

**RATCLIFFE-ON-SOAR
POWER STATION**

SAFETY POLICY DOCUMENT

**CENTRAL ELECTRICITY GENERATING BOARD
MIDLANDS REGION**

1. INTRODUCTION

While at work, staff employed by the Board are covered by the provisions of the Health and Safety at Work, etc., Act 1974 and any Regulations made under that Act; they are also covered by other existing health and safety legislation including, in particular, the Factories Act 1961, the Offices, Shops and Railway Premises Act 1963, the Fire Precautions Act 1971 and any Regulations made under these Acts. The Board, on their part, have responsibilities under the above legislation. An important distinction between these Acts and the Health and Safety at Work etc., Act 1974 is the extent to which the latter also places duties on the employee as well as on the employer.

Responsibility for compliance with these statutory requirements rests partly with the employer and partly with the employee. The C.E.G.B. exercises its responsibility as the employer through its managers and supervisors at all levels. The overall responsibility for safety at any location rests with the manager. Employees are obliged to take reasonable care for their own safety and the safety of others who may be affected by their actions and they must co-operate with the site manager to enable him to discharge his responsibilities.

In addition, the Board has safety responsibilities in relation to visitors, including contractors visiting or working on a Board site. These responsibilities are exercised by managers and supervisory staff with the co-operation of other Board employees.

In order to implement the 'General Policy Statement' issued by the Board in accordance with the Act and to achieve the safety objectives set out in that Statement, the following detailed provisions and arrangements applicable at this site are drawn to the attention of all employees. Any employee who does not understand any part of this document which applies to himself or his work must seek clarification from his immediate supervisor.

2. MANAGEMENT AND STAFF RESPONSIBILITIES

(1) Station Manager

The Station Manager will be responsible for the implementation of all the relevant aspects of the Health and Safety at Work etc., Act 1974. He is also responsible for the introduction and implementation of Station Safety Codes of Practice and Station Directives. In this activity he will be assisted by the Station Executive Committee. He will also have the overall responsibility for the application and adherence to the C.E.G.B. Safety Rules together with the aforementioned 'Documents' by the Station Staff. The formulation and up-dating of the Station Safety Policy Documents is also his responsibility.

(2) Deputy Station Superintendent

He, as the Chairman of the Station Health and Safety Committee, will be involved in, and responsible for, the activities arising from that function. He will be required to assist the Station Manager in the formulation and supervision of all aspects of Station safety.

(3) Maintenance Superintendent

He is responsible for the servicing, repair and modification of all plant associated with generation, and the definition of safe and effective practices performed by his Board and Contracting staff.

(4) Operations Superintendent

He is responsible for the security and safe use of plant and the definition of safe and effective practices by his Board staff and safe practices of other Board and Contracting staff in respect of the plant associated with generation.

(5) Technical and Development Officer

He is responsible for the on-going technical performance of primary plant, mainly in respect of chemistry, and structural dynamics (rotational, flow and thermal). He is also responsible for ensuring that technical literature and drawings are up-dated for the purposes of all staff.

(6) Development Chemist

The Development Chemist is responsible for:

- (a) the methods used in handling and storing chemicals and other hazardous materials, and these are detailed in other Local Instructions
- (b) the display of sufficient notices warning staff of particular chemical hazards on the site, e.g. chlorine house, acid storage tanks, etc.
- (c) the provision of adequate emergency equipment, e.g. drench showers
- (d) setting up a system of monitoring the environment, both internal and external to the site to ensure that pollution is kept to a minimum. Results of any samples must be recorded
- (e) setting up a system for monitoring noise on the site and defining the various noise level zones with permanent notices.

(7) Station Administrative Officer

He is responsible for the dissemination, distribution and publication, on a 'need to know' principle, of all relevant documents associated with statutory and other legal matters and the associated Board, Regional, and Station Safety Rules and Directives.

