



# **Compass Group (UK and Ireland) Ltd**

## **Pressure Systems Operational Policy**

**Owner: Peter Priday**

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## Version Control

Version Number	Implementation Date	Review Date	Amendments
1.0	November 2015	November 2017	New Site-Specific Policies
2.0	August 2017	August 2019	Trading Name Changed to Compass Group. Group Policy, Site Specificity Removed.
2.1	July 2019	July 2021	Font Changed to Ariel
2.2	August 2021	August 2023	Spelling and Grammatical Corrections Introduction of Designated Person Contract Manager designation changed to Operations Manager
2.3	August 2024	August 2027	Grammatical amendments made to the Policy Statement Designated Person designation changed to Technical Authority Removal of the Duty Authorised Person Designation Inclusion of the Authorised Signatory and Authority to Work Safety Revision of Duty Holders responsibilities Revision of Control of Safety Locks and Keys General Definitions moved to Appendix 4

**Technical Authority    Peter Priday**

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## Part 1 Policy Statement

Compass Group (UK & Ireland) Ltd (hereafter referred to as Compass Group) is committed to:

- implementing this policy.
- ensuring all Pressure Systems are managed without giving rise to danger.
- providing procedures for the safe operation and maintenance of pressure systems.
- monitoring this policy to ensure its effectiveness.

This policy has been created for the protection of those persons whose employment involves them using or carrying out work on pressure systems and equipment controlled by Compass Group and any person likely to be affected by the activities of Compass Group employees.

This policy should be read in conjunction with the Compass Group Control of Legionella in Water Systems Policy, Refrigerant Gas Operational Policy, and Ventilation Systems Operational Policy.

This policy is in accordance with the requirements of:

- The Health and Safety at Work Act
- The Pressure Systems Safety Regulations
- Provision and Use of Work Equipment Regulations
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations
- Workplace (Health, Safety and Welfare) Regulations
- Compass Group Safety Rules and Procedures for Pressure Systems SRP02
- Compass Group Safety Rules and Procedures for Ventilation Systems SRP04
- Ministry of Defence JSP 375

**It is the duty of all persons, who may be concerned with the operation of, or work upon Pressure Systems and Equipment to:**

- **Comply with this Safety Policy**
- **Be conversant with all legislation governing the work they are called upon to undertake**
- **Be conversant with the Safety Rules employed on the system they called to work upon**

Only employees with the appropriate knowledge, skills and training will be authorised or instructed to work on pressure systems.

All work on pressure systems will be carried out in accordance with The Pressure Systems Safety Regulations and the Compass Group Safety Rules and Procedures for Pressure Systems, or JSP 375 as appropriate (hereafter referred to as the Safety Rules).

Where it is appropriate, safety training and instruction will be given.

## Part 2 Definitions

### 2.1 Definitions of Personnel

#### 2.1.1 Duty Holder (DH)

The Duty Holder is a person on whom Health and Safety Legislation imposes a duty in connection with safety.

#### 2.1.2 Technical Authority (TA)

A person appointed, in writing by the Duty Holder to take responsibility for the creation and update of the Compass Group Operational Policy for Pressure Systems and Safety Rules.

#### 2.1.3 Operations Manager (OM)

The Operations Manager is defined as the person in the organisation, who is accountable for the maintenance of the premises.

#### 2.1.4 Co-Ordinating Authorising Engineer (CAE)

The Co-Ordinating Authorising Engineer is appointed in writing by the Duty Holder to take responsibility for the overall management of the Safety Rules and assignment of Authorising Engineers. The person appointed should possess the necessary degree of independence from local management to agree actions as required.

#### 2.1.5 Authorising Engineer (AE)

An Authorising Engineer is appointed in writing by the Duty Holder on the recommendation of the Co-Ordinating Authorising Engineer to take responsibility for the effective management of the Safety Rules. The person appointed should possess the necessary degree of independence from local management to take action within the Safety Rules as required.

#### 2.1.6 Authorised Person (AP)

An Authorised Person is appointed in writing by the Operations Manager on the recommendation of the Authorising Engineer in accordance with the Safety Rules and Procedures and is responsible for the implementation and operation of this guidance with regard to work on, or the testing of, defined Pressure Systems and Equipment.

#### 2.1.7 Authorised Signatory (AS)

An Authorised Signatory is appointed in writing by the Duty Holder to take responsibility for the approval of the issue of an Authority to Work for low and medium risk work activities.

#### 2.1.8 Competent Person (CP)

A Competent Person is appointed in writing by the Operations Manager on the recommendation of an Authorised Person for defined work. They must possess the necessary technical knowledge, skill, and experience relevant to the nature of the work to be undertaken, and be able to prevent danger or, where appropriate, injury.

#### 2.1.9 Insurance Inspector

The Insurance Inspector is appointed by the Insurance Company engaged by the Operations Manager. They must possess the necessary technical knowledge, skill, and experience relevant to the post and be able to prevent danger or, where appropriate, injury.

### **2.1.10 Accompanying Safety Person (ASP)**

An Accompanying Safety Person is a person not involved in the work or test who has received training in emergency first-aid and who has adequate knowledge, experience, and the ability to avoid danger, keep watch, prevent interruption, apply first aid, and summon help.

The person is to be familiar with the system or installation being worked on or tested and is to have been instructed on the action to be taken to safely rescue a person in the event of an accident.

## **2.2 Definitions of Safety Documents**

### **2.2.1 Limitation-of-Access**

This is a Safety Document, signed and issued by an Authorised Person to allow access to areas under their control. It clearly states the area that can be accessed and the actions that can be undertaken under the Document. It is not to be used to authorise works on Pressure Systems.

### **2.2.2 Minor Mechanical Isolation Certificate**

This is a Safety Document, completed by The Duty Authorised Person or a Level 3 Competent Person when they have completed a Simple Isolation for a Third Party.

### **2.2.3 Permit-to-Work**

This is a Safety Document, for use on Pressure Systems and Equipment made dead. It is signed and issued by The Duty Authorised Person, to the Competent Person in charge of work to be carried out. It defines the scope of the work to be undertaken and makes known exactly what equipment is isolated from sources of mechanical energy. The template for the Permit to Work on Pressure Systems is shown in Appendix 1.1.

