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Guardian

ELECTRICAL COMPLIANCE

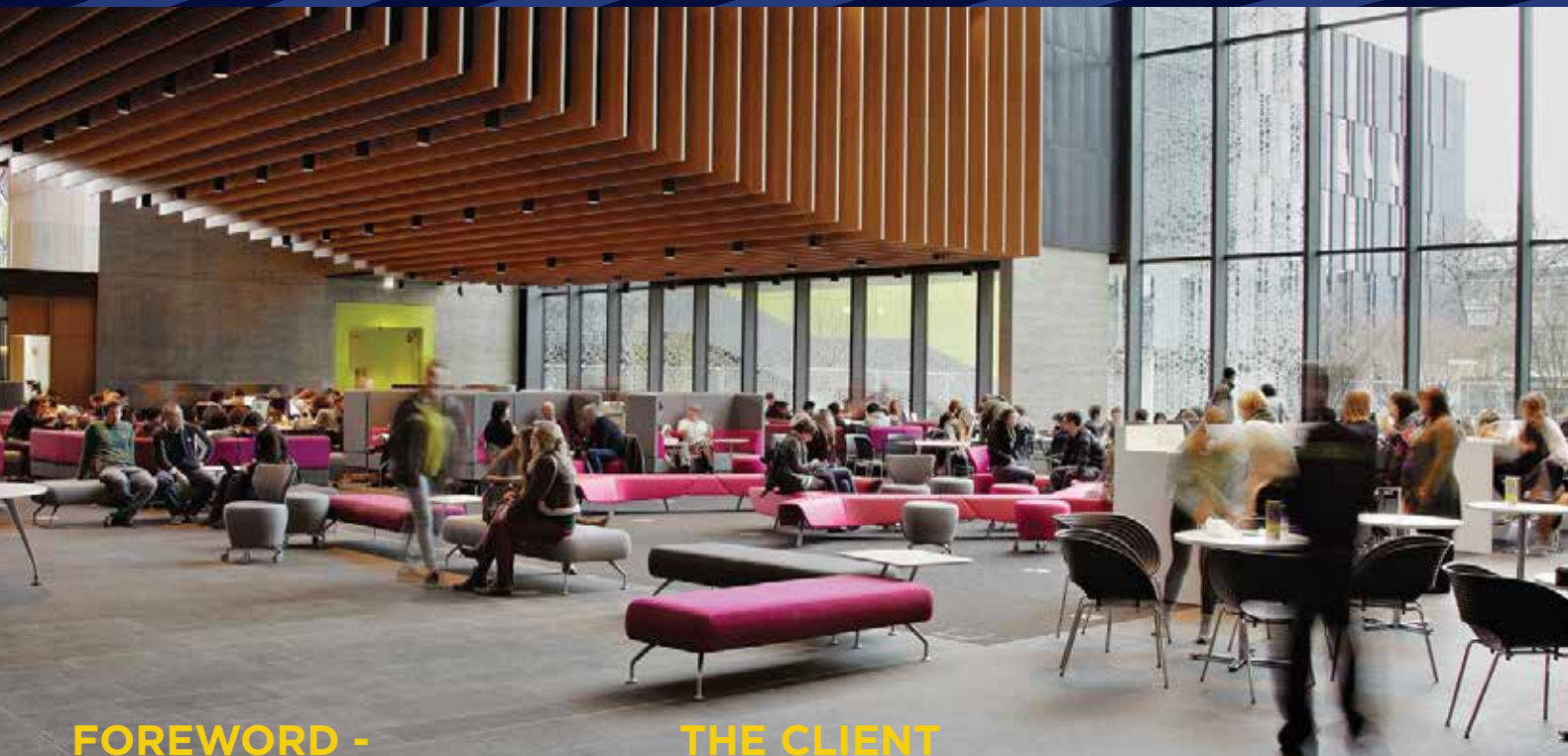
Case Study

OXFORD BROOKES UNIVERSITY

How Guardian Electrical Compliance work alongside Oxford Brookes University to help ensure that their legal requirement to comply with the Electricity at Work Regulations 1989 is continually maintained.

EDUCATION





FOREWORD - EDUCATION TODAY

It is hard to think of another sector that has been subject to the vagaries of the economy and changes in government as Education. Despite this, Universities are expected to remain at the forefront of delivering world class education facilities whilst undertaking advanced research and developing innovative solutions for business and everyday life.

