


OPERATIONAL MAINTENANCE PROCEDURE		
Subject: WORKING SAFELY WITH ELECTRICITY IN THE SPORTS CENTRE	E&CS29	Rev. 3
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	Owner: P Lawson	
		 UNIVERSITY OF LINCOLN

1.0 PURPOSE

The aim of this procedure is to enable the University Sports Centre to carry on work safely out of hours in the event of a Miniature circuit Breaker (MCB), residual circuit breaker (RCD), or residual circuit breaker with overload (RCBO) tripping out to safety.

2.0 GENERAL

Due to the above it has been agreed that a member of the Sports Centre Management team are authorised to try and re-activate the MCB, RCD or RCBO if it has tripped out a circuit.

Access to the following rooms is not permitted by Sports Centre Staff:

1. The Lift Motor Room
2. The Plant Rooms

For example even if it does reset this should be reported as a routine repair (investigation) via the normal communication channels during University working hours.

If after ONE attempt at resetting the circuit breaker, it fails to reset then the unit must be left alone as this indicates a more serious fault is still at large. It should still be reported as a routine repair via the normal communication channels during University working hours.

In both cases the following page should be used to record the incident so that we can ascertain if a pattern has formed or if it was just for a random occurrence that tripped to safety (the default setting).

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Record of tripped MCB's, RCD's and RCBO's

In order for the estates department to maintain these electrical circuits correctly, they need to have a record of which of the above have blown and how often because it could be that a pattern has formed that hasn't been noticed before and could very easily be eliminated by better design.

For that reason each time either a MCB or RCBO actually trips you are asked to record the details on this sheet which will be checked at regular intervals by the estates and campus services, electrical team members.

Date	DB number	Circuit number	Comment	Staff members initials