### **2.2.4 Safety Programme**

A written programme produced by an Authorised Person setting out the sequence of operations to be followed before a Permit-to-Work is issued. The programme is to be countersigned by another Authorised Person appointed for the system or the Authorising Engineer.

### **2.2.5 Specific Written Instructions**

This is the Safety Document, used when a Duty Authorised Person needs a specific operation to be completed on a system or in an area under their control. For instance, the operation of a Valve.

### **2.2.6 Standing Instructions**

This is the Safety Document, used when regular entry is needed to an area and no intrusive work on the system is to take place. For instance, when carrying out Meter Readings.

### **2.2.7 Authority to Work**

This is a safety document, issued for low or medium risk tasks conducted by third party contractors. It is signed and issued on the authority of The Authorised Signatory, to the Competent Person in charge of work to be carried out. The template for the Authority to Work is shown in Appendix 1.2.

**Model Safety Documents can be found in the Safety Rules and Procedures for Pressure Systems**

## 2.3 Definitions of Safety Signs

### 2.3.1 Safety Signs

These are temporary, non-metallic signs (as per Appendix 2.1), bearing the words “Do Not Open” or “Do Not Close” which are secured at all points of isolation, draining, or venting by the Duty Authorised Person.

### 2.3.2 Danger Signs

These are temporary, non-metallic signs (as per Appendix 2.2), bearing the words “Danger Live System” or “Danger Hot Surface”. They are to be displayed where there is remaining hazard adjacent to a point of work, or where confusion may exist with regards the system or equipment made safe by the Duty Authorised Person.

### 2.3.3 Point of Work Sign

This sign is a temporary, non-metallic sign (as per Appendix 2.3), bearing the words “Point of Work”. It is to be displayed by the Duty Authorised Person to positively identify the Point of Work to the Competent Person.

### 2.3.4 Isolation Sign (Personal)

This is a temporary, non-metallic sign (as per Appendix 2.4) bearing the words “caution – persons working on equipment” and displaying the photograph of the Competent Person. Which is to be secured at a point of isolation for their own safety by a Level 2 or 3 Competent Person.

### 2.3.5 Isolation Sign (Controlled)

This is a temporary, non-metallic sign (as per Appendix 2.5), bearing the words “caution – persons working on equipment”. Which is to be secured at a point of isolation by a Level 3 Competent Person.

### 2.3.6 Plantroom Signs

These are permanent signs, (as per Appendix 2.6), identifying the Plantroom by name or designation, and bearing appropriate warnings

### 2.3.7 Warning Signs

These are permanent signs, (as per Appendix 2.7), indicating the presence of a known Pressure Systems hazard within an Area, Building, Room, or Compound.

## Part 3 Responsibilities

### 3.1 General Responsibilities

#### 3.1.1 Compass Group Management

It is the responsibility of Compass Group Management to ensure that arrangements are in place to enable contracts to comply with all relevant statutes and Safety Rules. Specific responsibilities with regards to pressure systems are outlined in Parts 3.2 to 3.4

#### 3.1.2 Compass Group Staff

It is the responsibility of all employees to comply with the management arrangements put in place for statutory compliance. Only Authorised or Competent Persons with a valid Certificate of Appointment or Safety Documentation are to carry out works on the pressure systems. Specific responsibilities for Authorised and Competent Persons are outlined in Parts 3.7 to 3.9 and 3.11.

#### 3.1.3 Contractors Working for Compass Group

It is the responsibility of all contractors to comply with the management arrangements put in place for statutory compliance. Only contractors in possession of a valid Safety Document or Competent Persons Certificate and/or Authority to Work are to carry out works on the pressure systems. Specific responsibilities are outlined in Parts 3.9 to 3.11 and 4.1.

### 3.2 Duty Holder (DH)

#### 3.2.1 General

The Duty Holder is responsible for ensuring the Management Structure including the Operations Managers and Authorising Engineers have sufficient resources and the authority necessary to ensure that the pressure systems under the control of Compass Group comply with the requirements of all relevant legislation.

#### 3.2.2 Appointment of The Technical Authority

The Duty Holder is responsible for appointing in writing a Technical Authority to produce and update the Compass Group Pressure Systems Operational Policy and Safety Rules.

#### 3.2.3 Appointment of a Co-Ordinating Authorising Engineer

The Duty Holder is responsible for appointing in writing a Co-Ordinating Authorising Engineer to take responsibility for the overall management of the Safety Rules. The Co-Ordinating Authorising Engineer may be directly employed or sub-contractor, but in either case must be independent from the Site Management Structure.

#### 3.2.4 Appointment of Authorising Engineers

The Duty Holder is responsible for appointing in writing adequate numbers of Authorising Engineers to take responsibility for the effective management of the Safety Rules. The Authorising Engineers may be directly employed or sub-contractor, but in either case must be independent from the Site Management Structure.



### **3.2.5 Appointment of Authorised Signatories**

The Duty Holder is responsible for appointing in writing adequate numbers of Authorised Signatories to effectively implement the Authority to Work process.

## **3.3 Technical Authority (TA)**

### **3.3.1 General**

The Technical Authority is responsible for the production of the Compass Group Pressure Systems Operational Policy and the Safety Rules and Procedures for Pressure Systems.

The Technical Authority is to ensure that the Compass Group Pressure Systems Operational Policy and Safety Rules are maintained and updated to ensure compliance with current legislation and where appropriate industry best practice.

The Technical Authority is to liaise with the Co-Ordinating Authorising Engineer to ensure that Compass Group Pressure Systems Operational Policy and Safety Rules are suitable and sufficient for all pressure systems activities for which Compass Group has responsibility.

