

PR-NET-OSM-077



THIRD-PARTY WORK NEAR THE SYSTEM

OPERATIONAL SAFETY MANUAL - SECTION 12.4



PR-NET-OSM-077	Third-Party Work Near the System Operational Safety Manual - Section 12.4		Applies to	
			Distribution ✓	Transmission
Revision: 1.00	Classification: Public	Issue Date: March 2023	Review Date: March 2028	

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1 Introduction

- 1.1 This document defines the **Approved** procedure for **Third-Party** work near the **System** owned by **SSEN-D**.
- 1.2 Compliance with the following procedure **Shall** enable **Third-Party** personnel to work safely and reduce the risk of injury to themselves, their colleagues, and to prevent damage to **SSEN-D Plant** and **Apparatus** so far as is reasonably practicable.
- 1.3 Situations where access to **SSEN-D** Substations and Switching stations is required by **Third-Party** personnel for equipment under multiple ownership is also included.

2 Scope

- 2.1 The scope of this document is limited to **Third-Parties** working near equipment and apparatus owned by **SSEN-D**.
- 2.2 It is not practicable to list all types of work, therefore this document applies to work at ground level and work at height that has the potential to affect the safety of **Third-Parties**, integrity or security of equipment or assets forming any part of the **System**.
- 2.3 This document contains information, guidance and requirements to satisfy the Electricity Safety, Quality and Continuity Regulations (ESQCR) for the provision of support to a **Third Party** so that the minimum requirements of Health and Safety Guidance documents HS(G) 47 – Avoiding **Danger** from Underground Services and GS6 - Avoiding **Danger** from Overhead Power Lines are met.
- 2.4 The requirements included herein have been developed to minimise incidents by ensuring that:
 - A consistent approach is maintained for work near the **System** or part thereof
 - Injury to any **Third-Party** working near the **System** is prevented so far as reasonably practicable
 - Damage to **Plant** and **Apparatus** is prevented so far as is reasonably practicable
 - Unauthorised access to substations or **Switching** stations is prevented and the security of the site is maintained
 - Inadvertent interruption of electricity supply to customers is prevented so far as is reasonably practicable
 - At all times consideration is given to the operating characteristics of the **System** and the **Dangers** imposed

3 References

The documents detailed in Table 3.1 - Scottish and Southern Electricity Networks Documents, and Table 3.2 - External Documents, should be used in conjunction with this document.

Table 3.1 - Scottish and Southern Electricity Networks Documents

Reference	Title
PR-NET-OSM-006	SSEN Distribution Operational Safety Rules – Operational Safety Manual – Section 1.1
PR-NET-OSM-028	Switching Terminology and Approved Abbreviations - Operational Safety Manual - Section 4.4

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PR-NET-OSM-040	Use and Completion of Operational Documents Operational Safety Manual - Section 5.2
PR-NET-OSM-030	Identification of Apparatus - Operational Safety Manual – Section 4.6
WI-NET-OSM-002	Personal Protective Equipment and Workwear for Live Environments
WI-NET-OSM-500	Third Party Work Near Substations and Switching Stations
WI-NET-OSM-008	Third Party Work Near Underground Cables - Operational Safety Manual – Section 12.4.2
WI-NET-OSM-009	Third Party Work Near Overhead Lines - Operational Safety Manual – Section 12.4.3
WI-NET-OSM-010	Issue and Recording of Safety Intervention Notices - Operational Safety Manual – Section 12.4.4
N/A	SSEN SHE Handbook (Held in Safety, Health and Wellbeing SharePoint Site)

Table 3.2 - External Documents

Reference	Title
GS6	Avoiding Danger from Overhead Power Lines
HSG 47	Avoiding Danger from Underground Services
N/A	Electricity at Work Regulations
ESQCR	Electricity Safety, Quality & Continuity Regulations

4 Definitions

4.1 The words printed in bold text within this document are either headings or definitions. Definitions used within this **Approved** Procedure are defined within the list presented immediately below, or within section 2 of the **Operational Safety Rules**.

4.2 Safety Intervention Notice (SIN)

A formal notification to a **Third-Party** that their activities have given rise to **Danger** or have the potential to do so, and the activities should cease until further guidance and advice has been obtained from the asset owner to allow work to progress safely.

4.3 Operational Safety Rules (OSR)

The **SSEN-D** Distribution set of rules, as read with related documents and procedures, that provide generic safe systems of work on the **System** therefore ensuring the health and safety of all who are liable to be affected by any **Danger** that might arise from the **System**.

4.4 SSEN-D

Scottish and Southern Electricity Networks.

NOTE: The equivalent term in the **Operational Safety Rules (OSR)** is **Electricity Company**.

4.5 Third-Party

Company or individual person, including Emergency Service, Enforcing Authority personnel or visitors, not employed by or working on behalf of **SSEN-D**.