(8) Maintenance and Charge Engineers

They are responsible for ensuring full compliance by their staff, with the C.E.G.B. Safety Rules, Station Safety Codes of Practice and Station Directives. They are also responsible for ensuring that all work carried out by personnel employed in their sections is properly organised and all the necessary safety arrangements are made. It is also their responsibility to make sure that all contractors carrying out work on their areas of plant are fully aware of the C.E.G.B. Safety Rules and Station Procedures to which they must conform.

(9) Assistant Maintenance/Operational Engineers

They have the responsibility for ensuring that all personnel working under their instructions are fully aware of the requirements placed upon them. They are also required to ensure that the personnel working for them strictly observe and adhere to the C.E.G.B. Safety Rules, Station Safety Codes of Practice, and Station Directives. They must also seek to maintain a good standard of method and cleanliness in their areas of responsibility.

(10) Station Warden

He is responsible for the testing and servicing of all portable fire fighting equipment. Also the fixed equipment other than that associated with the generating plant.

(11) Nursing Sister

There is a Nursing Sister on site who directs the activities and training of an adequate number of trained first-aiders, with the use of a well-equipped Medical Centre.

The Region's Senior Medical Officer is available, via the Nursing Sister, to advise on any aspect of work causing health problems or any health condition causing work problems.

The Nursing Sister is available to all employees for consultation on health problems.

(12) Foremen

They are responsible for ensuring that the men under their control strictly observe the C.E.G.B. Safety Rules, Station Safety Codes of Practice, and Station Directives. They must also ensure that all work is carried out in a safe and competent way by providing a high level of supervision.

(13) All Station Staff

All Station staff have a responsibility for Health and Safety at all times. It is essential that each individual understands the relevant C.E.G.B. Safety Rules, Station Safety Codes of Practice and Station Directives. Each individual has a responsibility for carrying out their duties in a safe and competent manner. Each individual is required to make a contribution towards maintaining a high level of good housekeeping on the Station. This contribution can readily be made by tidying up after completing a job and by removing or reporting hazards to their immediate supervisor.

3. CONSULTATIVE PROCEDURES

Full use will be made of the existing Committees so that maximum levels of consultation will be achieved.

- (1) Station Safety Committee
- (2) Technical Staff Committee
- (3) Foremen's Committee
- (4) Works Committee
- (5) Local Advisory Committee

4. PRINCIPAL POTENTIAL HAZARDS

(1) Electricity - References see Appendix A (i)

Protection from this hazard is ensured by:

- (a) The stringent use and application of the C.E.G.B. Safety Rules.
- (b) Full adherence to the constraints placed by the issued PTW/Work Card.
- (c) Use of the correct equipment for the work to be done as specified in Work Specification/Step by Step Instruction.
- (d) Full adherence to the Step by Step Instructions when carrying out the work.

Accidents - Refer paragraphs 6, 7 and 8.

(2) High Pressure Steam and Water - References see Appendix A (ii)

Protection from this hazard is ensured by:

- (a) The stringent use and application of the C.E.G.B. Safety Rules.
- (b) Full adherence to the constraints placed by the issued PTW.
- (c) Full adherence to the Work Specification/Step by Step Instructions regarding protective clothing; access requirements, etc.

For High Pressure Water Washing refer to Station Safety Code of Practice No.19.

For the Furmanite Process refer to Station Safety Code of Practice No.22. Accidents - Refer paragraphs 6, 7 and 8.

(3) Pulverised Fuel Systems/Oil Fired Plant -
References see Appendix A (iii)

Protection from this hazard is ensured by:

- (a) The stringent use and application of the relevant C.E.G.B. Safety Rules; Station Safety Codes of Practice and Station Directives.
- (b) Full adherence to the constraints placed by the issued PTW.
- (c) Full adherence to the Work Specification/Step by Step Instructions with regard to protective clothing, access requirements, etc.
- (d) The maintaining of an adequate CO monitoring system.
- (e) The maintaining of an adequate fire control system.

Accidents - Refer paragraphs 6, 7 and 8.

