**OXFORD BROOKES UNIVERSITY**

**CODE OF PRACTICE: ELECTRICAL SAFETY ON LOW VOLTAGE SYSTEMS**

**MAY 2018**

**ELECTRICAL CONTRACTORS**

**In relation to installation, testing and inspection works on Oxford Brookes University LV Systems**

Revision History

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|  | Revision | Date | Prepared | Reviewed | Comments |
| 0 | Initial | October 2016 | M. Bolland | S. Holtom | First draft |
| 1 | Rev 1 | May 2018 | G. Adams | S. Holtom | Review & Update |
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| **Introduction**  Oxford Brookes University (OBU) have engaged Safety and Risk Management to undertake a review of contractors undertaking works on low voltage systems operated by OBU. As part of the review contractors will be issued with a copy of the OBU Code of Practice for Electrical Safety on Low Voltage Systems.  As part of that review all contractors currently listed and those seeking to be listed on the OBU Approved List are required to complete this questionnaire and return it, together with the relevant supporting information to:  Safety and Risk Management  Titan House  Titan Business Centre, Central Arcade  Cleckheaton  BD19 5DN  hsinfo@safetyrisk.co.uk  All correspondence should be marked for the attention of Gary Adams and / or Nick Tracey |

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| It is important that the person completing this questionnaire understands the policies and procedures of the organisation in respect of electrical safety management with particular emphasis on the requirements of Oxford Brookes University (OBU). It is recommended that the Code of Practice for Electrical Safety on Low Voltage is reviewed prior to completing this questionnaire along with OBUHSN18 and the CoP flowchart. All of which should have been provided as separate documents |

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| **Declaration**  I confirm that the information I have given in this form is a true and accurate statement of my organisation’s Electrical Safety Management procedures. | |
| Name of person completing this form: |  |
| Name of organisation: |  |
| Position in organisation: |  |
| Signature: |  |
| Date: |  |

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| **Note: OBU may audit your organisation against the responses provided.** |

1. Who will be the ‘‘Authorised Person’ to be appointed by OBU for your organisation?

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. Please provide details of the works that your organisation is proposing or is employed to undertake for OBU with regards to installation, testing and inspection to OBU LV electrical systems including service and maintenance.

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1. Does your organisation hold a current accreditation to any SSiP Health & Safety assessment scheme? If no please provide a copy of your organisations current health & safety policy.

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1. Has your organisation been issued with any H.S.E enforcement notices in the last 5 years. If yes please provide details of how your safety management systems were reviewed, updated and improved.

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1. Please provide details of how your organisation provides training to your employees on the following:

* Emergency first aid (e.g. for those required to carry out live testing)
* Electricity at Work Regulations 1989
* HSG 85
* Asbestos Awareness
* Electrical safe isolation.

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1. Describe the process by which your organisation selects the person to be appointed as Authorised Person. (this should include details of any competence criteria set by your organisation)

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1. Describe the process by which your organisation selects potential recipients of the ‘OBU Handbook’.

(this should include details of any competence criteria set by your organisation)

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1. Describe the induction process to be conducted by your Authorised Person when issuing OBU Handbooks.

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1. How long is the induction planned to take?

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1. What records of the induction of OBU Handbook holders will your organisation maintain? (please provide a proposed example)

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1. Describe a procedure your organisation will have for receiving a Transfer of System Control document from an OBU Engineer?

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1. If another contractor wishes to undertake work on an electrical system that has been transferred to your control how will this be managed?

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1. What is your organisation’s procedure for Permit to Work applicable to an electrical systems?

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1. Describe how you select persons to operate the electrical PTW systems with details of training given to issuers/receivers of PTW’s.

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1. Describe your organisation’s procedure for managing requests for energisation of electrical systems by others e.g. client/principal contractors/ specialist sub contractor (fire alarm, lift engineer etc).

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1. Please provide details of your organisations risk assessment and documented safe systems of work for testing of the electrical system. **(This should describe the safety related aspects NOT the technical aspects)**

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1. What competence criteria does your organisation set for persons required to inspect and test an electrical system?

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1. Describe your organisation’s procedures for ensuring test equipment is calibrated.

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1. Who is responsible within your organisation for the verification of records of inspection and testing prior to issue to OBU?

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1. Describe your organisation’s procedures for ensuring that any test / voltage indication equipment meets the required standards.

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1. What competence criteria does your organisation set for undertaking design e.g. of sub circuits – cable sizing, type of electrical protection, cable route etc

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1. Who is responsible within your organisation for monitoring that this type of design is undertaken correctly and how do they do this?

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1. Describe how your organisation will monitor compliance with the requirements of OBU procedures for electrical safety including details of who is responsible for ensuring this is completed.

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1. Please state if your organisation uses sub-contractors / agency / self employed persons? If yes please describe your organisation’s procedures for ensuring that only competent persons are engaged.

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