## **3.4 Operations Manager (OM)**

### **3.4.1 General**

Operations Managers have, under the requirements of the Health and Safety at Work Act 1974 and subsequent Regulations, a duty to ensure that so far as is reasonably practicable the following are adhered to:

- a) Provision of adequate information, supervision, and instruction to ensure that work with pressure systems can be carried out safely.
- b) Provision of a safe place of work, including adequate working space, access, and lighting.
- c) The design and purchase of new equipment and extensions or modifications to existing pressure systems shall be carried out by persons with the appropriate technical knowledge, experience and understanding of current regulations, and the requirements of the relevant safety guidance.
- d) All items of pressure systems equipment shall be selected to take account of the environment in which they are to be installed / used.
- e) All new pressure systems installation work shall be inspected and tested prior to handover or putting into service.
- f) All pressure systems equipment shall be clearly labelled for identification purposes.

- g) Schematics and plans shall be maintained to provide a comprehensive record of all pressure systems, and arrangements shall exist for updating following systems modifications.
- h) All pressure systems shall be periodically inspected and tested, and appropriate records maintained.
- i) All pressure systems shall be maintained as appropriate to prevent danger so far as is reasonably practicable.

#### **3.4.2 Appointment of Authorised Persons**

The Operations Manager is responsible for appointing in writing adequate numbers of Authorised Persons to effectively implement and operate the Safety Rules and Procedures with regard to work on, or the testing of, defined pressure systems equipment. These appointments will be endorsed by the Authorising Engineer.

#### **3.4.3 Appointment of Competent Persons**

The Operations Manager is responsible for appointing in writing adequate numbers of Competent Persons to work on, or the carry out testing of, defined pressure systems equipment. These appointments will be endorsed by the Authorised Person.

### **3.5 Co-Ordinating Authorising Engineer (CAE)**

#### **3.5.1 General**

The Co-Ordinating Authorising Engineer is responsible for overall management and review of the Safety Rules. They are also responsible for ensuring that Authorising Engineers are informed of any changes in legislation or operational restrictions.

#### **3.5.2 Appointment of Authorising Engineers**

The Co-Ordinating Authorising Engineer is responsible for appointing in writing adequate numbers of Authorising Engineers to take responsibility for the effective management of the Safety Rules. The Authorising Engineers may be directly employed or sub-contractor, but in either case must be independent from the Site Management Structure.

#### **3.5.3 Audit of Authorising Engineers**

The Co-Ordinating Authorising Engineer is responsible for the annual audit of all Authorising Engineers to ensure their continued suitability for the role.

### **3.6 Authorising Engineer (AE)**

#### **3.6.1 General**

The Authorising Engineer is responsible for advising and providing guidance to The Operations Manager and Authorised Persons on pressure systems safety and relevant legislation. They are also responsible for notifying the Operations Manager and Authorised Persons of any defect reports or operational restrictions relating to the pressure systems equipment on site.

In the event of a Breach of the Safety Rules and Procedures; or following an incident involving any pressure system equipment or installation. The Authorising Engineer is responsible for assisting in any investigation.

### **3.6.2 Management of Safety Rules and Procedures**

The Authorising Engineer is responsible for the implementation and administration of the Safety Rules and Procedures for Pressure Systems. They shall also be responsible for agreeing, in writing any local deviation from the Safety Rules and ensuring that any amendments are brought to the attention of The Operations Manager and Authorised Persons.

### **3.6.3 Produce a Demarcation Agreement**

The Authorising Engineer is responsible for the producing, where required, a Demarcation Document that clearly outlines the extent of the Pressure Systems for which Compass Group has responsibility. It should also outline the extent of the Pressure Systems which are solely controlled by the Authorised Person and the parts of the system for which a certificated Competent Person may have control.

### **3.6.4 Endorsement of Authorised Persons Appointments**

The Authorising Engineer is to endorse the appointment or re-appointment of Authorised Persons. This endorsement will follow an interview and assessment, following which the Authorising Engineer should be satisfied that the prospective Authorised Person meets the qualifications and requirements of The Safety Rules and Procedures.

If necessary, the Authorising Engineer may suspend, at any time, the appointment of an Authorised Person by withdrawing their Certificate of Appointment. The Authorising Engineer is to report to the Operations Manager and or Duty Holder, any deficiency in the number of suitably trained and experienced Authorised Persons that significantly impairs the ability of Compass Group to provide a safe and effective service.

### **3.6.5 Audit of Authorised Persons Appointments**

The Authorising Engineer shall audit the performance and record the operational experience of each Authorised Person at twelve monthly intervals. Following the audit The Authorising Engineer will produce a written report highlighting any actions required.

## **3.7 Authorised Person (AP)**

### **3.7.1 General**

The Authorised Person is responsible for advising the Operations Manager on matters of site pressure systems operation and safety. They are also responsible for notifying the Operations Manager and Authorising Engineer of any issues with regards to pressure systems equipment on site.

More than one Authorised Person can be appointed for a system or installation but, only one is to be on duty at any one time. Each transfer of responsibility between Authorised Persons is to be recorded in the Logbook. The name of the Duty Authorised Person is to be displayed at the Document Cabinet or Key Cabinet.

### **3.7.2 Implementation of Safety Rules**

The Authorised Person is responsible for the practical implementation and operation of The Safety Rules for the systems and installations for which Compass Group has control of the danger and for which the Authorised Person has been appointed.

### **3.7.3 Control of Works on Pressure Systems**

The Duty Authorised Person is responsible for controlling all works on the site pressure systems and equipment. They will review and approve Task Risk Assessments and Method Statements before issuing the Safety Documentation required. They are also responsible for isolating and depressurising the pressure system at the point of work, and for Conducting or Witnessing any Tests carried out upon completion of said works.

### **3.7.4 Endorsement of Competent Persons Appointments**

The Authorised Person is to endorse the appointment or re-appointment of Competent Persons for the site. This endorsement will follow an interview and assessment, following which the Authorised Person should be satisfied that the prospective Competent Person meets the qualifications and requirements of The Safety Rules.

If necessary, the Authorised Person may suspend, at any time, the appointment of a Competent Person by withdrawing their Certificate of Appointment. The Authorised Person should inform the Operations Manager and Authorising Engineer of any such suspension.

### **3.7.5 Provision of Support and Guidance to Competent Persons**

The Authorised Person shall, when required, provide Guidance and Support to Competent Persons with regards the task they are conducting or on any aspects of this Policy or the Safety Rules.

