

## SI-1 Arrangements for General Safety

The 'Health & Safety at Work Act 1974', Section 2, Part 1 places a duty on employers to ensure 'so far as reasonably practicable' the health, safety, and welfare at **Work** of their employees. Section 2, Part 2 (a), of the same act places a particular duty to provide and maintain **Plant** and systems of **Work** that are safe and without risk to health.

The duty on employers is enlarged upon in the 'Management of Health and Safety at Work Regulations 1999'.

**Persons at Work** are required to take reasonable care to avoid injury to themselves and others by their **Work** activities and to co-operate with ScottishPower in meeting statutory requirements. This includes complying with the **Safety Rules**, the associated **Safety Instructions** and other **Approved Written Procedures**.

The Policy, Philosophy and Principles of the **Safety Rules** establish that a **Safe System of Work** is concerned with the achievement of both **Safety from the System** and **General Safety**.

General Provision-1 of the **Safety Rules** is concerned with establishing and maintaining **General Safety**.

This **Safety Instruction** sets out in detail how the requirements of General Provision-1 shall be met.

### SI-1.1 Definitions

1.1.1 For the purpose of this **Safety Instruction** the following definitions apply:

- 'Setting to **Work**' – the process of ensuring that a **Working Party** has sufficient competence and information to allow a task to be carried out safely prior to instructing the commencement of **Work**
- 'Method Statement' – a procedure recording and describing in a logical sequence exactly how **Work** is to be carried out in a safe manner and those precautions to be taken to prevent risks to the health of those **Persons** undertaking that **Work**

1.1.2 The following terms are as defined in Part D of the **Safety Rules**:

- **General Safety** – the provision and maintenance of safe access to and from the place of **Work**, a safe place of **Work**, a safe working environment, **Safe Systems of Work** and the correct use of Personal Protective Equipment
- **Safe System of Work** – the outcome of a systematic examination of a task to identify all hazards and **Dangers** and the establishment of control measures to eliminate or reduce, so far as is reasonably practicable, these hazards or **Dangers** by defining safe methods of **Work**

### SI-1.2 Specific Requirements – Safe System of Work

1.2.1 When **Work** is to be carried out on, or near to, the **System**, **Danger** can arise from distinct causes:

- (i) **Danger** inherent in the **Plant** forming the **System**;
- (ii) **Danger** implicit in the method of **Work** or the task itself;
- (iii) **Danger** arising from the general workplace environment;
- (iv) **Danger** from other tasks and activities.

Causes (i) and (ii) are concerned with **Safety from the System**. Causes (iii) and (iv) are concerned with **General Safety**.

**Dangers** of both types shall be considered when arriving at a **Safe System of Work**.

1.2.2 The establishment and maintenance of **General Safety** is a pre-requisite in the planning and delivery of all **Work** undertaken in accordance with a **Safe System of Work**.

**General Safety** is established by reducing hazard and **Danger** to the lowest practicable level through the application of control measures identified by a process of risk assessment.

**General Safety** is maintained by ensuring all identified control measures remain in place throughout the **Work** and continuously reassessing risk to reflect potential changes in the workplace environment.

### SI-1.3 Specific Requirements – Responsibilities of Persons

1.3.1 The **Safety Rules** allocate responsibility for **General Safety** as follows:

(i) **Competent Persons:**

- a) Making use of **Safe Systems of Work**, safe means of access & egress, and Personal Protective Equipment and clothing provided for their **General Safety** and / or protection against any **System** derived hazard;
- b) Establishing and maintaining **General Safety** at the point of **Work**.

(ii) **Authorised Persons:**

- a) Before setting a **Working Party** to **Work**, implementing those measures necessary to establish **General Safety** at and near the point of **Work** and instructing all **Working Party** members in respect of **General Safety** provisions that shall be maintained throughout the course of **Work**.

