

## ***SHES Bulletin SB/311***

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### **National Grid UK Electricity Transmission plc Safety Rules (Third Edition)**

#### **Multiple Working Parties Working in the Same Demarcated Work Area**

Following an incident on 29<sup>th</sup> Nov 2011 at Walpole 132kv S/S involving two separate **Working Parties** working in the same demarcated work area, further guidance has been added to Safety Rule R7, Safety Document Procedure P6 & NSI 6 to clarify the additional requirements when it has been identified that more than one **Working Party** is required to be working in one demarcated work area at any one time.

The wording highlighted in yellow in this Bulletin is now a requirement to carry out and shall be inserted into the current documents at the next revision in April 2013 and then this Bulletin will be withdrawn. Learning and Development (Eakring) will amend the e-learning in line with this information.

#### **NSI 6 Guidance: Section 4 Risk Assessment**

4.1 The **Senior Authorised Person** shall consider the following as part of their risk assessment:-

- Where it has been identified that more than one **Working Party** is required in a single demarcated work area, consideration shall be given to using multiple smaller demarcated work areas or staggered working arrangements. If this is not reasonably practicable then suitable co-ordination must be established prior to starting work and maintained throughout the work.

#### **NSI 6 Guidance: Section 7 Roles & Responsibilities - Demarcated Work Areas**

7.6 When there is more than one **Working Party** working in a single demarcated work area, the first **Safety Document** recipient to start work in the demarcated work area each day shall complete the requirements of 7.3.

When more than one **Working Party** is set to work, the **Senior Authorised Person** shall ensure co-ordination between each **Working Party** is established, ensuring all activities that could affect another **Working Party** are considered. Where appropriate this shall be recorded on all toolbox talk forms. During the work it is each **Competent Person's** responsibility to ensure adequate co-ordination is maintained.

## Safety Rule Guidance: R7 Demarcation of Work Areas

### R7.1 Additional Guidance:

To ensure no encroachment within **Safety Distance** the demarcated work area shall be planned to be as small as reasonably practicable, ensuring it is large enough to accommodate any materials or plant required to carry out the work. **Where reasonably practicable a demarcated work area shall be limited to one Working Party at any one time.** Where more than one **Working Party** is required, this shall be addressed at the planning stage and multiple smaller demarcated work areas or staggered working arrangements be considered. If more than one **Working Party** is set to work in a single demarcated work area then the **Senior Authorised Person** shall ensure adequate co-ordination between each **Working Party** is established to achieve a Safe System of Work. During the work it is each **Competent Person's** responsibility to ensure adequate co-ordination is maintained. It may not be necessary to demarcate all equipment identified in Section 1 of the **Safety Document** e.g. when a circuit has been taken out of service for proximity working.

The **Competent Person** in charge of the **Working Party** is responsible for controlling access to the work area. **Where more than one Working Party is set to work in a single demarcated work area, access is the joint responsibility of all Competent Person's in charge of a Working Party.**

### Safety Document Procedures: **Guidance - P6 Receipt of Safety Documents**

P6.2 Where members of the **Working Party** are set to work under a **Safety Document** the recipient of the **Safety Document** shall ensure that their names are entered on the **Working Party** Register and they are instructed in details of the work and relevant **Safety Document** and associated documents.

A single **Working Party** Register shall be used for each **Safety Document** which will be updated to include relevant information for different phases of the work (e.g. RAMS and **Working Party** information for scaffold erection, maintenance, scaffold dismantling). If the original **Working Party** Register becomes full, a second may be used attached to the original such that all information relative to the **Safety Document** is available.

**Where more than one Working Party is set to work in a single demarcated work area under separate Safety Documents, Working Party members shall sign onto the Working Party Register associated with the Safety Document they are working under only.**

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For further information regarding this Bulletin please contact your Line Manager or Mick Brown SRAT Manager.