

SITE COMMUNICATION REQUIREMENTS

This document is for public use.

Disclaimer

NGG and NGET or their agents, servants or contractors do not accept any liability for any losses arising under or in connection with this information. This limit on liability applies to all and any claims in contract, tort (including negligence), misrepresentation (excluding fraudulent misrepresentation), breach of statutory duty or otherwise. This limit on liability does not exclude or restrict liability where prohibited by the law nor does it supersede the express terms of any related agreements."

PURPOSE AND SCOPE

This procedure details site communications required when personnel enter and leave National Grid controlled sub-station sites and those required to be initiated by the Electricity National Control Centre (ENCC) and the Network Operations Centre (NOC) under certain emergency conditions. It makes reference to 'Lone Working' requirements that are specifically covered in NGUK/PM/SHE/104 and AMBP 209 and should form part of the site induction process for contractors UK/BP/SE 410.

PART 1 – PROCEDURAL

1 GENERAL

This procedure supplements all National Grid policies and procedures that cover National Grid sub-station sites, management of exclusion zones and in particular UKBP/TP105. UKBP/TP105 "Operational Liaison and Practice" states that if the ENCC become aware of a hazard on site (from a variety of possible causes) they will need to warn any staff in the vicinity of the hazard. Having accurate records of site manning (held by the NOC) will facilitate this process.

2 NOTIFICATION REQUIREMENTS

(Refer to Flowchart in Appendix A).

2.1 Staff on Site

- a) For safety and operational reasons it is essential that the Network Operations Centre (NOC) and Electricity National Control Centre (ENCC) know when sub-station sites are manned. The responsibility for maintaining records of site manning falls with the NOC Response function.
- b) All Staff arriving on site must indicate their presence by use of the 'T' Card Rack. The first person on site must also inform NOC Response that the site is now manned.
- c) When Staff leave site they must remove their card from the 'T' Card Rack. The last person leaving site must inform the NOC Response that the site is now de-manned.
- d) NOC (Response) will (via their electronic log) track site manning.
- e) If Staff identify that they may be 'lone working' the requirements of NGUK/PM/SHE/104 or AMBP 209 must be followed. It should be noted that Staff may fall within the 'lone working' category even if other working parties are on site
- f) When personnel leave site it is possible that they may leave colleagues 'lone working' and therefore this should be checked and affected staff informed.
- g) Any contractors arriving on site must contact the NOC response desk (ensuring a contact number is left for their working party) and similarly when they depart from site.

2.2 ENCC Notification Requirements

- a) For some planned operational switching (e.g. outage starts) ENCC may not commence switching until the sub-station is manned by appropriate staff. This has the potential to cause delays to the outage process and therefore staff turning up to undertake planned switching should make contact with the ENCC on arrival at site (this is in addition to the identification of site manning and subsequent notification to the NOC).
- b) Some sites may be subject to Risk Management Hazard Zones. The management of access into such zones is covered by local site procedures, OESBs or Safety Bulletins and it is essential that the ENCC are notified direct by site personnel prior to any access to a hazard exclusion zone (and again when they leave the exclusion zone). This ensures that planned operation of any affected equipment is suspended for the duration of the access requirements. In order that the ENCC can establish prompt communication with personnel who have entered a hazard exclusion zone the ENCC should be informed of their mobile phone numbers.

2.3 Standby Notification Requirements

- a) If standby staff are arriving on site in response to a 'call-out' they need to inform NOC Response of their arrival on site. If the call-out is ENCC initiated the NOC Response function will have responsibility for informing ENCC Transmission Dispatch that the standby engineer is in attendance.
- b) If Staff are arriving on site in response to an incident whereby a potentially distressed asset may be left in service they must contact the ENCC on arrival at the substation gate. This will enable them to be fully briefed as to any potential hazards (see 3.6).
- c) When personnel subject to a standby call-out leave site they must provide the NOC Response with a brief summary of what actions they have taken. If the call-out was requested by the ENCC it is acceptable to give this feed back direct to the relevant Transmission Dispatch Engineer and inform NOC Response when they 'log-out' that this has been done.

