

## Electrical Management Plan

### Appendix to Construction Phase Plan (Health and Safety)

Contract Name    Yapton Road, Barnham

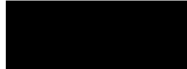
Contract Number    502004

This document only requires completion if  
Wates is directly managing the electrical  
installation on a project

# Electrical Management Plan

Appendix to Construction Phase Plan (Health and Safety)

## 1. Services Management Accountable Persons

| Role                                    | Company Name | Contact Details                                                                                                 | Competence Details                            |
|-----------------------------------------|--------------|-----------------------------------------------------------------------------------------------------------------|-----------------------------------------------|
| Electrical Coordinator                  | Wates        | Name Mick Hopper<br>Tel       | Course Title<br>Date Type or select date.     |
| Electrical Contractor (temporary works) | N/a          | Name Enter name<br>Tel        | NICEIC Reference<br>Date Type or select date. |
| Electrical Contractor (main works)      | N/a          | Name Enter name<br>Tel        | NICEIC Reference<br>Date Type or select date. |
| Senior Authorising Engineer             | N/a          | Name Paul Fitzgerald<br>Tel  | Course Title<br>Date Type or select date.     |

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### 2. Planning and Enabling

| Action                                                                                                                                                                                                                                                                                                                          | Accountable Person(s)        | Competency        | Reference Controlling Documents |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|-------------------|---------------------------------|
| <b><u>Temporary Services</u></b><br>The Accountable Person will ensure that a risk assessment is in place covering temporary installations. Note: Only offices and welfare facilities are permitted to operate on a mains electricity supply and must have a RCD in each circuit. All portable tools must have a 3 monthly PAT. | Mick Hopper                  | Project Manager   | Enter Details                   |
| <b><u>Other Site Installations</u></b><br>The training and competence details for those installing other equipment such as IT, CCTV, alarm systems, turnstiles, etc. must be checked prior to work commencing. The people named here are responsible for preparing risk assessments for these installations                     | <b>IT</b><br>N/a             | Enter competency  | Enter Details                   |
|                                                                                                                                                                                                                                                                                                                                 | <b>CCTV</b><br>N/a           | Enter competency. | Enter Details                   |
|                                                                                                                                                                                                                                                                                                                                 | <b>Alarm System</b><br>N/a   | Enter competency. | Enter Details                   |
|                                                                                                                                                                                                                                                                                                                                 | <b>Access Control</b><br>N/a | Enter competency  | Enter Details                   |
|                                                                                                                                                                                                                                                                                                                                 | <b>Media Screens</b><br>N/a  | Enter competency. | Enter Details                   |
|                                                                                                                                                                                                                                                                                                                                 | Other<br>Enter Name          | Enter competency. | Enter Details                   |
|                                                                                                                                                                                                                                                                                                                                 | Other<br>Enter Name          | Enter competency. | Enter Details                   |

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### 3. Installation Arrangements

| Action                                                                                                                                                                                                                                                                                                                   | Accountable Person(s)                        | Competency                                                        | Reference Controlling Documents           |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------|-------------------------------------------------------------------|-------------------------------------------|
| <b><u>Isolations</u></b><br>Ensure a safe system of work (SSOW) is in place covering lock off, signage, safe activation, permit to work and communication. This applies to isolation for refurbishment and permanent cut off prior to demolition works.                                                                  | Paul Fitzgerald                              | Senior Building Services Manager                                  | Enter Details                             |
| <b><u>Permits</u></b><br>Permits can only be issued by the named 'Accountable Person' who is authorised in writing by their employer. SSOW must detail issue and close out, audit of the permit process and clearly describe permit types (shut down / energise)                                                         | Mick Hopper                                  | Project Manager                                                   | Permit to Work<br>Pre-energisation checks |
| <b><u>Design and Sequencing Changes</u></b><br>Must be reviewed, risk assessed and approved by the 'Accountable Person' who will update any SSOW and communicate accordingly                                                                                                                                             | Mick Hoppe<br>Paul Fitzgerald<br>Designbrook | Project Manager<br>Senior Building Services Manager<br>Andy Evans | Enter Details                             |
| <b><u>Activation Procedures</u></b><br>SSOW must describe pre-activation checks, signage and secure segregation, works complete certification, switch on procedure, emergency and first aid procedures. The Senior Authorising Engineer must approve the process for all electrical works                                | N/a                                          | Enter competency.                                                 | Del-113 Permit to Activate M&E Services   |
| <b><u>Interface Between Contractors</u></b><br>All contractors installing electrical systems must be named and monitored so they interface in such a way that does not jeopardise safety. These persons must also liaise prior to daily 'Start Right' to ensure coordination of any shut downs or activation of systems. | <b>Electrics</b><br>N/a                      | Enter competency.                                                 | Enter Details                             |
|                                                                                                                                                                                                                                                                                                                          | <b>Electrics</b><br>N/a                      | Enter competency.                                                 | Enter Details                             |
|                                                                                                                                                                                                                                                                                                                          | <b>Electrics</b><br>N/a                      | Enter competency.                                                 | Enter Details                             |