**OXFORD BROOKES UNIVERSITY**

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

**MAY 2018**

**SAFE ISOLATION**

**In relation to works on plant or equipment connected to Oxford Brookes University LV Systems**

Revision History

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|  | Revision | Date | Prepared | Reviewed | Comments |
| 0 | Initial | May 2018 | G. Adams | S. Holtom | First draft |
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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 ‘Responsible 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 plant / equipment and/or connection 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:

* General Health & Safety Awareness
* Emergency first aid (e.g. for those required to carry out live testing)
* Electrical safe isolation.
* Asbestos Awareness

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1. Describe the process by which your organisation selects the person to be appointed as an “Instructed Person”. (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 Responsible Person when briefing the “Instructed Person” on the limitations for work on OBU electrical systems.

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1. How long is the induction planned to take?

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

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1. If you were undertaking a new installation, describe your organisation’s procedure for requesting energisation of the low voltage system.

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1. Please provide details of your organisations risk assessment and documented safe systems of work for work on electrical systems. **(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 safely isolate a low voltage electrical system?

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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. 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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