



SAFETY REPORTING REQUIREMENTS FOR ELECTRICITY SAFETY, QUALITY AND CONTINUITY REGULATIONS

OPERATIONAL SAFETY MANUAL - SECTION 12.7

PR-NET-OSM-078	Safety Reporting Requirements for Electricity Safety, Quality and Continuity Regulations - Operational Safety Manual - Section 12.7		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 The Electricity Safety, Quality and Continuity Regulations 2002 (as amended) (**ESQCR**) include requirements for certain events occurring on an electricity network to be reported to the enforcing agency responsible.
- 1.2 The Department for Business, Energy & Industrial Strategy (**BEIS**) is responsible for the quality and continuity aspects of the **ESQCR** whilst the Health & Safety Executive is responsible for the public safety aspects of the **ESQCR**.
- 1.3 The reporting requirements of the Regulations are detailed in Regulations 31 and 32; however some aspects of the regulations as included in the Statutory Instrument, have been modified following the introduction of electronic reporting.
- 1.4 The electronic reporting system utilises the '**ESQCR** online report form' operated by the **HSE** and accessed via the **HSE** website.
- 1.5 Appendix A contains a flow chart which summarises the reportable events and the reporting process.

2 Scope

- 2.1 This document details the reporting details and processes to ensure **SSEN-D** complies with the requirements of the Electricity Safety, Quality and Continuity Regulations 2002 for the reporting of safety related incidents under Regulation 31.
- 2.2 It does not apply to:
- Reporting under Regulation 32 of the **ESQCR** involving certain interruptions to supply involving the **SSEN-D** Network.
 - Non reporting requirements in the **ESQCR**.
 - Deliberate discontinuation of supplies carried out under **ESQCR** Regulation 29 Discontinuation of supplies.
 - Events involving **SSEN-D** employees and contractors working for it (see **RIDDOR** reporting requirements in **SSEN-D** Occupational Safety Manual).
 - Reporting of Serious Incidents to Ofgem and the Scottish Government (see PR-NET-OSM-015 System Reporting - Operational Safety Manual - Section 2.5).

3 References

The documents detailed in Table 3.1 - Scottish and Southern Electricity Networks Documents, Table 3.2 - Corporate Documents, Table 3.3 - Miscellaneous Documents, Table 3.4 - 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
PR-NET-OSM-015	System Reporting - Operational Safety Manual - Section 2.5
PR-NET-OSM-080	Reporting and Investigation of Asset Failures - Operational Safety Manual Section 12.9

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Table 3.2 - Corporate Documents

Reference	Title
MS-SHE-010	Incident Reporting Management and Investigation Standard

Table 3.3 - Miscellaneous Documents

Reference	Title
Occupational Safety Manual	This can be found in the Safety, Health and Environmental Sharepoint site

Table 3.4 - External Documents

Reference	Title
ESQCR	Electricity Supply, Quality and Continuity Regulations 2002 (as amended)
RIDDOR	Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (as amended)

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 **BEIS**
Department of Business, Energy and Industrial Strategy.
- 4.3 **ESQCR**
Electricity Supply, Quality and Continuity Regulations 2002 (as amended).
- 4.4 **HSE**
Health and Safety Executive.
- 4.5 **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**.
- 4.6 **Operational Incident**
An incident involving work or testing on or near the **System** that results in the infringement of **Safety Distance**, electrical flashover, or any **Switching** incident on the **System**.
- 4.7 **RIDDOR**
Reporting of Injuries, Disease and Dangerous Occurrence Regulations 2013 (as amended).

5 Reporting Requirements

5.1 General

- 5.1.1 All **ESQCR** incidents can be reported via **HSE**'s website. The website provides the details of telephone reporting and an online form for the reporting of incidents and guidance on what, how and when to report.

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5.2 Death or Serious Injury

- 5.2.1 Deaths and injuries to members of the public that are attributable in whole or in part to the generating, transforming, control or carrying of energy up to and including the supply terminals, are reportable to **HSE**.
- 5.2.2 Events that lead to the death or serious injury to an employee of **SSEN-D**, **Shall** be reported to **HSE** under **RIDDOR** only.