### **3.7.6 Reporting**

The Authorised Person shall report to the Operations Manager with regards to the operation and maintenance of the site pressure systems.

The Authorised Person shall report to the Authorising Engineer with regards any aspect of this Policy or the Safety Rules and Procedures.

The Authorised Person shall report immediately to the Operations Manager and Authorising Engineer; any defects found in pressure systems equipment, any dangerous occurrence, any dangerous practices observed in the course of his duties and the actions they have taken.

## **3.8 Authorised Signatory (AS)**

The Authorised Signatory is responsible for the practical implementation and operation of the Compass Group Authority to Work Process.

In operating the Authority to Work procedure for works on Pressure Systems, the Authorised Signatory's' duties include:

- a) Be satisfied the Competent Person is clear about the work to be carried out and will provide adequate supervision.
- b) Go through Safe System of Work submitted by the Competent Person to ensure all the relevant points listed in the checklist have been adequately covered.
- c) Check that the specified precautions in the Safe System of Work are in place.
- d) Check if other “High Risk” Permits or Isolations apply e.g., service isolations.
- e) Liaise with Authorised Persons to ensure isolations are completed and High Risk Permits Prepared.
- f) Explain to the Competent Person any other activities that may impact on the work.
- g) Ensure the Competent Person understands the emergency procedures.
- h) Issue the Authority to Work as per the procedure and follow the cancellation procedure once the work is complete.

### **3.9 Competent Person (CP)**

#### **3.9.1 General**

The Competent Person is responsible for themselves and their work team conducting their activities in a safe manner, and that at all times, they work in accordance with relevant legislation, this policy and the safety rules.

The duties of Competent Person authorised by the issue of a Certificate of Appointment will be limited to those duties specified on the certificate. These certificated duties do not preclude the necessity for Safety Documentation as required by the Safety Rules.

There are 3 levels of Certificated Competent Persons (Mech).

Level 1: Certificated to work on pressure systems equipment which has been isolated and depressurised by the Duty Authorised Person or Level 3 Competent Person.

Level 2: Certificated to work on pressure systems equipment which they have personally isolated and depressurised for their own safety.

Level 3: Certificated to isolate and depressurise pressure systems equipment for the safety of themselves or a third party.

A Competent Person authorised by the issue of a Safety Document may only undertake or supervise the work or test specified until the task is complete and the Competent Person has signed the clearance, and the Safety Document is cancelled by the Duty Authorised Person.

### **3.9.2 Provision of Task Risk Assessments and Method Statements**

The Competent Person or their Employer is responsible for producing Suitable and Sufficient Task Risk Assessments and Method Statements, before any task is conducted.

These Risk Assessments and Method Statements are to be reviewed by The Authorised Person and or Authorised Signatory prior to any Safety Documentation being issued and the task commencing.

### **3.9.3 Compliance with the Safety Rules and Procedures**

The Competent Person is responsible for conducting their activities in accordance with the Safety Rules. If for any reason they are unable to comply with the requirements of the Safety Rules they are to stop work, make the work area safe and inform the Duty Authorised Person.

### **3.9.4 Reporting**

The Competent Person shall report to the Duty Authorised Person any changes in the task they are undertaking which requires alteration of the Task Risk Assessment or Method Statement.

The Competent Person shall report immediately to the Duty Authorised Person; any defects found in pressure systems equipment, any dangerous occurrence, and the actions they have taken.

## **3.10 Insurance Inspector**

### **3.10.1 General**

The Insurance Inspector is appointed by the Insurance Company engaged by the Operations Manager They must possess the necessary technical knowledge, skill, and experience relevant to the post and be able to prevent danger or, where appropriate, injury.

### **3.10.2 Production of a Written Scheme of Examination**

The Insurance Inspector is responsible for producing the Written Scheme of Examination for the site. The Written Scheme should list all the sites pressure systems equipment which require a Thorough Examination by the Insurance Inspector and the frequency and scope of such inspections.

### **3.10.3 Conducting Examinations**

The Insurance Inspector is responsible for conducting the Thorough Examinations required under The Written Scheme of Examination. Preparation of the pressure systems equipment to be inspected may be required by the Authorised Person or Competent Person.

### **3.10.4 Reporting**

The Insurance Inspector is responsible for producing a written report following the Thorough Examinations of pressure systems equipment. The report is to outline the suitability of the equipment to remain in service, the date of the next required Inspection, and any observations of note and any Supplementary Checks Required.

The Insurance Inspector should inform the Operations Manager or Authorised Person immediately of any defect observed on pressure systems equipment which could give rise to danger.

### **3.11 Accompanying Safety Person (ASP)**

#### **3.11.1 General**

The Accompanying Safety Person is responsible for controlling the Work Area and ensuring that the Competent Person and their Work Team are not put in danger by external influences or communication.

They must be able to react to emergency situations and know what actions to take.

## Part 4 Safety Arrangements

### 4.1 Pressure Systems Safety Arrangements

#### 4.1.1 General

It shall be the duty of all persons under the control of Compass Group to comply with this policy, the safety rules, and all relevant legislation.

Only Competent Persons in receipt of a valid Certificate of Appointment or Safety Documentation shall carry out work on pressure systems and equipment.

The Duty Authorised Person shall control all works on the pressure systems and equipment.

#### 4.1.2 Hazard Identification and Area Risk Assessment

The Operational Management shall identify the hazards, including Pressure Systems, under their control. These hazards are to be laid out in the Contract Hazard and Risk Register. The latest version of this document is available from the Operational Management.

#### 4.1.3 Admittance to the Plantrooms

Access to Plantrooms containing Pressure Systems Equipment under Compass Group control shall be controlled by the Authorised Person.

Only persons escorted by the Duty Authorised Person or in possession of valid Safety Documentation or Certification issued by the Duty Authorised Person shall be granted access to Plantrooms.

Where a Plantroom has shared control, areas under the control of the Authorised Person can be made "Designated Areas" where valid Safety Documentation or Certification is required before entry.