1.3.2 The establishment of **General Safety** includes, but is not limited to:

- Ensuring that a safe method of **Work** is available
- Ensuring that an adequate assessment of risk takes place, including completion of a Point of **Work** Risk Assessment and implementation of the identified control measures

### SI-1.4 Specific Requirements – Risk Assessment

1.4.1 There are four main categories of health & safety risk assessment in use within ScottishPower:

- Activity Risk Assessment – an assessment to identify all risks that are associated with an activity, such as cable jointing, establish what control measures are required, and determine the extent of risk remaining after the application of these controls
- Area Risk Assessment – an assessment identifying risks, hazards and control measures by examining the point of **Work** and surrounding area
- Task Risk Assessment – these assessments are specific to more complex pieces of **Work** where significant risks exist that are not covered by the Activity or Area Risk Assessments
- Point of **Work** Risk Assessment – this is an assessment enabling **Persons** to identify risks associated with undertaking the activity at a particular **Location** including risks arising from changes in circumstances or the environment as **Work** progresses

1.4.2 The Point of **Work** Risk Assessment shall be reviewed periodically throughout the course of the **Work**, with particular attention paid to any additional hazards that are created by the method of **Work** or the task itself.

1.4.3 The Point of **Work** Risk Assessment shall be reviewed at the start of each new working period and amended where appropriate. If the environment has significantly changed then a new Point of **Work** Risk Assessment shall be conducted.

Provided that there is no significant change in the environment there is no requirement to carry out a new assessment when returning to the **Work** area after a short duration break.

1.4.4 So far as is reasonably practicable, it is the responsibility of the **Person** in charge of a **Working Party** to ensure safe interaction with nearby **Persons**. The Point of **Work** Risk Assessment shall therefore consider the potential impact of the **Work** on any other nearby **Working Parties** and any other persons such as members of the public.

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**SI-1.5 Specific Requirements – Planning Work**

1.5.1 **Work** shall where reasonably practicable be pre-planned in accordance with an appropriate time frame to ensure adequate measures are taken to ensure the health and safety of **Persons**.

Depending on the nature of the **Work**, this may involve the development of an emergency plan and associated procedures.

It is the responsibility of all persons concerned with the planning of **Work** to ensure that all aspects of **General Safety** are reviewed and assessed.

1.5.2 These aspects include, but are not limited to, the following:

- (i) Having a full understanding of the extent of the **Work**, or contract specification where applicable, before any **Work** commences;
- (ii) Ensuring adequate **Supervision** of the proposed **Work**;
- (iii) Verifying the competence of ScottishPower and service partner staff to undertake the **Work**;
- (iv) Assuring compliance with 'The Construction, Design and Management Regulations 2015' (CDM Regulations)
- (v) Ensuring that the requirements of **Safety Instruction-7**, 'Addition to and Removal from The **System**', are met for any **Plant** being added to or removed from the **System**;
- (vi) Ensuring that the proposed **Work** is adequately risk assessed as part of the planning process. In addition to considerations of area and role, this risk assessment shall include any necessary task-specific risks associated and identify **Work** with significant environmental or biodiversity aspects;
- (vii) Ensuring, where appropriate, that all resources, materials, spare parts, etc. are available prior to the **Work** commencing;
- (viii) Arranging for training of staff in accordance with **Safety Instruction-2**, '**Safety Rules** Training, Authorisation and Competence';
- (ix) Arranging preparation of a **Special Precautions Report** where this is a prerequisite for the proposed **Work**;
- (x) Providing sufficient information concerning the proposed **Work** in the form of **Work** instructions or a Method Statement.

1.5.3 Unplanned **Work** has the potential for a higher degree of risk than planned **Work**. Where it is necessary to carry out unplanned **Work**, consideration shall be given to:

- The provision of sufficient time for planning and preparation before commencing the **Work**
- The availability of adequate resource
- Adequate knowledge and understanding of the full extent of the **Work**
- Changing requirements as the **Work** progresses

**SI-1.6 Specific Requirements – Setting to Work**

1.6.1 The Setting to **Work** process is one of the fundamental elements of establishing a **Safe System of Work** whether or not a **Safety Document** is required.

