



EVENTS ELECTRICITY USAGE POLICY

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Table of Amendments

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SECTION 1 - Introduction

1.01 General

The following policy provides guidance on the safe use of electrical appliances and means of providing electricity to such within the external areas of the campus and within university Buildings.

This policy, and any/ all others associated with the event **MUST** be adhered to. Failure to do so may result in the event being terminated due to safety concerns.

SECTION 2 – Process of application for connection of appliances for events

2.01 General

The use of electrical appliances for events shall be subject to approval by Aston University Estates & Capital Development Department (AU ECD). The following process shall be followed:-

Step 1 – Identify preferred location of the event/ area requiring electricity.

Step 2 – Produce a plan showing location and size of all parts of the event.

- Plans/maps can be obtained from the AU ECD team secretary.
- All fixed structures (Marquees/ tents etc) and large free standing equipment (tables etc) should be identified on the plan.

Step 3 – Identify a list of electrical appliances to be used, and their ratings.

- The list should include all lighting within Marquees, DJ equipment, catering equipment, i.e. any equipment using electricity.
- The rating will be stamped on the equipment, the voltage (230V or 400V) and power rating (Watts/ W/ kW) need to be provided.
- Portable Appliance Test certificates for all equipment to be connected must be provided.

Step 4 – Determine a method of electrical distribution i.e. 230V 13A extension leads or a 'commando' temporary distribution unit system.

- Where a large marquee is being provided by an external company it will generally be a 'commando' temporary distribution system. These will generally need to be provided and installed by the Marquee company.
- Where events are within a building, generally 230V 13A extension leads will be used. Extension leads can be obtained and installed by AU ECD (this is generally a free service, however dependant on the event activity and quantity of extension leads, may be chargeable).

Step 5 – Select external electrical connection point and make note of the reference.

- This is only relevant for external events.

Step 6 – Provide the above information/ request to AU ECD a minimum of 4 weeks prior to event date.

Step 7 – Final scheme to be agreed with AU ECD.

Step 8 – AU ECD to carry out pre-use electrical tests of the connection points and carry out final connection to AU infrastructure.

Step 9 – Any electrical issues during the event during normal working hours are to be reported to AU ECD Helpdesk, any issues out of normal working hours are to be reported to AU Security.

- Any electrical issues affecting AU infrastructure shall only be repaired by AU ECD operatives. Tampering by the event organisers/ operators shall not be permitted.
- Any electrical issues caused by equipment within the event must be disconnected and removed from service, until this is done re-energisation of supplies will not be permitted.

2.02 Pre-use tests of external electrical connection points

AU ECD shall undertake the following tests on the day prior to the event and carry out any repairs required:-

- Functional and mechanical test of all RCD's/ RCBO's.
- Earth fault loop impedance test at the main isolator.
- Visual inspection.

2.03 Pre-use tests of internal electrical connection points

AU ECD shall undertake the following tests on the day prior to the event and carry out any repairs required:-

- Functional test of all RCD's/ RCBO's.
- Visual inspection.