#### 4.1.4 Control of Safety Locks and Keys

Safety locks are coloured red and are to be used to secure Points of Isolation, Venting or Draining. Each Safety Lock has a unique key and a means of identification.

When applied for a minor "Personal Isolation", the key for a Safety Lock will remain in the possession of the Authorised or Competent Person (Level 2 or 3) who applied the isolation.

When applied for a minor "Controlled Isolation", the key for a Safety Lock will be secured in a Key Safe only accessible by Authorised or Competent Persons (Level 2 or 3).

When applied for complex isolations, the Safety Lock Keys will be secured in a Safety Key Box in the possession of the Duty Authorised Person. The Safety Key Box has two locks each of which has only one key. One key held by the Authorised Person and the other by the Competent Person.

#### 4.1.5 Safety Documents

All persons working on Pressure Systems or Equipment must be in possession of a valid Certificate of Appointment and/or Safety Documentation from the Duty Authorised Person.



The following safety documents shall be used and issued by the Duty Authorised Person when it is required under the Safety Rules:

- Limitation-of-Access.
- Minor Mechanical Isolation Certificate
- Permit to Work.
- Specific Written Instruction
- Standing Instruction

Full description on the use of these safety documents can be found in the Safety Rules.

#### **4.1.6 Control of Contractors**

All Contractors engaged by Compass Group, and undertaking work on pressure systems equipment shall be approved by Safe Contractor and either the Institution of Engineering and Technology (IET) or Contractors Mechanical Plant Engineers (CMPE).

When approved contractors are required to carry out work on pressure systems or equipment, the following procedures shall be adopted:

- a) Contract specifications shall state the contractors shall be required to work in accordance with this Policy, and the Safety Rules. Copies shall be sent to the contractor with the official order to do the work.
- b) The Contractor will provide Task Risk Assessments and Method Statements in advance of attendance to be reviewed and approved by the Authorised Person.
- c) The Authorised Person shall determine the point(s) and complexity of the required isolation and earthing.
  - For simple isolations within the parts of the system for which a certificated Competent Person have control, an Authorised Person or Level 3 Competent Person shall complete the isolation and issue a Minor Isolation Certificate.
  - For complex isolations or for isolations within the parts of the system controlled by the Authorised Person. The Authorised Person will complete a Safety Programme, outlining the operations required to Isolate and Depressurise the Point of Work. The Duty Authorised Person shall then complete the operations outlined in the Safety Programme.
- d) The Authorised Signatory shall issue an Authority to Work (ATW) to the contractor in respect of the work.
- e) Before the commencement of work on any pressure system the Authorised Person, shall specify the safety measures to be adopted by the contractor.
- f) The Authorised Person shall issue Safety Documentation to the contractor in respect of the work.

- g) On completion of the work and agreed handover the Contractor must provide any relevant documentation such as service reports or test certificates.
- h) The Safety Documentation should then be cancelled.
- i) The Duty Authorised Person or Level 3 Competent Person shall reinstate the isolated supply or supplies.
- j) The Authorised Signatory shall cancel the Authority to Work (ATW) once the works are complete.
- k) The Contractor will provide relevant documentation such as service reports or test certificates.

#### **4.1.7 Operating Records**

Accurate and up to date records will be kept in the following:

- Pressure Systems Logbook
- Operational File
- Operation and Maintenance Manuals
- CAFM System
- Building Drawing Records.

#### **4.1.8 Operational Restrictions.**

An operational restriction is issued by the Authorising Engineer; it modifies the normal operating procedure for equipment.

On receipt of an operational restriction the Authorised Person should acknowledge receipt. The receipt shall be recorded in the Pressure Systems Logbook and signed by each Authorised Person.

#### **4.1.9 Working on Pressure Systems Equipment**

Work shall be carried out on equipment or pipelines that have previously been isolated and depressurised.

The Point of Work shall be Isolated from all sources of Mechanical and Chemical Energy. Safety Signs are to be secured at each Point of Isolation and the Safety Lock Keys secured for the duration of the works.

All Valves used as a Point of Isolation shall have their Integrity “Proved” before the issue of Safety Documentation.

The Point of Work shall be depressurised and drained before the issue of Safety Documentation.

#### **4.1.10 Work on Pipelines**

Before any work is commenced on any pipeline it shall be Isolated, Vented and Drained and be positively identified by physically tracing from the Point of Work to the Point(s) of Isolation.

#### **4.1.11 Underground Pipelines**

When excavation work is to take place under the control of Compass Group the Authorised Person will ensure the location of any underground pipelines is clearly marked before work begins.

#### **4.1.12 System Identification**

Schematics shall be available to all Authorised and Competent Persons appointed for the System. These schematics will identify all Pressure Systems Equipment including, Boilers, Chillers, Pumps, Valves, Gauges, Commissioning Sets. All equipment and pipelines shall be clearly identified on the schematic.

Each section of pipework or ductwork shall be clearly labelled. The labelling shall identify the service carried and the direction of flow. Examples of the labelling can be found in Appendix 3.

#### **4.1.13 Emergency Resuscitation and First Aid**

All persons working on pressure systems or acting as Accompanying Safety Person must receive appropriate First Aid training.

#### **4.1.14 Injuries or Dangerous Occurrences**

All injuries or dangerous occurrences involving Pressure Systems and Equipment must be reported to the Authorised Person, Authorising Engineer and the HSE Team. They will prepare a report under RIDDOR.

#### **4.1.15 Protective Equipment**

Equipment provided to protect those working on or near mechanical equipment must be:

- Suitable for its intended use.
- Maintained in good condition.
- Properly used.

## Part 5 Maintenance and Inspection

### 5.1 Maintenance and Inspection of Pressure Systems and Equipment

#### 5.1.1 General

All pressure systems equipment shall be included on the site Asset Register. The assets on the register will have been inputted into the site CAFM System or Maintenance Plan.

The CAFM System or Maintenance Plan will produce Planned Preventative Maintenance (PPM) Task Sheets for every maintenance activity for the assets.