5.3 Domestic Fatalities

- 5.3.1 Domestic fatalities attributed to electrical equipment e.g. a fatality due to a person rewiring their house or with an appliance that has not been isolated from the supply, **Shall** be reported. Other examples include electrocution including intentional acts, or from fires and explosions arising from, or alleged to have arisen from, a fault on the customer's equipment or wiring.
- 5.3.2 Reports are only expected of such incidents where there is knowledge of the occurrence of the event or the facts of the event.

5.4 Fire, Explosion or Implosion

- 5.4.1 Any fire, explosion or implosion where there is a significant risk of death or injury to members of the public **Shall** be reported. This would include events that breach or significantly damage any containment surrounding the electrical **Plant, Apparatus** or **Conductor**, e.g.:
- The explosion of electrical equipment, such as an insulator, that results in the scattering of debris
 - Explosion or fire in an underground link box
 - A large fire in a substation
- 5.4.2 Events that have been caused by a fire of third-party equipment or premises and that results in damage to **SSEN-D** equipment, are not reportable.

5.5 Overhead Lines below Statutory Height

- 5.5.1 Any event which leads to an overhead line being below statutory height, e.g. a line brought down during a storm, **Shall** be reported.
- 5.5.2 Any event that gives rise to a significant risk of death **Shall** also be reported.
- 5.5.3 Examples of events that involve significant risk of death include:
- Lines below statutory height over roads
 - Lines below statutory height over commercial or domestic premises and associated surrounds, e.g. car park, school field
 - Lines below statutory height where people are known to be present, e.g. field used for an event or camping site when the activity is taking place

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6 ESQC Regulation 31 Reporting

6.1 Reporting Requirements and Criteria

- 6.1.1 Regulation 31 of the **ESQCR** (as amended), require that certain events, referred to as '*specified events*', are reportable to the **HSE**.
- 6.1.2 These '*specified events*' summarised in Table 6.1, are those which cause, or have the potential to cause, injury to members of the public at large and occur associated with the generation, transformation, control or distribution of energy up to, and including, the supply terminals.
- 6.1.3 The agreed timescales for reporting incidents to the HSE are identified in Table 6.2.
- 6.1.4 More detailed guidance and examples of events in each category is contained in Appendix B.

Table 6.1 - ESQCR Specified Events

Specified Event	Definition / Criteria
Fatality	Event that causes the death of any person other than a person engaged by the generator, distributor, or meter operator for the purposes of his business.
Serious Injury	An injury that results in the person injured being admitted to hospital as an in-patient (See clause 6.1.6).
Injury	An injury (including any electric shock) to any person other than a person engaged by the generator, distributor or meter operator for the purposes of his business.
Fire & Explosion	Event giving rise to any fire, explosion or implosion.
Near Miss	An event causing an overhead line to be less than statutory minimum height. Any other event that was likely to have caused any of the above events.
Third party cable Damage	These events are no longer individually reportable (see clause 6.1.7 and 6.1.8).

- 6.1.5 Events involving employees of **SSEN-D** and contractors working directly for them, are excluded from the reporting requirements of these regulations as they are already covered by the reporting requirements contained in the **RIDDOR**.
- 6.1.6 Due to the difficulties caused by patient confidentiality, a 'serious injury' for reporting purposes **shall** be aligned with **RIDDOR** requirements for '*a person not at work*'. An **ESQCR** '*serious injury*' event **shall** therefore be '*an injury that results in the person injured being taken immediately direct from site to hospital for treatment in respect of the injury*'. Persons attending hospital or a medical practitioner as a precaution for observation or tests, are not to be reported as a '*serious injury*'.
- 6.1.7 Cable damages that do result in injury or death **shall** be reported in accordance with the criteria for these categories of incident. Injuries as a result of cable damage **shall** be reported as '*Injury*' in the first instance.
- 6.1.8 Cable damages where there is a significant risk to the public from fire, explosion, injury or death, **shall** be reported as a '*Near Miss*'. An example of this would be damage to a cable incurred whilst using a hand tool.

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6.1.9 Where it is identified and confirmed that an unauthorised connection or unauthorised alteration to the **SSEN-D System** has been carried out, a 'Near Miss' report **Shall** be made. Where the unauthorised work is identified as a result of an investigation into a fatality, serious injury or injury to a member of the public, then the incident report **Shall** be made in accordance with the criteria for these events.