(4) Coal Ash and Dust Plant - References see Appendix A (iv)

Protection from this hazard is ensured by:

- (a) The stringent use and application of the relevant C.E.G.B. Safety Rules; Station Safety Codes of Practice and Station Directives, and Maintenance and Operations Procedure Documents.
- (b) Full adherence to the constraints placed by the issued PTW.
- (c) Full adherence to the Work Specification/Step by Step Instructions paying particular regard to access, protective clothing requirements, etc.

Accidents - Refer paragraphs 6, 7 and 8.

(5) Chemical Processes and Industrial Gases -
References see Appendix A (v)

Protection from these hazards is ensured by:

- (a) The stringent use and application of the relevant C.E.G.B. Safety Rules; Safety Codes of Practice, Station Directives, Maintenance and Operations Department Procedure Documents; Water Treatment Plant and Laboratory Procedure Documents and Chemical Data Sheets, Volumes 1 to 4 inclusive of the Station Manuals.
- (b) Full adherence to the constraints placed by the issued PTW.
- (c) Full adherence to the Work Specification/Step by Step Instructions paying particular regard to access, protective clothing, emergency equipment, etc.

Accidents Refer paragraphs 6, 7 and 8.

(6) Floor Openings - Excavations - References see Appendix A(vi)

Protection from these hazards is ensured by full use of the established Station Safety Codes of Practice; Station Directives, and the C. E. G. B. Safety Rules.

(7) Operation of Mobile Plant and Equipment -
References see Appendix A(vii)

Protection from this hazard is ensured by the stringent use and application of the relevant C. E. G. B. Safety Rules; Station Safety Codes of Practice; Station Directives and Maintenance and Operations Department Procedure Documents. Training of Operators to be monitored with full use being made of 'refresher' courses where required. Restricting the use of Plant and Equipment to competent (trained) authorised users.

Accidents - Refer paragraphs 6, 7 and 8.

(8) Radiation - NDT Testing - References see Appendix A(viii)

Protection from this hazard is ensured by the stringent use and application of the relevant C. E. G. B. Safety Rules - Station Directives.

Accidents - See paragraphs 6, 7 and 8.

(9) Heat Insulating Materials - References see Appendix A(ix)

No insulating material is to be removed by untrained personnel. Before any insulating materials are removed the Department/Section Head must be informed. He will then make the necessary arrangements in accordance with the Station Safety Codes of Practice. The Engineer responsible for the work, for which the insulation was removed, must ensure that before the item of plant is returned to service the insulation is reinstated.

Accidents - See paragraphs 6, 7 and 8.

(10) Lifting and Handling - References see Appendix A(x)

Protection from this hazard is ensured by stringent control and inspection of lifting equipment. Thorough training of involved personnel; refresher courses to be provided where necessary.

Accidents - See paragraphs 6, 7 and 8.

(11) Scaffold and Safe Access - References see Appendix A(xi)

Protection from these hazards is ensured by:

(a) Where there is a potential hazard due to difficulty of access to an item of plant, for either maintenance or operating purposes, then a scaffold or safe access will be provided.

(b) Scaffolds must be erected by competent trained personnel.

(c) The Engineer initiating the work must indicate clearly the size of the scaffold together with the load bearing requirements.

(d) Permanent safe access - these items will be initiated through or by the Engineer responsible for the maintenance on the item of plant involved.

Accidents - See paragraphs 6, 7 and 8.

(12) General Hazards - Tripping, Falling, etc. -
References see Appendix A(xii)

Good housekeeping will remove a large number of potential hazards. A responsible attitude by all members of the Station staff in reporting, or, if of a minor nature, removing the potential hazard. Supervisors must ensure that areas under their charge are kept free from debris and obstructions. Regular and thorough cleaning programmes will ensure that walkways are kept clear and oil and water free.

Accidents - See paragraphs 6, 7 and 8.

(13) Hazards Involving Head, Eyes, Ears and Feet -
References see Appendix A(xiii)

Protection from these hazards is greatly improved by:

(a) Head Damage

The wearing of a Board's issue safety helmet will drastically reduce the risk of damage to the skull.