#### 5.1.2 Guidance

The scope and frequency of Planned Preventative Maintenance on Pressure Systems Equipment shall be based on a combination of Legislation, Supplier Recommendation, Contractual Requirements, Written Schemes of Examination and Risk Assessment.

Therefore, the following is included in this policy as guidance only:

#### 5.1.3 Steam & HTHW and Boilers and Ancillaries

- Boiler Gauges checked Daily.
- Boilers maintained every 6 Months.
- Boilers insurance inspected every 12 Months.
- Boiler Pressure Safety Valves certificated every 12 Months.

#### 5.1.4 MTHW & LTHW and Boilers and Ancillaries

- Boiler Gauges checked Daily.
- Boilers maintained every 6 Months.
- Boilers insurance inspected every 60 Months.
- Boiler Pressure Safety Valves certificated every 60 Months.
- 

#### 5.1.5 Chillers and Ancillaries

- Chiller Gauges checked Daily (When Operational)
- Chillers maintained every 6 Months
- Chillers insurance inspected every 24 Months
- Chiller Pressure Safety Valves certificated every 60 Months

#### 5.1.6 Pressurisation Units and Vessels

- Pressurisation Unit Gauges checked Daily.
- Pressurisation Unit maintained every 3 Months
- Vessels insurance inspected every 60 Months
- Pressurisation Unit Safety Valves certificated every 60 Months

#### 5.1.7 Calorifiers

- Calorifier Gauges checked Daily.
- Calorifiers maintained every 12 Months
- Calorifiers insurance inspected every 24 Months
- Calorifier Safety Valves certificated every 60 Months

### **5.1.8 Pumps**

- Pumps and Fans maintained every 3 Months.

### **5.1.9 Pipework Systems**

- Steam and HTHW Pipework Inspections every 6 Months.
- MTHW and LTHW Pipework Inspections every 12 Months.
- CHW, BCWS and HWS Pipework Inspections every 24 Months.

## Part 6 Training & Competency

### 6.1 General

All Persons conducting or overseeing Pressure Systems Operations controlled by Compass Group will be Suitably Trained to conduct their role safely. Full details of the Training and Competency requirements can be found in the Compass Group Safety Rules and Procedures for Pressure Systems. However, the following table provides a guide as to the standards of training required for various Roles.

Authorising Engineer	(MS1) or equivalent, Authorising Engineer Training Course. (AP11) or equivalent, Authorised Person (Mech) Training Course.
Authorised Person	(AP11) or equivalent, Authorised Person (Mech) Training Course.
Competent Persons	(C&G / BTEch) EUSR, IET or CMPE accredited training courses concomitant to the nature of the works undertaken.

## **Part 7 Monitoring and Review of Pressure Systems Safety Processes**

### **7.1 Technical Authority Review of the Operational Policy and Safety Rules**

At intervals not exceeding 3 Years the Technical Authority will conduct, a Review of this Policy and the Compass Group Safety Rules and Procedures for Pressure Systems.

These reviews may include consultation with the Coordinating Authorising Engineer, and Authorising Engineers.

The reviewed documents will be submitted to the Duty Holder for approval and publication on the Compass Group HSE Website.

### **7.2 Authorising Engineers Audit of Authorised Persons and Safe Systems**

Following acceptance and sign off of this safety policy and appointment of an Authorising Engineer or Authorised Person the Authorising Engineer must carry out a compliance audit.

The Audit will cover the following areas:

- Appointed Authorised Persons
- Appointed Competent Persons
- Site Logbook
- Operational File
- Completed Safety Documentation
- Compliance with the Safety Rules and Procedures
- Safety Equipment
- Plantrooms
- Key Control

The Authorising Engineer shall produce a report following the audit, highlighting any deficiencies, and outlining an action plan. Any urgent deficiencies may be enforced with either a Practice Enforcement Notice or Suspension Notice.

These audits are to be repeated no less that every 12 Months.

## **APPENDICES**

### **Appendix 1 Safety Documentation**

- A1.1 Pressure Systems Permit to Work Template**
- A1.2 Authority to Work Template**

### **Appendix 2 Signage**

- A2.1 Model Safety Signs**
- A2.2 Model Danger Sign**
- A2.3 Model Point of Work Sign**
- A2.4 Model Personal Isolation Sign**
- A2.5 Model Controlled Isolation Sign**
- A2.6 Model Plantroom Signs**
- A2.7 Model Warning Signs**

### **Appendix 3 Pipework Identification Labelling**

### **Appendix 4 General Definitions**



# A1 Safety Documentation

## A1.1 Pressure Systems Permit to Work Template

**Permit To Work On Pressure Systems** Permit to Work No XXXXX

LOCATION: ..... SYSTEM TYPE: .....

1. **ISSUE:** Is issued to: ..... Employed By: .....  
I hereby declare that it is safe to work on the following equipment which is isolated from the pressure system and is depressurised  
.....  
*All other Equipment should be deemed Unsafe*

**Isolation.** The Equipment is isolated from the pressure system at the following points:  
.....

**Depressurisation.** The Equipment is drained and/or vented at the following points:  
.....

**Danger Signs** are posted at:  
.....

**Other Precautions:**  
.....

**Work to be carried out:**  
.....

Signed: ..... Name: ..... Date: ..... Time: .....  
(Duty Authorised Person) (Capitals)

2. **RECEIPT:** I hereby declare that I accept responsibility for carrying out work on the equipment as detailed on this Permit and that no attempt will be made by me, or any other person under my control, to carry out work on any other equipment.  
Signed: ..... Name: ..... Date: ..... Time: .....  
(Competent Person) (Capitals)

Note: Once issued and rechecked, this document must remain under the control of the Competent Person until all work is finished when it must be cleared and returned to the Authorised Person.

3. **CLEARANCE:** I declare that the work above has been "completed"/ "stopped" and that all persons under my charge have been withdrawn and warned that it is no longer safe to work on the equipment specified on this Permit to Work and that all Equipment and Materials have been withdrawn.  
Signed: ..... Name: ..... Date: ..... Time: .....  
(Competent Person) (Capitals)

4. **CANCELLATION:** I declare that I have checked the works and that the Equipment is to be \* Returned to Service / Rejected for work under a new Permit to Work. **This Permit to Work is hereby cancelled**  
Signed: ..... Name: ..... Date: ..... Time: .....  
(Duty Authorised Person) (Capitals)

**Isolation and Depressurisation Diagram**

Associated Safety Programme Reference No: ..... Dated: .....

