The Designated Persons
Roles and responsibilities

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The need for Electrical systems designated staff

• To provide a safe comfortable working environment
• To ensure optimal conditions for carrying out the business of providing healthcare services
• To provide new/refurbished and maintain electrical systems that are safe to install and operate
• All being rigorously monitored by the designated staff
Standards and Guidance

There are Three main sources of guidance (there are others):

• HTM 00:2006 'Policies and principles' – best practice guidance for healthcare engineering

• HTM 06:2006/7 Electrical services supply and distribution
Standards and Guidance

• Health and Safety at Work Act 1974 with its other related documents and guidance.....
Other H and S Guidance

- Workplace (Health, Safety and Welfare) Regulations
- Provision and Use of Work Equipment Regulations
- Manual Handling Operations Regulations
- Personal Protective Equipment at Work Regulations
- Confined Spaces Regulations
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)
- Control of Substances Hazardous to Health Regulations (COSHH)
- Health and Safety (First-Aid) Regulations
- Health and Safety (Safety Signs and Signals) Regulations
- Health and Safety (Training for Employment) Regulations
- Control of Asbestos at Work Regulations
- Lifting Operations and Lifting Equipment Regulations (LOLER)
- Noise at Work Regulations
- The Construction (Design and Management) Regulations
Other Guidance

• HSE
• DoH
• CIBSE
• BS
• MHRA (MEIGaN)
• Building Regulations
• HTM 05 “Firecode series”
Professional and technical support

The HTMs Recommend the appointment of:

- Designated persons; (from the Trust Board!)
- Authorising Engineers;
- Authorised Persons;
- Competent Persons.

For each service e.g. water, electricity, med gas, ventilation systems, etc.
Professional Structure

- **Designated Person**: Appointed senior executive (board level) with assigned responsibility for service.
- **Authorising Engineer**: Appointed independent professional engineer (specific to service).
- **Trust Senior Operational Manager**: Informed client/intelligent customer.
- **Authorised Person**: Appointed qualified technical engineer (specific to service).
- **Competent Person**: Assessed and qualified craftsperson (specific to service).
Designated Person

This person provides the essential senior management link between the organisation and professional support.

The Designated Person should also provide an informed position at board level. (2.7)
The SOM may have operational and professional responsibility for a wide range of specialist services. It is important that the SOM has access to robust, service-specific professional support...

(4.17 HTM 00)

In particular the AE(E) and AP(E)

not part of HTM 06 but essential for an effective structure
Authorising Engineer (Electrical) (AE(E))

The AE(E) is defined as a person designated by Management to provide independent auditing and advice on electrical systems and to review and witness documentation on validation. (2.8)
Authorised Person (Electrical) (AP(E))

The AP(E) will be an individual possessing adequate technical knowledge and having received appropriate training..., ....who is responsible for the practical implementation and operation of Management’s safety policy and procedures relating to the engineering aspects of electrical systems. (2.9)
The CP(E) is defined as a person designated by Management to carry out maintenance, validation and periodic testing of electrical systems. (2.10)
Appointment Responsibilities

- DP appointed by Board
- AE nominated by SOM appointed by DP
- AP nominated by AE, appointed by DP
- CP approved by AE, appointed by AP

The above is an amalgamation of guidance from HTM 00 and HTM 06
Other important stakeholders

Contractor

The Contractor is the person or organisation responsible for the supply of the electrical equipment, its installation, commissioning or validation. (2.15)
• A record should be kept of those appointed. The record should clearly state the extent of the post holder’s duties and responsibilities, and to whom they are to report. (2.16)

• Substitute or replacement staff should be designated in order to cover for sickness, holidays and staff transfers. (2.17)
Training

All those involved should be given appropriate training, to cover all aspects of the role.
The training will need to cover:

- safety,
- efficient operation of system,
- Technical refreshers, etc.

and will need to be repeated periodically in order to cater for changes in guidance.
Appointment and Training Records

• Appointed personnel should retain a copy of their appointment and training
• The AP should also hold a copy of the training and appointment for each CP
• The AP should update and forward a copy of all appointed persons training and appointment certificates to the AE
Duty Authorised Person (E)

- Only one Authorised Person may be on duty for Electrical systems on site.
- On matters relating to the Safety and Operation of the electrical systems the Duty Authorised Person's instructions are final.
Specific health and safety aspects

- Staff and contractors working on Generators, UPS, IPS, HV, Battery Systems etc. and or working in pathology departments, mortuaries, laboratories, source protected isolation facilities and other areas containing a chemical, biological or radiation hazard may be particularly at risk.