Note: ALL EMPLOYEES are required to wear a safety helmet when entering operational areas.

(b) Eye Damage

The wearing of Board's issue safety goggles will reduce the number of occasions where eye damage or discomfort is caused by the ingress of 'foreign bodies'.

Note: ALL EMPLOYEES are required to wear safety goggles where specified processes are involved.

(c) Ear Damage

Damage to one's hearing capability can be prevented by wearing Board's issue ear defenders.

Note: ALL EMPLOYEES are required to wear ear defenders when entering areas where such protection is known to be necessary. Warning signs are erected indicating these areas.

(d) Foot Damage

A large proportion of the damage occasioned to feet can be prevented by the wearing of APPROVED SAFETY FOOTWEAR.

Note: It is most strongly recommended that ALL Station staff make full use of the SUBSIDISED SAFETY FOOTWEAR now obtainable through the MAIN STORES.

Accidents - See paragraphs 6, 7 and 8.

(14) Fire - References see Appendix A (xiv) and paragraph 10

Protection from this hazard is ensured by full control and supervision during any process or activity where a fire could be started will certainly reduce the number of possible incidents. All staff involved in such processes, e.g. welding; burning - must ensure that full control is exercised as per the C.E.G.B. Safety Rules; Station Safety Codes of Practice; Station Directives and Maintenance Department Procedures. The readily available fire fighting and associated equipment will help to reduce the seriousness of any incident which may occur. The Station Fire Fighting Team will be maintained at a high level of training and readiness. The training will cover all aspects of fire fighting including the use of breathing apparatus and heat resistant suits.

Training will be reviewed and updated in consultation with all the interested bodies to make full use of changes in methods and equipment.

Note: IN CASE OF FIRE dial PAX 333.

In case of accidents see paragraphs 6, 7 and 8.

5. ACCIDENT/DANGEROUS OCCURRENCE REPORTING PROCEDURE - Reference see Appendix B1

All accidents/dangerous occurrences must be reported immediately to the supervisor.

Note: Station Directive 7 must be immediately and fully implemented.

6. FIRST AID PROCEDURE - Reference see Appendix B2

All injuries sustained at work and which require treatment must be recorded in the Station Accident Register and the appropriate AR form completed. Where the services of a First Aider are required, contact, during normal working hours, the Nursing Sister (PAX 217). Out of hours, or if the Sister is not available, PAX 232, Main Control Room.

Note: Station Safety Code of Practice No. 8 must be followed.

7. FIRST AID EQUIPMENT - Reference see Appendix B3

The responsibility for maintaining the First Aid Boxes	- Nursing Sister
The responsibility for maintaining the associated equipment	- Station Warden
Provision of AR1 and AR2 forms	- Station Administrative Officer

Note: Station Safety Code of Practice No. 9 must be followed

8. FIRST AID TRAINING

The existing system for the recruitment and training of First Aiders will be sustained. Where improvements in training, equipment, etc. can be made, these will be introduced.

Note: Station Safety Code of Practice No. 9 must be followed.

9. FIRE CONTROL APPLIANCES - Reference Station Administrative Procedure No. 13

The Station fire fighting and associated equipment will be sustained at the highest possible level of readiness. This equipment includes fire tender; pump; breathing apparatus; fire resistant suits; portable equipment and hand held appliances. The Station mulsifyre and hydrant pumps will be test run regularly and found defects dealt with on an urgent basis.

Note: In case of FIRE dial PAX 333.

10. FIRE TEAM TRAINING

The Charge Engineer will ensure that sufficient numbers of volunteers with adequate training in fire fighting skills will be available on each shift. To assist in this commitment the Station Warden will arrange a number of formal training sessions for individuals in fire fighting.

The Charge Engineer will be responsible for drilling the team.

Note: Station Administrative Procedure No. 13 outlines the details.