Such is the range of provision undertaken by a University that ensuring the estate is maintained and developed to meet the existing and future requirements of the University is a key issue.

THE CLIENT

Oxford Brookes University is one of the UK's leading modern universities and enjoys an international reputation for teaching excellence and innovation as well as strong links with business and industry.

Estates and Facilities Management is an intrinsic part of the University, in which the representatives play an important role in the lives of students and staff every day. The way the department deliver services and present the built environment, has a demonstrable impact on the way in which Oxford Brookes is perceived and remembered.

An integral part of the Estates & Facilities Department is the electrical maintenance team, who are responsible for; new electrical installations, corrective remedial actions, and planned maintenance.

As a consequence of the foregoing disciplines, electrical certification is always generated to ensure the requirements of BS7671 & EaWR 1989 have been met and Dutyholder responsibilities have been discharged.

OXFORD BROOKES UNIVERSITY FACTS

- **One of the UK's top modern universities in the Times and Sunday Times Good University Guide 2016**
- **In the Times Higher Education's (THE) ranking of the world's top 200 most international universities**
- **18% of their students come from outside the UK**
- **The 18,000 Students studying there, come from over 130 different countries**
- **Oxford Brookes was the first Fair Trade university in the world**

THE COMPLIANCE CHALLENGE

The specification outlined by the University Electrical Services Manager, Steve Holtom is as follows;

- Achieve compliance with the Electricity at Work Regulations 1989
- Ensure potential health and safety issues are addressed with minimal disruption
- All electrical works completed by both the in-house team and contractors are to be recorded

However, Steve soon expanded his requirements due to the ongoing investment and refurbishment programme being undertaken by the University. With numerous projects progressing simultaneously and multiple electrical contractors on site, Steve identified the need for greater control over the estate's electrical installation information. So, in addition to the foregoing:

- Multiple users were required to access electrical records if needed i.e. Steve's absence on site, urgent requests – individual viewing rights, allowing each user to only be able to view the information necessary for their job/task
- Collation of all electrical documents such as Network Drawings, EIC Reports & Emergency Lighting Reports for the whole site in one place
- Paperless reporting – preferably all online with remote access for engineers
- Finally, peace of mind for Steve himself, as the Duty Holder on site

THE SOLUTION

Introducing Guardian Electrical Compliance

Guardian Electrical Compliance Ltd, are one of the UK's leading providers of electrical safety services, specifically inspection and testing of fixed installations. Guardian offer legislative & technical support for Duty Holder's to ensure that their legal requirement to comply with the law is continually maintained. This is illustrated by the latest version of our 'Duty Holder Guidance' booklet.

Guardian deliver Fixed Wiring Inspection & Testing programmes, nationwide, for many Blue-Chip Companies and Public Sector Organisations, with experience across a variety of industries and working environments, from education through to manufacturing and production sites.

Guardian are able to offer the following knowledge and expertise:

- Unrivalled experience, technical advice and consultancy with respect to electrical safety
- Over 100 year's collective management experience in advising on safe places of work, periodic inspection and testing, safe systems of work and safe people at work
- Authors of practical guidance to assist duty holders on meeting the demands of the Electricity at Work Regulations 1989
- Pioneers, on the development of on-site and on-line technology to enable immediate client access and update to records, regardless of location
- Electrical safety seminars throughout the UK covering the Electricity at Work Regulations 1989, Duty Holders' Responsibilities and the latest amendments to those regulations
- A technical sales approach to ensure compliance with the law – "A Bespoke Approach"



THE SOLUTION

Continued...

Guardian have a strong working relationship with a number of universities across the UK including, **Bristol, Cambridge, Bath, Cardiff, Canterbury, Leicester, Liverpool, Leeds, Trinity College Cambridge, Sheffield and Wolverhampton** to name a few. All of which are already successfully using our interactive website, TraQ-it™, to monitor and maintain inspection and testing services.

Guardian Electrical Compliance & Oxford Brookes University

Steve attended a Guardian Electrical Safety Seminar in Bristol in 2012, which, whilst providing guidance on Electrical Duty Holders' Responsibilities also provided a demonstration of TraQ-it™, Guardians' interactive web-based reporting system.

