recipient of the **Permit for Work** shall be responsible for supervision of the third party with respect to ensuring their **Safety from the System** for the duration of the works.

At these **Locations** it is extremely difficult to specify general rules as every situation is different. In general the risk assessment and control of hazards shall be specified by a Category S-1 **Senior Authorised Person**.



The following points are guidance as to the issues which the **Senior Authorised Person** may wish to consider when arranging to provide *Standby Supervision*:-

- The number of third party staff requiring **Supervision**;
- The size of the working area where **Supervision** is required;
- A Method Statement, produced by the third party, covering the full extent of the work to be carried out at the **Location**;
- Evaluation of the residual risk to third parties following the implementation of hazard control measures;
- The extent of formal working arrangements agreed with the Supervisor of the third party;
- Final communication with the third party to ensure that they are made fully aware when electrical control measures have been withdrawn and that it is no longer safe to continue working in the vicinity of the overhead line;

9 DOCUMENTATION

Signed copies of the 'safety from the system induction briefing certificates' shall be retained by the business unit for a minimum period of one year following expiry



PROCEDURES FOR STANDBY

10 APPENDIX 1

CONTRACTORS LOG SHEET

Site Location

Date

NOTES:

- 1 A separate log sheet shall be completed for each day that contractors are working on Company premises.

Employer	Employee Name (Print)	Employee Signature	Time In	Time Out

DETAILS OF SAFETY DOCUMENTS

Employer	Recipient Name (Print)	Recipient Signature	Type of Document and Number



11 APPENDIX 2

SAFETY FROM THE SYSTEM INDUCTION BRIEFING CERTIFICATE

AVOIDANCE OF DANGER IN ELECTRICITY SUBSTATIONS OR COMPOUNDS

While working within electricity substations or compounds it is essential that safe working practices are followed. To ensure your safety, and the safety of others, you must comply with the following:-

- 1 Only work in areas indicated by the Standby Man providing supervision.
- 2 Do not commence work until instructed by the Standby Man providing supervision.
- 3 Do not carry out any work if you do not understand the instructions given to you.
- 4 Stop work when instructed to do so by the Standby Man providing supervision.
- 5 Do not climb on any structure or use any other means to gain access above ground level unless the Standby Man providing supervision has given his agreement.
- 6 Do not interfere with apparatus or equipment in the substation or compound.
- 7 Do not move barriers or notices.
- 8 Vehicles or equipment or long objects must not be brought into the substation or compound without the permission of the Standby Man providing supervision.
- 9 Do not move vehicles or equipment or long objects without the permission of the Standby Man providing supervision.
- 10 Long objects must be carried parallel to the ground and as low as possible.
- 11 Do not carry any item above waist height.
- 12 Do not carry out any excavation without the permission of the Standby Man providing supervision.
- 13 If in doubt - ASK.
- 14 First Aid, Fire, Emergency Procedures:-

Location of first aid box:

Location of telephone:

Site address:

I understand the content of this card and will follow the instructions of the Standby Man. I have received a copy of the card.

Signed Print Name

Employer

Date Time

Issued at Substation or Compound

Valid until Date

I have instructed the above named person in the content of this card. I am satisfied that he/she is conversant with its content.

Signed

Time Date