

Operations Manual

Code of Practice 606

Section 0 Introduction

Issue 1

November 2020



Amendment Summary

Issue No. Date	Description
1 November 2020	Complete revision and reformatting of CP 606. CP 606 New section 0. This 2020 issue constitutes a complete revision and re-issue of CP606 in its entirety, where a number of general improvements to the structure, formatting and content of the Manual have been made. Prepared by: D M Talbot Approved by: Policy Approval Panel and signed on its behalf by Steve Cox, Engineering and Technical Director

NOTE: This Amendment Summary records amendments to the individual document(s) within this section of the Operations Manual.

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Foreword

This Code of Practice (CP) applies to operational work on overhead lines, underground cables, switchgear owned and operated by Electricity North West (the Company).

The complete contents of this Code of Practice constitute the Company's Operations Manual. Any previous issue of CP606 shall be withdrawn when instructed by the Company.

A number of general improvements to the structure, formatting and content of this Manual have been made in relation to the previous version, including:

- Safety information is now clearer and more prominent in each section of the manual. Safety symbols have been introduced to communicate specific personal protective equipment requirements (PPE) and hazards/risk reduction measures.

For
example:



Safety glasses shall be worn



WARNING: Live LV Board

- Each section of the manual has a distinct colour scheme to help the user navigate the Manual. Colour photographs and figures have been introduced to aid understanding of operational procedure, where appropriate.
- Instructions have been made clearer and more concise and distinct from other guidance and supplementary information.

Issue and update of this Manual is required to be strictly controlled. The owner of this Manual is responsible for:

- keeping it updated.
- ensuring any revised sections or sub-sections of the Manual that are issued are incorporated into the relevant part of the Manual.
- withdrawing any superseded sections / sub-sections of the Manual.
- confirming in writing that they have read and understood any revisions to the Manual.

1 Introduction

1.1 Who is the Manual for

This CP is intended to be used primarily by persons who are authorised to carry out operational activities on the Company's electricity **System** including:

- Electricity North West operational engineers and instructors.
- Electricity North West overhead line staff and instructors.
- Electricity North West cable jointing staff and instructors.
- Electricity North West substation fitting staff and instructors.
- Electricity North West telecoms staff and instructors.
- Contractors operational staff.
- Other third-parties working on or near the Electricity North West Electricity **System**.

1.2 What is the Manual for

The practices described in this Manual are Approved by the Company to ensure that all operational activities **Shall** be carried out safely, to the technical standards required and to minimise the impact on the environment.

The practices in this Manual cover operational activities on the network and **Shall** be carried out in accordance with the Company's Distribution Safety Rules and other relevant Company policy and standards.

You should consult your line manager, in the first instance, if you need any further information or guidance relating to the contents of this Manual.

1.3 Risk Assessment

The practices in this Manual constitute the Company's general risk assessment and control measures for carrying operational activities. The procedures (in Section 2 to 7 of this Manual) detail the risk control measures that **Shall** be applied when carrying out particular tasks. If the risk control measures in each procedure are implemented then the risks will be controlled.

Specific hazards at the work location **Shall** be assessed and controlled using Point of Work Risk Assessments (POWRA).

1.4 Structure of the Manual

The manual covers procedures for both CP606 and CP610 with procedure only applicable to CP610 marked with a '*' in the index of each section. The main cover, sections 0 & 1 are applicable to both manuals.

Section 1 contains **General Requirements** that apply across all operational activities with respect to:

- General health and safety (including PPE, first aid, COSHH).

- Electrical safety.
- Risk assessment.
- Environmental controls (Waste disposal).
- Health and hygiene.

These requirements address legislation and Regulations that apply to operational activities. The General Requirements in Section 1 are not repeated elsewhere in specific Procedures for each operational task and **Shall** need to be regularly referenced.

In developing this Manual, a risk assessment of the various general operational activities has been carried out and the associated control measures to control these risks to acceptable levels are documented in the Procedures. Risks **Shall** be continually re-assessed as operational activities progress.