Table 6.2 - Reporting Timescales

Event Type	Immediate Online / Tel Notification	Timescale for Report Entry	Relevant ESQR Regulation
Fatality	Yes	1 day*	31(2)(a)(i)
Serious Injury	Yes	1 day*	31(2)(a)(ii)
Injury – not serious	No	10 days	31(2)(a)(ii)
Fire & Explosion	No	10 days	31(2)(a)(iii)
Near misses	No	10 days	31(2)(c) 31(2)(e)
Domestic fatality	Yes	1 day*	31(2)(b)

NOTE: *1 day means same working day or next working day for events occurring towards the end of the working day, or out of hours.

6.2 Responsibilities and Reporting Process

6.2.1 The need for a report of a Regulation 31 Specified Event under the **ESQCR** **Shall** be identified in the Control Centre and/or Customer Contact Centre (CCC).

6.2.2 The Shift Manager and/or Incident Team Manager **Shall** have the responsibility for ensuring that:

- All events are identified
- Sufficient data is collected to meet the needs of the reporting system
- All required information is input on to SIMS in a timely manner and notification of this is passed to the Head of SHE Networks (or a member of the SHE team)
- All data, in addition to that required for SIMS input, is forwarded to the Head of SHE Networks (or a member of the SHE team) in a timely manner

6.2.3 The necessary data for a report **Shall** be gathered and inputted on to SIMS by the CCC. **ESQCR** Regulation 31 Reports **Shall** be submitted to the **HSE** online by the Regulation and Reporting Team (any guidance required **Shall** be sought from the Head of SHE Networks or a member of the SHE team).

6.2.4 Events involving theft or vandalism **Shall** require the Police Incident or Crime Reference Number to be included in the **ESQCR** Regulation 31 Report.

6.2.5 All Shift Managers and Incident Team Managers **Shall** have access login ID's and passwords for the purpose of data input to SIMS.

6.2.6 The Head of SHE Networks (or a member of the SHE team), **Shall** have access to SIMS for the validation and submission of events to the **HSE**.

6.2.7 The Head of SHE Networks (or a member of the SHE team), **Shall** be responsible for any immediate notifications required under Regulation 31(2)(a)(i) and 31(2)(a)(ii) to the **HSE**, and under Regulation 31(2)(b) to **BEIS**.

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- 6.2.8 Out of normal working hours, the immediate notification requirement of a public fatality or serious injury can be complied with either by completing an **ESQCR** On-Line report form or telephoning the relevant **HSE** Duty Office. Contact telephone numbers and guidance can be found on the **HSE** website – How to report an **ESQCR** Incident.
- 6.2.9 The Head of SHE Networks (or a member of the SHE team) **Shall** be the first point of contact for any **HSE**, **BEIS** or other enquiries relating to an incident reported under **ESQCR** Regulation 31.
- 6.2.10 The Head of SHE Networks (or a member of the SHE team) **Shall** provide additional information to allow the resubmission of rejected **ESQCR** Regulation 31 event reports.