- In these cases, the risk should be identified and assessed, by the AP.
Specific health and safety aspects (2)

For these chemical, biological or radiation hazards (etc.); Training in the exact procedures to be undertaken should be given to all staff and or contractors involved (and recorded).
For all electrical services where Hazards exist, permit systems must be operated

This may include limitation of access permits for some services

This includes other departments that operate their own access or isolation permit systems e.g. Aseptic Cleanrooms
Limitation-of-access (E)
This is a safety document, which is a form of declaration, signed and issued by an Authorised Person (E) to a person in charge of work to be carried out.

for which a permit-to-work (E) is not appropriate.
More on Safety Documents and Signs

Permit-to-work (E)

This is a safety document, which is a form of declaration, signed and issued by an Authorised Person (E) to a Competent Person (E) in charge of work to be carried out.

It defines the scope of the work to be undertaken and makes known exactly how safety from any Hazard is being achieved.
More on Safety Documents and Signs

Caution sign

This is a temporary, non-metallic sign bearing the words “caution – persons working on equipment” and “do not touch” which is to be used at a point-of-isolation (and on plant being worked on).
More on Safety Documents and Signs

Cancel permits, sanctions and standing instructions in the following circumstances:

• when the permitted work is complete
• if these Safety Rules and Procedures/safe system of works are not being followed
• if an unexpected hazard arises
• if there is an apparent danger
• in any other unforeseen circumstances at the discretion of the Authorised Person.
Significant occurrences

• Inform the Authorising Engineer (E) verbally, and then in writing, of:

  defects,
  failures in operation,
  Notifications of Imminent Danger,

• AP (E) to confirm Corrective Actions taken or planned and ensure they are implemented.
Dangerous occurrences

- Report required under RIDDOR as required.
- Dangerous occurrence is to be reported to the Authorised Person (E) by Competent Persons (E).
- Authorised Person (E) is to send a preliminary report of the dangerous occurrence to the Authorising Engineer (E) and Designated Person.
- The Authorising Engineer (E) is to investigate each dangerous occurrence and issue a report to the Designated Person.

All as soon as reasonably practicable.
After a dangerous occurrence

management should consider:

a. the questionable conflict of interests and impartiality of any investigation or subsequent report where it is carried out by those directly involved;

b. the reliability of evidence involving self-judgement.
Operational Restrictions

• An operational restriction is a specific written instruction issued via the Authorising Engineer (E) or the Department of Health in the form of a “hazard notice”, “safety action bulletin” or similar official instruction.

The instruction modifies the normal operating procedures associated with a particular type of equipment.
Operational Restrictions

On receipt of an operational restriction, the Authorised Person (E) should:

a. acknowledge the receipt to the Authorising Engineer (E), indicating whether the equipment is included in the local system(s) or installations;

b. record the receipt in the logbook and the action taken;

c. place a copy signed by each Authorised Person (E) in the operational procedure manual.
Test equipment

- The Authorised Person (E) on duty is to arrange for the necessary test equipment to be available when required.
- Test equipment is to be maintained and, where appropriate, recalibrated in accordance with the manufacturer’s instructions.
- The location of protective equipment, test equipment is to be located in a cupboard used only to house test equipment.
Safety programmes and System diagrams

• A safety programme together with an system diagram are required for all planned work and/or tests which require the issue of a permit-to-work.

• The safety programme must be written by the Authorised Person (E) who is responsible for the issue of the permit-to-work.

• Significant hazard risks, the safety programme to be countersigned by second Authorised Person (E) for the site.
Maintenance Monitoring

Periodically examine maintenance and operating log books
to ensure that adequate maintenance and operating checks are being undertaken.
Annual/Periodic inspection, testing reports on Electrical Systems

- EIC
- PIR
- Annual inspections e.g. Mobile, MCCP
- MEIGaN
- PAT
- Other Electrical systems as HTM 06
- Fire dampers and detectors as HTM 05

Certificates/Reports received and these conclude either safe to use for next period or what remedial works are needed and when
The AP (E) should work with the AE (E) to update or write the Policy and procedures for operating the electrical systems within the organisation.
The AP(E) should assist the AE(E) in writing the annual report on the Electrical Systems in the Organisation

The report should include the following headings....
Report content

- Progress, made since last report;
- Appointment of named personnel;
- Operational incidents;
- Accidents and dangerous occurrences;
- Testing equipment;
- Training;
- Electrical installation compliance;
- Records;
- Emergency preparedness;
- Recommendations and action plan.
Questions

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End

AP Role