5 General Responsibilities

5.1 **SSEN-D** is responsible for the provision of suitable and sufficient information related to their assets to support **Third-Parties** in avoiding **Danger** in so far as is reasonably practicable

5.2 **SSEN-D** are responsible for the maintenance of up-to-date records of their **Plant** and **Apparatus**. Plans are to be made available to anyone with a legitimate requirement.

5.3 **SSEN-D** are responsible for ensure all apparatus meets the requirements of the ESQCR.

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5.4 Certain **Third-Parties** have responsibility under the Health and Safety at Work Act.

6 Records

6.1 **SSEN-D** staff **Shall** maintain a record of communications with **Third-Parties**.

6.2 Where verbal advice is provided by **SSEN-D**, this should be noted in writing in sufficient detail to provide an accurate record of the advice given, including time and date and to whom it was given. If it is pragmatic, the advice provided should be confirmed in writing to the person or organisation.

7 General Requirements

7.1 **Third-Party** work near the **System** should be subject to careful planning to fully identify the associated risks and apply controls to enable work to be undertaken safely. Some **Third-Parties** (e.g. commercial operations) are required by legislation to undertake formal risk management processes that identify, assess and evaluate the risks and methods for controlling them.

7.2 Where **SSEN-D** are made aware of planned work in advance of site activities commencing, or identify work being undertaken adjacent to the **System** they **Shall** ensure that sufficient information is given to the **Third-Party** to support safe working practices.

7.3 **SSEN-D** must consider whether it is reasonable in all the circumstances for the **Third-Party** activity to be undertaken with the nearby **Apparatus Live**. Economic and operational factors should be evaluated against the risks involved before finalising a decision on what mitigation is required. This information should be provided to the **Third-Party** to support safe working practice or influence alternative actions.

7.4 Where **Third-Party** equipment or assets (including pipes, boundary walls etc) are located inside an area controlled by **SSEN-D** (e.g. Substation or cable compound etc.) and access to that equipment is required, **SSEN-D Shall** consider the request and inform the **Third-Party** of any controls required. This will include the provision of **SSEN-D Competent Persons** to supervise the activities.

NOTE: Access to Substations or Switching stations **Shall** be restricted to appropriately authorised persons. **Third-Parties** are only permitted to enter such areas when under the **Personal Supervision** of a suitably **Authorised person**.

7.5 Where **Third-Party work** requires the temporary isolation of supplies to enable that work to be carried out safely, This **Shall** be in accordance with PR-NET-OSM-040 Use and Completion of Operational Documents Operational Safety Manual - Section 5.2, and the issue of a **Safety Document**.

7.6 Further information relating to specific Network types (Over-head Lines, Underground cables and within Substations), is contained within the relevant Work Instructions.

8 Safety Interventions

8.1 If a situation is identified that presents, or may present, a risk of **Danger** to the **Third-Party** carrying out a work activity in the vicinity of our assets. **SSEN-D Shall** intervene and engage with the **Third-Party** and provide guidance to help mitigate the risk.

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- 8.2 If required, the **Third-Party** must be formally advised to avoid any further activity in the vicinity of the electrical apparatus until the necessary steps have been taken to mitigate the risk.
- 8.3 Immediate actions may be necessary to remove the immediate **Danger**, such as **Personal Supervision** of the removal of **Plant** or scaffolding such as isolation of the line etc.
- 8.4 The **Third-Party** should be given information to support safe working practices and follow-up activities undertaken to confirm risk mitigation has been applied and will be maintained.
- 8.5 In situations where the **Third-Party** risk mitigation is not sufficient or working practices could present a **Danger** more formal intervention may be required and could include:
- Further site meetings
 - Formal warning letters
 - Making the overhead line dead
 - Arranging for the overhead line to be moved or undergrounded
 - Advising the HSE via our Safety Team
- 8.6 Written confirmation of the Safety Intervention must be given to the operator / site manager using the '**Safety Intervention Notice**'. The situation must then be escalated as described in WI-NET-OSM-010 Issue and Recording of Safety Intervention Notices - Operational Safety Manual – Section 12.4.4.
- 8.7 It should be considered if it would be prudent to revisit site and review the activity when it is underway. The frequency of site visits is dependent on how well the activity is being managed from a safety perspective
- 8.8 Any Situation that meets the ESQCR Regulation 31 definition of a “Near Miss” **Shall** be reported under the ESQCR Regulation 31, near miss category – “Events not reportable under Regulations 31(2) (a), (c) or (d) but where there is a significant risk of death or injury to members of the public, or of fire or explosion”

9 Revision History

No	Overview of Amendments	Previous Document	Revision	Authorisation
01	New document created	TBC	1.00	Richard Gough
02				