SECTION 3 – Location of external electrical connection points

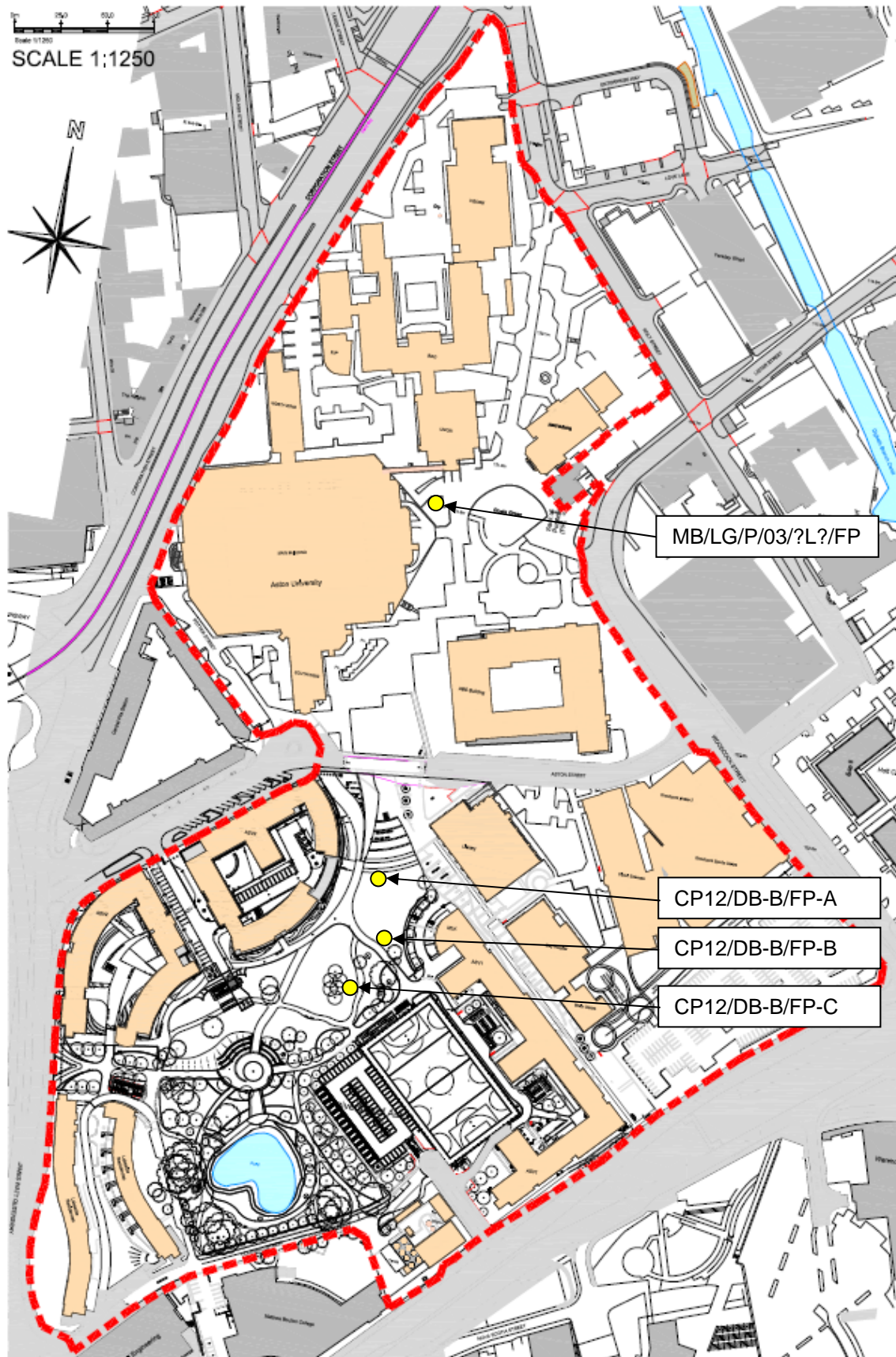
3.01 General

Where provided, and of a suitable rating, the external electrical connection points schedule below and as per the following plan shall be used.

3.02 Schedule of external electrical connection points

Connection Point Name	Location	Electrical outlets
CP12/DB-B/FP-A	Green feeder pillar/ enclosure within the grassed area by the MLK centre	1 No. 63A 400V commando outlet, 1 No. 32A 400V commando outlet, 1 No. 32A 230V commando outlet, 1 No. 16A 230V commando outlet, 1 No. twin 13A 3-pin socket outlet, MAXIMUM CONNECTED LOAD = 80A/phase 400V
CP12/DB-B/FP-B	Green feeder pillar/ enclosure within the grassed area by the MLK centre	1 No. 63A 400V commando outlet, 1 No. 32A 400V commando outlet, 1 No. 32A 230V commando outlet, 1 No. 16A 230V commando outlet, 1 No. twin 13A 3-pin socket outlet, MAXIMUM CONNECTED LOAD = 80A/phase 400V
CP12/DB-B/FP-C	Green feeder pillar/ enclosure within the grassed area by the MLK centre	1 No. 63A 400V commando outlet, 1 No. 32A 400V commando outlet, 1 No. 32A 230V commando outlet, 1 No. 16A 230V commando outlet, 1 No. twin 13A 3-pin socket outlet, MAXIMUM CONNECTED LOAD = 80A/phase 400V
MB/LG/P/03/?L?/FP	Galvanised steel feeder pillar/ enclosure within grassed area opposite the Students Union building.	1 No. 16A 230V commando outlet, 1 No. twin 13A 3-pin socket outlet, MAXIMUM CONNECTED LOAD = 40A 230V

3.03 Location plan of external connection points



3.05 Security of external electrical connection points

All external electrical connection points shall be locked via use of an AU Electrical ASSA suite lock.

All new external connection points shall be provided with a 'cat flap' for connection of trailing leads, the 'cat flap' shall include a weatherproof seal and be secured by means of a hasp and staple and an AU Electrical ASSA suited RUKO padlock.

Keys shall be retained by AU ECD, keys shall not be issued to the Event organisers/operators.

3.06 Electricity Consumption

Electricity will generally be provided free of charge, however dependant on the type of event and anticipated consumption, there may be a charge.

SECTION 4 – Use of generators on campus

4.01 General

Generators are strictly forbidden on campus, except without express permission of AU ECD.

Generators shall not be permitted within a building.

Generators shall only be considered for external events where there is not a local electrical power supply, and the event cannot reasonably be located near to a local electrical power supply.

4.02 Process for application of use of a generator

The following process shall be followed:-

Step 1 – Identify preferred location of the generator and produce a plan.

- The generator should be located in a position easily accessible by the delivery company.
- The generator should be positioned such that the noise, heat and fumes do not cause disruption to the general activities of the University.
- Plans/maps can be obtained from the AU ECD team secretary.

Step 2 – Identify the generator electrical size.

- Identify a list of electrical appliances to be used, their ratings and anticipated operational time. This list will enable the supply company to suitably size the generator and any external fuel tanks as needed.