6.3 Investigation and Records

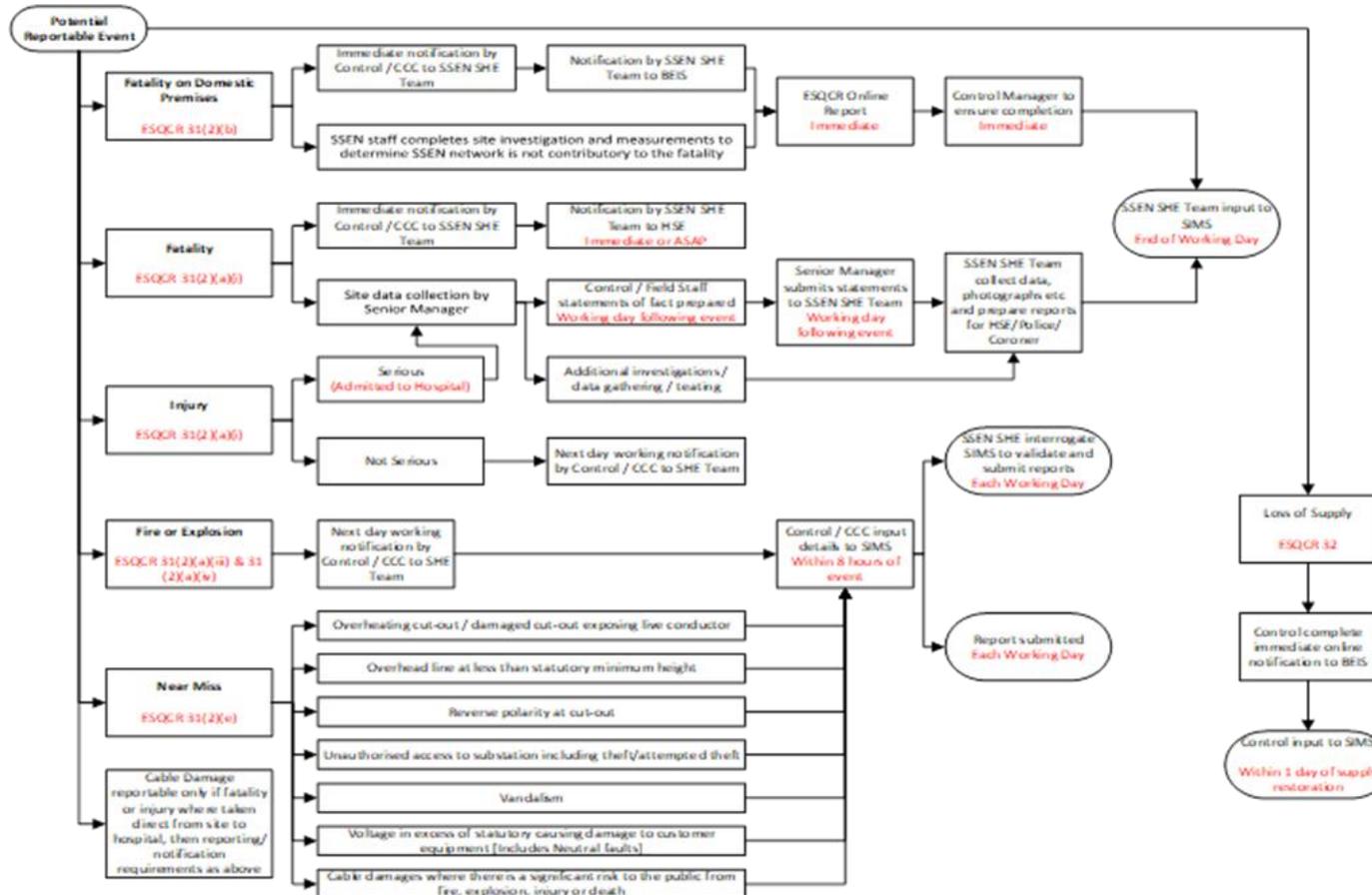
- 6.3.1 Initial Investigation and notification **Shall** be in line with MS-SHE-010.
- 6.3.2 Staff at Region / Business Unit (or those acting on their behalf e.g. standby personnel) **Shall** be responsible for collecting information, statements, drawings, and photographs as necessary to allow completion of the initial specified event report by the Control Centre.
- 6.3.3 The Head of Region / Head of Business Unit, or their nominated deputy, **Shall** be responsible for ensuring that any supplementary reports and information is collected and forwarded to the Head of SHE Networks (or a member of the SHE team).
- 6.3.4 Where pro-forma reports are provided as part of this document, they **Shall** be used to record the data collected.
- 6.3.5 The Head of SHE Networks (or a member of the SHE team) **Shall** be responsible for retaining all documents etc. collected as a result of any investigation, and retaining them in the event of a **HSE** or other legal enquiry. Records **Shall** be retained for such a period of time as is required by the requirements of the **SSEN-D** policy on document retention.

7 Revision History

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

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Appendix A ESQCR Regulation 31 Reporting Flowchart



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Appendix B Regulation 31 'Specified Event' Reporting: Control Centre Quick Reference Guide

1 General

ESQCR (as amended), require that certain types of event which involve the distribution or supply of electricity, are reported to the **HSE**.