11. STATION HEALTH AND SAFETY COMMITTEE

The Station Safety Committee is an autonomous body which concerns itself with all aspects of site health and safety problems as per the 1974 Act. It consists of:

Chairman	Deputy Station Superintendent
Secretary	Maintenance Superintendent
Co-ordinator	Work Control Office Co-ordinator
1 NJB	Appointed/Elected Safety Representative
1 NJC	Appointed/Elected Safety Representative
4 NJIC	Appointed/Elected Safety Representatives
4 NJIC	Other elected Representatives

The names of the appointed/elected Safety Representatives have been promulgated on the Station notice boards. The Safety Representatives carry out site inspections and submit found safety-health problems on the official Form B. The Form B is handed to the Work Control Office Co-ordinator who signs for and initiates the necessary processes to secure the required remedial action. The Safety Committee meet every four or five weeks when Safety and Health problems are discussed. Safety Training; Protective Clothing; Goggles and Safety Films are reviewed, as are the accident statistics.

12. EMERGENCY PLAN

This plan is designed to ensure a disciplined approach to an emergency situation at Ratcliffe-on-Soar Power Station and to minimise injury to site personnel, the public, or damage to plant. It also ensures that the situation is brought under control as quickly as possible and that effective communications are established amongst the appropriate parties.

The term EMERGENCY means an event, caused by external (e.g. aircraft crashing) or internal (e.g. fracture of a chlorine storage vessel) circumstances which will give rise to a dangerous situation on the Ratcliffe site, possibly extending beyond the boundaries of the Station, and which will make major demands on the local emergency services.

Note: Station Directive No.14 outlines the details.

13. STATION ENGINEERS' SITE INSPECTIONS

Engineers who have specialist responsibilities for plant sections will properly ensure by their routine examinations that safety is maintained.

14. WORK SCHEDULING

All the issued work must be properly organised. Each Work Order Card (WOC) must be adequately processed as per the Work Control Office Procedure Document -

- e.g. PTW requirements - work to be done clearly defined. Any limitation or restricting procedures.
- e.g. 1-2-4 Welding on the Coal Plant - protective clothing required. Special tools required. Spares required.

Note: If any of the following activities are required they should, where possible, be organised before the work detailed above is due to start:

Removal of lagging materials

Erection of scaffolds - full details being given - size, loadbearing requisitions, etc.

Full use should be made of the existing pre-printed (offset litho) Work Order Cards, Work Specifications and Step by Step Instructions.

15. CONTRACTORS

All Contractors will be required to conform to the C.E.G.B. Safety Rules and Site Regulations as laid down in the Contract Documentation. Only Contractor's personnel named as being competent by letter from said contractor will be allowed to collect PTW's or secondary locks under the Block PTW system. The Contractors will be required to complete and return to the Planning Engineer the Certificate of Acceptance from the Contractor's Green Book.

Any Contractor who fails to conform to the imposed conditions will be subject to severe disciplinary procedure.

16. SITE VISITORS

Visitors will not be allowed access to the site except under the authorisation of a member of the Station staff. The authorising member of staff must give the gatekeeper full details of the visitor - Gatehouse number PAX 300 - visitor's name; time of arrival; date and his/her own name. The person authorising the access to site of the visitor must ensure that the visitor conforms to the C.E.G.B. Safety Rules and the Site Regulations.

17. REVIEW OF SAFETY ARRANGEMENTS

The Manager at this site will, in consultation with all the involved bodies, regularly review and update this Station Safety Policy. The review of this Station Safety Policy will ensure that the content of this stated Policy is being carried out; and also that it is updated as required.