Step 3 – Identify re-fuelling/ fuel storage/ supply requirements.

- The use of plastic fuel cans shall not be permitted onsite. Where a petrol generator up to 4kVA used metal fuel cans securely stored may be used to re-fill the generator – re-filling must be carried out with the generator OFF and COLD.
- Where generators above 4kVA are used onsite and additional fuel is envisaged a static plumbed in fuel tank must be provided.
- Fuel must be securely stored and away from naked flames/ heat.

Step 4 – Determine a method of electrical distribution i.e. 230V 13A extension leads or a 'commando' temporary distribution unit system.

- Where a large marquee is being provided by an external company it will generally be a 'commando' temporary distribution system. These will generally need to be provided and installed by the Marquee company.

Step 5 – Provide the above information/ request to AU ECD a minimum of 4 weeks prior to event date.

Step 6 – Final scheme to be agreed with AU ECD.

Step 7 – A copy of the generator test certificates are to be provided to AU ECD prior to the start of the event.

Step 8 – Any electrical issues during the event are to be rectified by the generator hire company. AU ECD can provide assistance if required, however this may be chargeable dependant on required works.

4.03 Generator Types

Portable Petrol Generators up to 10 kVA

Manufacturers' guidelines/ instructions must be followed at all times.

Never re-fuel the generator when it is running or the engine is hot.

Do not use these generators to power computers or similar electronic equipment without the use of surge arrestors.

Class II electrical appliances only shall be used with this type of generator.

Portable Petrol Generators up to 10 kVA with a earth connection

Manufacturers' guidelines/ instructions must be followed at all times.

Never re-fuel the generator when it is running or the engine is hot.

Do not use these generators to power computers or similar electronic equipment without the use of surge arrestors.

Class I and Class II electrical appliances may be connected to this type of generator.

The generator must either include a 30mA RCD, or the extension leads taken from the generator must include a 30mA RCD.

An earth spike must be installed and securely connected to the generator earthing point, a test certificate must be provided to AU ECD prior to the start of the event. The earth connection must be a maximum of 200 Ohms.

Generators larger than 10kVA

Manufacturers' guidelines/ instructions must be followed at all times.

An earth spike must be installed and securely connected to the generator earthing point, a test certificate must be provided to AU ECD prior to the start of the event. The earth connection must be a maximum of 200 Ohms.

All generator outlets must incorporate a 30mA RCD.

Class I and Class II electrical appliances may be connected to this type of generator.

Do not use these generators to power computers or similar electronic equipment without the use of surge arrestors.

Re-fuelling shall be via a plumbed in external fuel tank, or via a fuel management service provided by the generator hire company only.

The generator shall be housed within an acoustic enclosure, the access flaps shall be closed and locked during operation.

An accessible emergency stop button must be provided on the external face of the enclosure and operable without the need for tools or keys.

Where the generator is positioned on grass protection shall be provided.

SECTION 5 – Use of internal power supplies/ outlets for events

5.01 General

Where rooms within University buildings are used for events, the event organiser must follow the procedure in section 2 of this Policy. This is to ensure that AU ECD have the opportunity to review the appliances to be connected and the available electrical infrastructure to ensure that the infrastructure is not unintentionally overloaded.

Where extension leads are required these can be provided and connected by AU ECD department. This is generally a free service, however dependant on the type of event and quantity of extension leads a charge may be applied.

Electricity will generally be provided free of charge, however dependant on the type of event and anticipated consumption, there may be a charge.

SECTION 6 – Pre-event Check List

6.01 General

The event organiser shall complete the following Pre-event Check list and provide a copy to AU ECD prior to commencement of the event. Without a copy completed to the satisfactory of ECD the event may be cancelled due to safety concerns:-

PRE-EVENT CHECK LIST (ELECTRICAL)			
Event Name:-		Event Organiser/ Point of Contact:-	
Event Reference No:-		Contact Details:-	
INDOOR EVENT			
Building Name:-		Room Number:-	
Extension Leads in place and connected to agreed locations:-			
Connected appliances are as per agreed schedule:-			
Portable appliance certificates in place for all connected appliances and extension leads:-			
OUTDOOR EVENT			
Location:-			
AU Power Supply used:-		Generator used:-	
AU Power Supply reference/ name:-		Generator type:-	
Pre-use checks carried out by ECD:-		Generator company contact details:-	
AU Power Supply doors are secure:-		Generator test certificate provided to ECD:-	
		Generator earth connection resistance:-	
Extension Leads in place and connected to agreed locations:-			
Connected appliances are as per agreed schedule:-			
Portable appliance certificates in place for all connected appliances and extension leads:-			
INSPECTION			
The electrical installation at the event has been inspected and as far as is reasonably practicable/ can be ascertained complies with Au ECD Policy 'Events Electricity Usage Policy'			
Event Organiser (or representative)		AU ECD Representative	
Print:-		Print:-	
Sign:-		Sign:-	
Date:-		Date:-	