Section A contains **Overhead Lines Procedures** for operational activities only relating to overhead line operational activities, work on or adjacent to overhead lines.

Section B contains **Cables Procedures** for operational activities only relating to cable operational activities, work on or adjacent to cables.

Section C contains **Control Procedures** for operational activities only relating to field operational/control activities and lists other Procedures that have been previously withdrawn and the content relocated in CP608.

Section G contains **General Procedures** for operational activities only relating to operational activities which are not specifically to one of the other sections.

Section R contains **Reporting Procedures** for operational activities only relating to the reporting of electrical events/hazards for the purposes of investigations, internal or external reporting requirements.

Section S contains **Switching/Switchgear Procedures** for operational activities only relating to operational switching and switchgear, including substation access.

Section T contains a list of Company **Approved Tools and Equipment** for operational activities and their associated Electricity North West commodity codes, where applicable. This is to ensure Electricity North West staff can readily identify and obtain approved tools and equipment from Company store points. The name and description of approved tools and equipment has been consistently used throughout the Manual to assist with correct identification.

NOTE: Whilst it is recognised that contractors, ICPs and other third parties are not obliged to use the Company's **Approved** tools and equipment, it is expected that they **Shall** use equivalent tools and equipment that are consistent with achieving the safety and technical standards required.

Section 3 contains an index to assist with identifying relevant content in the Manual.

1.5 Use of the Manual

The Manual fulfils a number of purposes as described below.

- To form the basis of training Electricity North West staff and contractors in the Company's **Approved** Procedures for operational activities.
- To be used in the field, in printed and/or electronic format, for reference by suitably authorised operational engineers, substation fitters, cable jointers and overhead lineworkers. The printed format of the Manual is such that an individual Procedure can be removed and referenced at the work location, if required.
- To be referenced by ICPs and other third-parties, who are required to adopt Electricity North West **Approved** practices and materials for work on or adjacent to the ENW Electricity **System**.

1.6 Safety Symbols

Symbols used in this Manual are intended to comply with the Health and Safety (Safety Signs and Signals) Regulations and have the following meaning.

Table: Safety Symbols

Symbol	Meaning	Application
	Warning (Black symbol and/or text in a yellow triangle)	To warn of a hazard or danger
	Mandatory (White symbol and/or text in a blue circle)	To instruct a specific action that must be taken
	First Aid (White symbol and/or text in a green square)	To give information about first aid or rescue facilities
	Advisory	To highlight a good practice

1.7 Tools & Equipment

Only approved tools and equipment as detailed in CP 684 **Shall** be used for all operational activities. All tools and equipment **Shall** be within their inspection and test date where applicable.

1.8 Reporting Defects

Any defects or issues with **Apparatus, Plant**, tools and equipment **Shall** be reported to the ENW Policy & Standards section using a Defect Form which can be obtained from the latest issue of CP305. Details of the defect together with the batch number or supplier's works order number of the defective part **Shall** be recorded on the Defect Form which **Shall** then be emailed to defectreport@enwl.co.uk.

NOTE: Reporting of defects enables the Policy & Standards section to investigate the problem(s) and to correct the cause(s) of the defect with the supplier/manufacturer.

2 Scope

The scope of this CP applies to all operational activities and related work on or adjacent to the network that is connected to or will be connected to the Company's electricity **System**.

3 Definitions

The meaning of all bold capitalized words used in the body text of this procedure are as set out in the Electricity North West - Distribution Safety Rules, 2013 edition, Section 2, Definitions'

Additionally, the following terms and definitions are also used in this document.

Authorised	Authorised in writing by the Company to carry out a particular role and/or task (see Authorisation Codes in CP 614).
CP	Code of Practice
Company	Electricity North West Limited
Defect	Defect or issue with a part, component, tool or equipment that could adversely affect its performance, and which should be reported to the ENW Policy & Standards section
ENW	Electricity North West Limited
ICP	Independent Connection Provider
Note	Explanatory text as opposed to a requirement
POWRA	Point of Work Risk Assessment
PPE	Personal Protective Equipment

4 Keywords

Introduction; Safety;