Additional Information:  
.....

**Point(s) of Work Positively Identified and Point of Work Sign(s) Posted \*Yes / No \*Delete as appropriate**

Signed: ..... Name: ..... Date: ..... Time: .....  
(Duty Authorised Person) (Capitals)

Signed: ..... Name: ..... Date: ..... Time: .....  
(Competent Person) (Capitals)

## A1.2 Authority to Work Template

<b>Authority to Work</b>				<b>SAFETY FIRST</b> In everything we do	
Date:	Name:	Contact Number:	Company Name:	Site Pass Issued	Pass Number
				<input type="radio"/> Yes <input type="radio"/> No	
<b>Valid for above date only</b>		Specific details of work to be carried out:			<b>Contractor/Vendor Signature (on receipt and acceptance)</b>
Site Induction/Orientation Complete	<input type="radio"/> Yes <input type="radio"/> No				<b>Contractor/Vendor Signature (on receipt and cancellation)</b>
Safe System of Work Approved	<input type="radio"/> Yes <input type="radio"/> No				<b>Is a High Risk PERMIT TO WORK required before work commences?</b>
Competence Checked	<input type="radio"/> Yes <input type="radio"/> No	Type: <b>Appointed Person Issuing Authority to Work</b>	Permit No:	Vehicle Reg:	<b>Authority Number</b>
Equipment and PPE checked	<input type="radio"/> Yes <input type="radio"/> No	Print Name:	Signature:		<b>123456</b>
Asbestos Register Checked	<input type="radio"/> Yes <input type="radio"/> No	Time:	Date:		

## A2 Signage

### A2.1. Model Safety Signs



The sign features a red prohibition symbol (a circle with a diagonal slash) at the top. Below it is a red rectangular box with the text "DO NOT OPEN VALVE" in white, bold, uppercase letters. Underneath the box are four lines of red dotted text for recording information: "NAME ..... DATE .....", "REASON .....", "SAFETY PROGRAMME No.....", and "CONTACT No.....".



The sign features a red prohibition symbol (a circle with a diagonal slash) at the top. Below it is a red rectangular box with the text "DO NOT CLOSE VALVE" in white, bold, uppercase letters. Underneath the box are four lines of red dotted text for recording information: "NAME ..... DATE .....", "REASON .....", "SAFETY PROGRAMME No.....", and "CONTACT No.....".

## A2.2. Model Danger Signs



### A2.3 Model Point of Work Sign



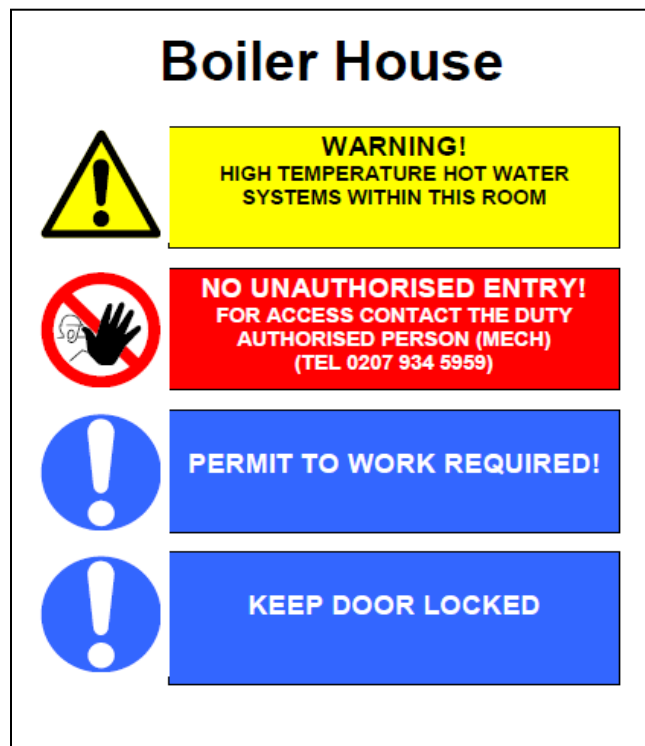
### A2.4 Model Isolation Sign (Personal)



## A2.5 Model Isolation Sign (Controlled)



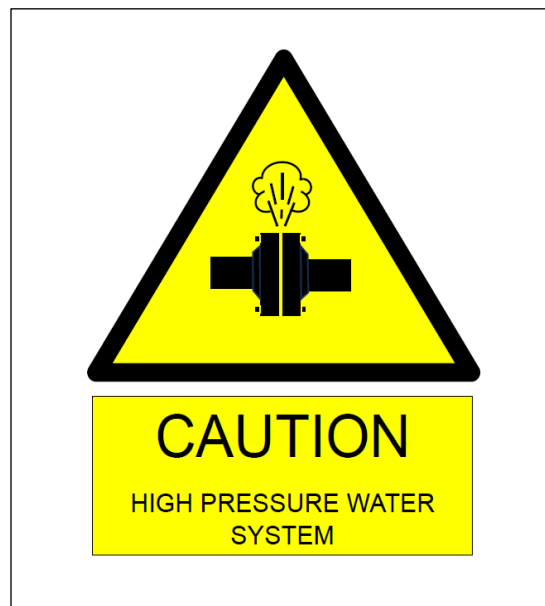
## A2.6 (1) Model Plantroom Sign



## A2.6 (1) Model Designated Area Sign



## A2.7 Model Warning Sign



### A3 Pipework Identification Labelling

**Water**



**LTHW, Low Temperature Hot Water (Heating Return)**



**HWS, Hot Water Services (Domestic Hot Return)**



**CHW, Chilled Water (Cooling Flow)**



**BCWS, Boosted Cold Water Services (Domestic Cold)**



**CWS, Cold Water Services (Domestic Cold)**

## A4 General Definitions

### **Audit**

The structured process of collecting independent information on the efficiency, effectiveness, and reliability of the safe system of work, and drawing up plans for corrective action. Independent does not necessarily mean external to the organisation.