Whilst leading the market in the onsite delivery of electrical inspection and testing, Guardian have developed TraQ-it™ which is an interactive online portal that was developed at a significant cost after several years, to enhance existing services whilst providing a unique solution unmatched by our competitors.

The benefits of TraQ-it™ struck a chord with Steve:

"The idea of managing all the information in one place was a very attractive proposition. Other features that stood out were the TraQ-it™ alerts which would mean not missing an inspection and the ability for others to view the information should I not be available." **Steve Holtom**



The Guardian Approach to Testing

Upon successful award of the tender, our project management team worked extensively with Oxford Brookes University to establish the programme of works. This is where Guardian's experience of working with over 25 universities proved invaluable. Our team were able to identify and plan for potential hindrances to the smooth running of the project, taking account of areas with special requirements such as; Laboratories and Plant Rooms and minimising out of hours working without compromising compliance.

Upon final agreement of the programme with the Project Lead, individual Department Representatives and with the Electrical Services Manager Steve, feeling confident, Guardian were in a position to commence the works.

TESTING IN PRACTICE

1. Electrical Network Drawings

Electrical drawings to identify and label the detail of your electrical installation in order to comply with Reg12 EaWR.

2. 100% Inspection and Testing (ASFARP)

- Comprising:

- Thorough Visual Inspection
- Main, Sub-main, Final Circuit Testing

3. Corrective Action on Dangerous Electrical Non-compliances

Code 1 and 2 Notices are immediately brought to the attention of the client. Following corrective action the client notifies Guardian to maintain up to date records.

4. Electronic Records - TraQ-it™

Paragraph 69 advises that test results should be kept for the lifetime of the installation. Our Unique Web Based System, TraQ-it™ allows anytime update of the results.

"The competency of the engineers on site provided peace of mind that when arranged they would get on with the works with minimal disruption. They communicated with all staff whilst onsite and during the 4 years onsite I have yet to receive a complaint regarding works undertaken by your engineers." **Steve Holtom**

TRAQ-IT™ - STAYING IN CONTROL



CONTROLLED RECORD KEEPING

Guardian's unique interactive website features include instant reporting, exporting capabilities, hierarchical permission levels, search and filter functionality. Its multi-site capability allows customers to view the electrical status of individual buildings.

TraQ-it™ ensures records are current, accurate and consolidated with a version history of all changes.

Upon completion of each stage of the programme; electrical testing data, electrical danger notifications and electrical drawings were returned to our TraQ-it Department for quality assurance prior to uploading on the Oxford Brookes University TraQ-it™ site.

TraQ-it™ provided Steve Holtom with documents at his fingertips and a means to address the electrical danger notifications raised via the testing. However, Steve quickly latched onto the wider possibilities.



"TraQ-it™ closes out the process of the Electrical Inspections and provides a record of the actions taken to address the issues and provides a visual graph display of the progress made. In addition, TraQ-it™ has greatly helped with our annual assessments from the NICEIC as all the information is ready to view." Steve Holtom

INNOVATION

As with all our customers we look to strengthen our working relationship by extending the scope of our service and Oxford Brookes University had a number of ideas as to how TraQ-it™ could further benefit them. Working alongside the University, Guardian developed a number of modules to expand the capability of TraQ-it™, these include the additions of:

- Lift Maintenance Schedules
- Lightning Protection Reports
- Emergency Lighting Inspection Reports
- Permit to Works
- Transfer of Electrical Control Notices to work

"We are delighted with Guardians openness to new ideas and willingness to change processes. These have led to an expansion in TraQ-it™ and we regularly discuss how to improve the service at our contract meetings. Such has been the success of TraQ-it™ that others in the University are looking to use the system for their compliance issues." Steve Holtom

EFFECTIVE MONITORING - SAVING FOR THE FUTURE

Provided changes to the electrical fixed wiring installation and Minor Works Certificates are forwarded to the TraQ-it™ department, Oxford Brookes will maintain a fully reconciled electrical installation report **AT ALL TIMES**. An alternative approach can be introduced for the next 5-year programme in accordance with Paragraph 69 of the Electricity at Work Regulations 1989.

Effective Monitoring has consistently demonstrated a saving of 30 - 35% for clients when compared to a full testing programme.

To gain a full understanding of what Guardian can do for you, please view our informative video at:
www.guardianelectrical.co.uk/traq-it

SOME OF OUR CLIENTS IN THE EDUCATION SECTOR

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