1.6.2 This Setting to **Work** process shall always be completed prior to any **Work** commencing.

1.6.3 A Setting to **Work** briefing shall as a minimum:

- (i) Confirm that all **Persons** being Set to **Work** have undergone the necessary **Location**-specific induction;
- (ii) Verify that the **Person** in charge of the **Work** understands the task to be carried out and that all necessary **General Safety** precautions have been established or considered;

- (iii) Clearly explain the controls that are to be established for **General Safety**, confirm that these are properly understood, and that any responsibilities the **Person** is required to discharge shall be maintained throughout the duration of the **Work**;
- (iv) Explain that precautions to achieve **Safety from the System** shall be explained at the time any **Safety Document** is issued and that the **Senior Authorised Person** shall discharge a responsibility to ensure that the contents of that **Safety Document** are fully understood by the initial and any subsequent recipient;
- (v) Detail the procedure to be followed in the event of any hazard, which could give rise to **Danger**, arising or being identified during the course of the **Work** and those **Persons** that are to be notified of such an occurrence;
- (vi) Establish that if the **Work** is expected to take more than one working period then before **Work** resumes the **Person** in charge must be updated on any condition that may have changed from the previous Setting to **Work** brief.

1.6.4 The **Person** delivering a Setting to **Work** briefing shall ensure that all relevant documentation such as Risk Assessments, Method Statements, and **Special Precautions Reports** are made available to the **Working Party**;

1.6.5 The **Person** in charge of the **Working Party** has a responsibility to pass on the essential details of the Setting to **Work** briefing to all members of the **Working Party**. The full content of the briefing may not be required or relevant and the **Person** in charge of the **Working Party** shall determine which points of the Setting to **Work** briefing are relevant to communicate to the whole **Working Party**.

Where higher risk activities such as confined space **Work** or complex lifting operations are to take place consideration shall be given to involving all members of the **Working Party** in the **Setting to Work** briefing.

1.6.6 If the **Person** who originally established **General Safety** is unavailable for subsequent working periods they shall where reasonably practicable ensure that another **Person** has been briefed as to the status of the **Work** and the **General Safety** requirements that have been established and are to be maintained.

If responsibility for the **Work** or **Working Party** is to be transferred to another **Person** then the second and any subsequent **Persons** shall be briefed as to the scope of **Work** to the same standard as the **Person** originally Set to **Work**.

#### SI-1.7 Specific Requirements – Monitoring Work

1.7.1 **General Safety** requirements shall be managed, monitored, coordinated, and communicated for the entire duration of the **Work**. All **Persons** involved with the **Work** shall clearly understand the **Safe System of Work** to be applied and their assigned roles and responsibilities.

1.7.2 The **Person** in charge of the **Working Party** is responsible for ensuring that:

- (i) The **Working Party** adheres to any Method Statement;
- (ii) The conduct of the **Work** reflects the Risk Assessment and the identified control measures;
- (iii) All **Work** is stopped and reviewed if any events different from that planned occur;
- (iv) Any emergent **Work** is adequately risk assessed;
- (v) All **Work** shall cease should any hazard be identified during the **Work**.

1.7.3 It is a management function to routinely visit the point of **Work** to ensure that:

- (i) **Work** is progressing in a satisfactory and safe manner;
- (ii) Levels of **General Safety**, housekeeping, and quality assurance are being maintained throughout the **Work**;

These visits shall occur at a frequency proportionate to the complexity of the task or risk associated with the **Work**, occurring more frequently during critical stages of **Work**.

1.7.4 The requirements of **Safety Instruction-11**, '**Safety Rules Auditing**', shall be met.

**SI-1.8 Specific Requirements – Completion of Work**

1.8.1 Upon completion of the **Work** or at the end of each working period it is the responsibility of the **Person** in charge of the **Working Party** to ensure that:

- (i) The **Work** area is left clean and tidy, with all gear, tools and equipment removed from the **Work** area or stored correctly, and all waste properly disposed of;
- (ii) All members of the **Working Party** have been withdrawn and warned not to resume **Work**.

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