3 COMMUNICATIONS WHEN POTENTIALLY DISTRESSED ASSETS REMAIN ENERGISED

(Refer to Flowchart in Appendix B).

- 3.1 In order to prevent a loss of supply or loss of system integrity, ENCC may take the decision to leave a potentially distressed asset in service (e.g. an SGT subject to a Buchholz gas alarm), or re-energise an asset in this condition. If this decision is taken, it is important that any staff on site are informed immediately of the hazard.
- 3.2 If ENCC take the decision to leave (or put) a potentially distressed asset in service (UKBP/TP105 6.2 and Appendix C refers) they will:
 - Contact site to inform of the hazard
 - Contact the NOC Response to establish if the site is manned
 - Contact the respective control room of any third party that has shared access to the site so that any staff they have on site can be made aware of the hazard.
- 3.3 If the NOC Response records indicate a site is manned they will attempt to make contact with any staff known to be on site (using the NOC urgent number). The NOC URGENT numbers are 01926 419 269 (North) and 01926 419 583 (South) – these have caller ID and by pre programming into mobile phones it enables the owner to be alerted to an urgent call from the NOC. These numbers should not be used for making incoming calls to the NOC

and all ES field staff with company issued mobile phones should pre-programme these numbers with the name NOC URGENT.

3.4 NOC Response will advise ENCC of one of three outcomes from the above:

- Records indicate that no-one is on site;
- Records indicate that the site is manned, contact has been made with staff on site, they have been warned of the hazard and instructed to contact ENCC immediately.
- Records indicate that the site is manned, but it has not been possible to contact staff on site, and therefore staff must be considered at risk.

3.5 If there is no record of the site being manned and there is no answer from the site control phone it is reasonable to assume that there are no personnel on site.

3.6 NOC Response will also have responsibility for communicating the nature of any potential hazard to any staff mobilised to response to such a situation. On arrival, staff must contact the ENCC prior to entering site to get a full update of the state of assets/potential hazards etc (see 2.2).

3.7 Any staff on a site subject to a potentially distressed asset should evacuate to a safe distance and only re-enter once appropriate risk management actions have been identified and implemented.

4 COMMUNICATIONS DURING ENERGISATION/OPERATION OF ASSETS SUBJECT TO RISK MANAGEMENT HAZARD ZONES

(Refer to Flowchart in Appendix C).

4.1 Some sites may be subject to Risk Management Hazard Zones (RMHZ). The management of access into such zones is covered by local site procedures, OESBs or Safety Bulletins and they may include a requirement for the ENCC to be notified direct by site personnel prior to any access to a RMHZ (and again when they leave). This ensures that planned operation of any affected equipment is suspended for the duration of the access requirements. In order that the ENCC can establish prompt communication (when required) with personnel who have entered a RMHZ the ENCC should be informed of their mobile phone numbers.

4.2 Any decision to switch on assets subject to a risk management hazard zone would need to comply with the local site procedure/OESB or Safety Bulletin covering the management of the hazard exclusion zone in question.

4.3 If the ENCC have been notified of access to a hazard exclusion zone they will make immediate contact with site to ensure that the personnel have evacuated to a safe distance prior to any switching operations.

4.4 If the ENCC are not aware of any authorised access of a hazard exclusion zone they will:

- Attempt to make contact with site
- Make contact with NOC Response to see if staff are on site
- Contact the respective control room of any third party that has shared access to the site so that any staff they have on site can be made aware of the potential hazard

4.5 If the NOC Response records indicate a site is manned they will attempt to make contact with them via their mobile phone (using the NOC urgent number).

4.6 NOC Response will advise ENCC of one of three outcomes from the above:

- Records indicate that no-one is on site;