*This Document sets out the University of Reading Policy and Procedures for management, control, operation and maintenance of the High Voltage 11,000 volt electrical distribution systems. The Policy has been APPROVED by Facilities Management Committee and the Health and Safety Committee.*

 **POLICY STATEMENT**

# 1.0 HV Electrical Distribution Systems Maintenance Policy

The University aims to manage, operate and maintain the HV Electrical Distribution System in a manner which, as far as it is reasonably practicable, ensures that it is:

* Managed, operated and maintained in a safe manner.
* Complies with all relevant legislation.
* Minimises the risk of unforeseen major defects, which might adversely affect the core business of the University.
* Protects the asset value and optimises the life of components, consistent with their intended use.
* Establishes robust maintenance processes.

##### Scope of the Policy

This Policy applies to all University HV electrical Distribution Systems.

1. **Delegated Responsibility**

**Estates**: The responsibility for maintenance of the University’s HV Electrical Distribution System is delegated to Estates.

The management, control, operation and maintenance of the High Voltage and Low Voltage distribution systems at the University of Reading is the responsibility of the appointed DUTY HOLDER. The DUTY HOLDER will be a Senior Authorised electrical engineer, appointed in writing by the Director of Estates, with the technical knowledge and experience to ensure safe working practises, in respect of work activities on or near electrical equipment, being implemented.

* To meet this aim HV Electrical Distribution Rules will be issued to Authorised staff. (Appendix 6)
* All excavations and groundwork should follow Authorisation to Dig. (Appendix 7)

In the prolonged anticipated absence of the DUTY HOLDER (e.g. holidays or sickness), a designated deputy will be appointed.

**System Operations**

All operations and actions concerning the HV system shall comply with the Health and Safety Electricity at Work Regulations 1989 and any subsequent amendments. Copy held by DUTY HOLDER

**4.0 Policy Review**

This policy document will be reviewed on a two year cycle.