APPENDIX A - RELEVANT DOCUMENTS

LOCATION

A (i)	C. E. G. B. Safety Rules Station Safety Codes of Practice Nos. 2, 3, 6, 14 Station Directive No. 16 Maintenance Department Procedure Documents 1-6-2 Step by Step Instruction (Maint.) 0-93	Personal Issue/Notice Boards Work Control Office SMEP Maintenance Foremen Shift Charge Engineer
A (ii)	C. E. G. B. Safety Rules Station Safety Codes of Practice Nos. 5, 6, 19, 22 Station Directives Nos. 11, 13 and 16	Personal Issue/Notice Boards Work Control Office SMEP Maintenance Foremen Shift Charge Engineer
A (iii)	C. E. G. B. Safety Rules Station Safety Codes of Practice Nos. 5, 6, 10, 11, 18 Maintenance Department Procedure Documents 1-2-8 Station Directives Nos. 11, 13 and 16	Personal Issue/Notice Boards Work Control Office SMEP Maintenance Foremen Shift Charge Engineer
A (iv)	C. E. G. B. Safety Rules Station Safety Codes of Practice Nos. 5, 6, 11, 17 Maintenance Department Procedure Documents 1-2-4, 1-3-8 Station Directives Nos. 11, 13 and 16	Personal Issue/Notice Boards Work Control Office SMEP Maintenance Foremen Shift Charge Engineers
A (v)	C. E. G. B. Safety Rules Station Safety Codes of Practice Nos. 4, 6, 10, 11, 13 and 21 Station Administrative Procedure No. 14 Station Directives Nos. 5, 8, 9, 13, 16	Personal Issue/Notice Boards Work Control Office SMEP Maintenance Foremen Shift Charge Engineer
A (vi)	C. E. G. B. Safety Rules Station Safety Codes of Practice Nos. 1, 6, 16 Station Administrative Procedure No. 22 Station Directives Nos. 1, 13, 16	Personal Issue/Notice Boards Work Control Office SMEP Maintenance Foremen Shift Charge Engineer
A (vii)	C. E. G. B. Safety Rules Station Safety Codes of Practice No. 6 Station Directives Nos. 6, 13, 18	Personal Issue/Notice Boards Work Control Office SMEP Maintenance Foremen Shift Charge Engineers

APPENDIX A - RELEVANT DOCUMENTS
(Continued)

LOCATION

A (viii)	C. E. G. B. Safety Rules Station Safety Codes of Practice No. 6 Station Directives Nos. 2, 11, 16 Relevant Notices in Clocking Bay Notice Board	Personal Issue/Notice Boards Work Control Office SMEP Maintenance Foremen Shift Charge Engineer
A (ix)	C. E. G. B. Safety Rules Station Safety Codes of Practice Nos. 5, 6, 20 Station Directive No. 13	Personal Issue/Notice Boards Work Control Office SMEP Maintenance Foremen Shift Charge Engineer
A (x)	C. E. G. B. Safety Rules Station Safety Codes of Practice Nos. 5 and 6	Personal Issue/Notice Boards Work Control Office SMEP Maintenance Foremen Shift Charge Engineer
A (xi)	C. E. G. B. Safety Rules Station Safety Codes of Practice Nos. 1, 5, 6	Personal Issue/Notice Boards Work Control Office SMEP Maintenance Foremen Shift Charge Engineers
A (xii)	C. E. G. B. Safety Rules Station Safety Codes of Practice Nos. 1, 5, 6	Personal Issue/Notice Boards Work Control Office SMEP Maintenance Foremen Shift Charge Engineer
A (xiii)	C. E. G. B. Safety Rules Station Safety Code of Practice No. 6 Station Directive No. 13	Personal Issue/Notice Boards Work Control Office SMEP Maintenance Foremen Shift Charge Engineers
A (xiv)	C. E. G. B. Safety Rules Station Safety Codes of Practice Nos. 6, 7 Station Directive No. 14 Administrative Procedure No. 13	Personal Issue/Notice Boards Work Control Office SMEP Maintenance Foremen Shift Charge Engineer

APPENDIX B - RELEVANT DOCUMENTS

B1	Station Directive No. 7	Work Control Office SMEP Maintenance Foremen Shift Charge Engineer
B2	Station Safety Codes of Practice Nos. 8 and 9 Station Directive No. 7	Work Control Office SMEP Maintenance Foremen Shift Charge Engineer
B3	Station Safety Code of Practice No. 9 Station Directive No. 7	Work Control Office SMEP Maintenance Foremen Shift Charge Engineer