2 Fatality or Injury

Death, electric shock, burns or any other injury, (not **SSEN-D** staff or Contractor employees) following:

- Damage to or contact with underground cables, service cut-outs, overhead lines or substation equipment. (Includes contact which may be direct, indirect, accidental or deliberate)
- Flashovers from exposed electrical equipment
- The appearance of a voltage on exposed metalwork of either the **SSEN-D** or a customer's **Apparatus** due to an incident on the distribution **System**. This would include for example, reverse polarity on an incoming supply terminal. (Reverse polarity at or beyond the meter is the Meter Operator's responsibility to report)
- The unauthorised entry to a substation, climbing of an overhead line structure, attempted theft of, or interference with, operational equipment
- Collisions with electricity supply **System Plant** and **Apparatus** by vehicles, aircraft, parachutes, hang gliders etc
- Falling accidentally or deliberately from a tower, pole, building or structure, or into an excavation
- The failure or collapse of any part of **SSEN-D**'s operational electricity supply **System** or works other than electrical **Plant** or **Apparatus** - for example the collapse of a substation wall, cable trench or unsecured substation fencing which results in a member of the public being injured
- Failure of a cut-out resulting in a person requiring hospital treatment for the effects of smoke inhalation

3 Fires and Explosions

Fire, explosion or implosion resulting from an event on any part of the electricity supply **System** including service termination equipment:

- Disruptive failures of switchgear or other equipment where the effects are not contained within a substation
- Disruptive failures of pole mounted equipment which scatters a significant amount of debris over a wide area which is normally accessible to the public, e.g. surge diverter / insulator / cable box / transformer
- Sustained pole or transformer fire
- Failure of service cut-out resulting in a fire affecting the cut-out or connected cable/meter tails. (Events where there is overheating that does not result in a fire are reportable as a 'Near Miss')

4 Near Misses

4.1 Overhead line **Conductor** at a height less than statutory minimum ground clearance caused by:

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- Failures of a **Conductor**, or its supports or fittings. (e.g. insulators/cross arms/stay wire)
- Ice accretion or other weather related effects
- Alterations to the ground profile in the vicinity of an overhead line
- A vehicle or plant colliding with, or damaging, a tower, pole or stay
- Unintentional reduced clearances of **Dead Conductors** during work activities being carried out by **SSEN-D** staff or contractor

4.2 Any other event that was likely to cause a fatality, injury, fire or explosion:

- Discovery of reverse polarity at the incoming supply terminal
- Exposure of **Live Apparatus** owned by **SSEN-D** which presents a hazard to the public, e.g. Damaged cut-outs in customer premises / damage to street pillars or street lighting furniture exposing **Live SSEN-D** owned apparatus
- Overheating cut-out
- Unauthorised access to substations.
- Theft or attempted theft of operational **Apparatus** e.g. the removal of **Earth Conductor** on a pole or in a ground mounted type substation
- Vandalism resulting in damage to equipment owned by **SSEN-D** which then presents a hazard to the public
- Unauthorised climbing above the anti-climbing device of poles or towers supporting electrical equipment
- Any contact with overhead **Conductors** by persons or equipment, including agricultural equipment which is not reportable as a fatality or injury, or affecting **Conductor** ground clearance.
- PME system incidents which cause a rise in voltage above statutory limits due to the failure of the neutral
- Events resulting in the death or injury of farm livestock or domestic pets / animals having significant monetary or emotional value, if injury to the public was likely to have occurred
- Cable damages where there is a significant risk to the public from fire, explosion, injury or death

4.3 Unauthorised additions or alternations to **SSEN-D's System**:

- Connection of any new supply where this has not been carried out by **SSEN-D** or an **SSEN-D** appointed service provider, or by an Independent Connections Provider in accordance with **SSEN-D's** Competition in Connection Arrangements
- Service alterations where this has not been carried out by **SSEN-D** or an **SSEN-D** appointed service provider/contractor

5 Domestic Fatality

Any fatality on a domestic premise that is caused directly or indirectly by electricity:

- Resulting from faulty or damaged appliances, wiring, plugs, and flexible leads
- Including owners, occupiers, contractors working on the premises and visitors