### **Authorised Persons Keys**

A set of keys held in the Key Control Box and held by the Duty Authorised Person. These keys are used to access the APs Key Cabinet, Document Cabinet and Mimic Panel.

### **Boiler**

An item of Pressure Systems Equipment designed to heat the contents of a Pressure System using energy from a fuel source or electrical supply.

### **Boiler Room**

A room which contains Boilers and associated Plant.

### **Calorifier**

An item of Pressure Systems Equipment designed to heat the contents of a Secondary Water System using energy from a Primary System by means of a Heat Exchanger.

### **Chiller**

An item of Pressure Systems Equipment designed to cool the contents of a Pressure System using the evaporative effects of a Refrigerant Gas.

### **Dangerous Condition**

A condition that is likely to lead to a dangerous occurrence.

### **Dangerous Occurrence (Pressure)**

An incident involving a source of Pressure energy which may be dangerous to any person, whether or not an accident has occurred.

### **Depressurised**

A component or pipeline of a pressure system that has had its internal pressure reduced to atmospheric.

### **Designated Area**

An area in a shared services Plantroom which has been placed under the control of the Authorised Person. Identified by signage and hatched floor markings.

### **Document Cabinet**

A lockable cabinet suitable for storing the pressure systems safety documents, temporary safety signs, system records etc. used in the application of the Safety Rules. This cabinet is only accessible by the Duty Authorised Person and should not be used to store anything not associated with the Safety Rules.



**Drained**

A component or pipeline of a pressure system that has been depressurised and had its contents emptied.

**Fuel**

A material, usually hydrocarbon, such as coal, gas, or oil burned to produce heat or power.

**Heat Exchanger**

An item of Pressure Systems Equipment designed to transfer heat from one medium to another.

**Heating Manifold**

An item of Pressure Systems Equipment designed to split the flow of a liquid in a circuit across a number of smaller circuits.

**Isolate**

Disconnect and separate equipment from every source of mechanical energy, including pressure, heat and chemical, in such a way that this disconnection and separation is secure.

**Isolation (Complex)**

Where more than 2 Points of Mechanical Isolation are required to make the Point of Work Safe.

**Isolation (Simple)**

Where only 1 or 2 Points of Mechanical Isolation are required to make the Point of Work Safe.

**Isolation (AP)**

An isolation applied by the Duty Authorised Person for the safety of a Third Party where the Isolation is Complex or where the Point(s) of Isolation are under the control of the Authorised Person.

**Key Cabinet**

A cabinet used for the sole purpose of retaining all keys relative to the site's Pressure Systems of which The Duty Authorised Person has control.

**Key Control Box**

A single combination locked box that is used for the control of the Authorised Persons Keys.

**Logbook**

A book in which all matters relating to the sites Pressure Systems should be recorded.

**Operational File**

A ring-binder containing information relating to the control and operation of the site Pressure Systems

**Operational Restriction**

A written safety instruction, issued via the Authorising Engineer, modifying, or prohibiting the normal operating procedures associated with a particular make and type of equipment.

**Personal Supervision**

Supervision is given by a person having adequate technical knowledge and experience, who is present at all times.

**Plantroom**

A room or area which contains Ventilation or Pressure Systems Equipment.

**Point of Isolation**

The Valve, Spade or Blank used to securely disconnect the mechanical energy to a Circuit or Equipment.

**Point of Work**

The location on a pressure system, where intrusive works are to be conducted.

**Practice Improvement Notice**

A notice issued by the auditor requiring improvements to be made in the observed working practices. The notice will relate to specific task(s) and will give a target date and/or time by which the improvements must be in place before similar task(s) can continue to be carried out.

**Pressure System**

An arrangement of Pipelines and other Pressure Systems Equipment where the contents are maintained at a pressure greater than atmospheric pressure (1 Bar).

**Pressure Systems Equipment:**

Anything used, intended to be used or installed for use in order to provide, transmit, distribute, control, store, pressurise measure or use pressurised energy.

**Protective Equipment**

Equipment used to protect persons from danger in the working environment. Protective equipment includes items such as protective clothing, screens, safety locks, safety signs etc.

**Pump**

An item of Pressure Systems Equipment designed to either circulate or pressurise the contents of a Pressure System.

**Refrigerant Gas**

A substance used in chillers and air conditioners as a method of carrying heat, which changes state from gas to liquid and the back to gas in the refrigeration cycle.

**Riser (Mechanical)**

A vertical shaft within a building, with flooring at each assessable level which contains Ventilation Ductwork and Pipelines.

**Risk Assessment**

The analysis of the risks to health and safety inherent in a system and their significance in a particular context.

**Safety Key Box**

A box used to secure keys to applied Safety Locks. It is to have two locks, each of which is to have only one key: one being labelled “Safety Key Box No\*\*– Competent Person”; and the other “Safety Key Box No\*\* – Authorised Person”. It is to be so arranged that both locks must be released before access can be gained to the contents of the box.

**Safety Locks**

These are padlocks having only one key, which is different from all other keys in use on the Pressure System. Safety locks are to be indelibly coloured red, and each safety lock and its key are to have the same unique serial number for ease of identification. They are used for securing points of isolation, depressurisation or draining.

**Schematic Drawings**

A diagram(s) of the whole system, which show the layout of the site Pressure Systems and Equipment.

**Supplementary Checks**

Additional checks or tests of Pressure Systems Equipment. Requested by the Insurance Inspector following a Periodic Examination.

**Suspension Notice**

A notice issued by the auditor requiring specified works in progress to be suspended immediately pending action to ensure that compliance with the existing safe system of work can be achieved or a modified system introduced.

**Thorough Examination**

An examination of Pressures Systems equipment by the Insurance Inspector to ensure their continued safe operation and compliance with the Pressure System Safety Regulations 2000.

**Valve**

An item of Pressure Systems Equipment designed to control, depressurise, drain, isolate, or vent a Pressure System.