



ECD CODE OF PRACTICE FOR OVERHEAD DUCT CONFINED SPACE ENTRY (Revised December 2017)

ECD-HS-PO-467-12-15

Issue Status:

<u>Issue No.</u>	<u>Date Issued</u>	<u>Comments</u>
1.	14/08/2013	DRAFT
2.	15/08/2013	UPDATED FOLLOWING MEETING (15/08/13)
3.	19/08/2013	UPDATED TO INCORPORATE EMAIL COMMENTS (16/08/13)
4.	24/09/2013	ACCESS OF DUCTS BY SECURITY PERSONEL REMOVED, FIRE BRIGADE TO BE CALLED, AMENDMENT AS PER D. WHITE & M. SUTTON AGREEMENT (24/09/13)
5.	10/12/2015	UPDATED TO REMOVE TEXT REFERING TO THE installation of the system and removal of A Vickers from the document. Removal of the word "interim" from the title
6.	24/11/2016	Reviewed – no changes made
7.	December 2017	Revised and combined with the Management of Overhead Duct in the Main Building (ECD-HS-PO-407-11-13) and retitled as "ECD CODE OF PRACTICE FOR OVERHEAD DUCT CONFINED SPACE ENTRY".

Authors: A. Reilly/ D. White. - Reviewer C Tuck.

Code of Practice for the Management of Overhead Corridor Ducts in the Main Building.

Prologue;

The Over Head (OH) ducts are fitted with fire doors and these should always be closed unless work is taking place within them. However despite the doors having been fitted with tool operated locks they are often left open putting the University at risk should fire break out in or around them.

To ensure the doors are kept closed this 'Locking' requirement is to be complied with at all times by both Contractors and University Staff.



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Code of Practice for Managing the Overhead Ducts;

- 1) All OH doors have a unique (key retained) snap lock fitted to them.
- 2) All OH doors have an instruction sign fitted to them.
- 3) The keys will be kept by and located within the Estates Maintenance and Facilities Office - (L7). There is a duplicate set kept in the Security Control Room. – **These keys are only to be issued for Emergency Purposes, not for general issue.**
- 4) The Asbestos Register will be viewed if entry into the OH ducts will entail any work other than inspections, valve isolation, lamp replacements etc
- 5) Any individuals required to access the OH ducts will attend the Estates Maintenance and Facilities Office – MB L7 - and sign out the relevant key/keys. Responsibility is thereon placed upon the individual to ensure the OH doors are relocked prior to returning the key/keys.
- 6) All keys will be returned the same day unless the location of the OH duct is part of, or within the area of, an ongoing project where all keys will be handed over to the appropriate H&S manager (or Responsible Officer) at the start of the project or when requested.
- 7) The fitted Duct Fire Alarm Aspiration System dictates that a **Fire Detector Isolation Permit-to-Work** (issued via the Responsible ECD manager through the new **Electronic PTW System**) is required before issuing of the access keys. The system is to be isolated prior to first access is made and reinstated 30 minutes after exiting the duct. – This is to be done in conjunction with Security.
- 8) Any keys or locks lost or removed from their proper place will be replaced immediately by the Maintenance department and an invoice raised against the individual/company who last signed the key out. The invoice will not be less than £50 +VAT.



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- 9) All Access for the Ducts is to be undertaken in conjunction with the ECD Safe Working Practice - **ECD-HS-SWP-138-07-11**. - This is reviewed regularly and can be obtained from the Estates Maintenance and Facilities Office Main Building Lower Ground Room L7.
- 10) In the event of a Fire Alarm activation for duct occurs when the ducts are shut and locked the relevant areas are to be attended to and the policy for Main Building Fire Alarm Corridor Crawl Void Aspiration System "Fire Check" Policy – ECD-PO-24-09-13 is to be followed.

Fire Aspiration System for the Main Building Overhead Ducts;

Introduction:

An 'Aspiration' fire alarm detection system has been installed within the Main Building corridor ceiling crawl voids to provide detection of the space.

Due to the difficulties in accessing the space to positively confirm a fire, the following code of practice has been produced to detail a practical means of positively confirming a fire/ calling fire brigade.

The 'Aspiration System' will alert to the Winmag and operate as per any other fire alarm device i.e. sound alarms within the area of activation and start the 4 minute 'evacuation' timer.

Procedure:-

1. Fire alarm activates on Winmag controller in the Security control room And sounders (2 stage evacuation) commences.
2. Deploy a minimum of two patrol officers to attend the location of the activation and carry out an investigation
3. Security Control to inform David White in the Health & Safety Unit.

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4. Once at the scene of the activation check the stairwell, corridor and all rooms off the corridor for signs of fire, including use of an infra-red thermometer.
 5. If fire is detected via sight or smell then raise the fire alarm by operating two manual call points (one in each corridor) and radio the control room to call the fire brigade.
 6. If no fire is located then proceed to the corner riser cupboard as indicated by the fire alarm label indicated on the Winmag panel. Enter the riser cupboard and identify the automatic smoke detection pipework system valve & panel via the labels.
 7. Close the valve, wait 20 seconds, open the valve, reset the 'Aspiration System' via the key switch on the panel.
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- A1. If alarm re-triggers then attempt above, **item 7**, once more.
 - A2. If alarm re-triggers then raise the fire alarm by operating two manual call points (one in each corridor) and radio the control room to call the fire brigade.
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- B1. If alarm does not retrigger continue to patrol the area checking all areas as indicated in **item 4**.
 - B2. If no fire is located, after 20 minutes, proceed to normal duties and reset the alarm (Winmag).
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NB – If there is no one available to attend and assess as above then full evacuation should be instigated via 2x call points/ as per standard protocol.

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NB – In the event that an activation of the aspiration system turns out to be a false alarm, a full investigation will be carried out by ECD and the Fire Officer to check the operating parameters of the system.

PROCEDURE ENDS

This Code of Practice is to be reviewed every 12 months or when regulations and circumstances change.