

Update issued July 2015

Alerts relating to notices for High and Low voltage equipment received from the **Energy Networks Association (ENA)** by the Department of Health Estates & Facilities Team are issued in the format of **Estates and Facilities Notifications (EFNs)**.

The Energy Networks Association (ENA) provides various services for the national electricity generators, distributors and network owners. Many large industrial users, which include large health care organisations and MOD establishments, purchase their energy at high voltage and distribute on their own networks within their curtilage.

The Department of Health are registered with the ENA to receive notices, and associated documentation, in an electronic format direct from the ENA.

Due to the variation of estates and facilities management models it is unlikely that all, or indeed even a high percentage of organisations, will be registered with the ENA to receive notifications hence the decision to utilise CAS to deliver this information in the form of Estates and Facilities Notifications (EFNs) to those responsible for the safety of electrical systems within healthcare organisations.

EFNs are colour coded and prioritised as follows:

	Suspension of Operational Practice (SOP) - For Immediate Action
	Dangerous Incident Notification (DIN) - For Information and Action as Required
	National Equipment Defect Report (NEDeR) - For Information

The subtitles of the notifications will indicate the nature of the notification, dependent upon the respective voltages, as follows:

High Voltage Hazard Alert/Low Voltage Hazard Alert

or;

High Voltage Equipment Defect/Low Voltage Equipment Defect

Historically only Suspensions of Operational Practice (SOPs) were sent out to the NHS and MOD establishments as a CAS alert. Due to the potential risk to personnel who undertake switching operations, or persons who may be in the vicinity of electrical equipment that is subject to a notification, this was not considered to be sufficient and the issue of the new style EFNs for SOPs, DINs and NEDeRs began on the 27th June 2013.

As can be observed from the content of the SOPs, DINs and NEDeRs it is important that the information contained is passed on so that the people responsible for the safety of the electrical systems are aware of dangerous incidents that have occurred and registered with the ENA.

The Authorising Engineer (Electrical) within your organisation is a registered professional with a duty to analyse the content of the EFN and determine the appropriate course of action. This may include:-

- posting safety notices on the switchgear referred to by the SOP, DIN or NEDeR
- restricting access to substations
- implementing additional requirements on permit to work documentation or issuing written instructions to personnel engaged in switching or maintenance procedures
- instructing that electrical equipment/switchgear be removed from service immediately

To enable the Authorising Engineer (Electrical) to carry out this duty it is important they receive the documentation in the format issued by the ENA.

SOPs, DINs and NEDeRs will each be issued as separate Estates and Facilities Notifications.

In certain circumstances where there is a link between notices issued by the ENA, such as a DIN or a SOP, it is appreciated that this may appear to result in duplication of documentation. However the actions required by the Authorising Engineer (Electrical) to assure themselves that they have dealt with the DIN or SOP are quite distinct hence the requirement to issue the separate Estates and Facilities Notifications.

Dependent upon the type of failure/fault that affects the electrical equipment that is the subject of a SOP, DIN or NEDeR, it may take the ENA several months, or in some cases years, to discover the root cause of the equipment's failure making it difficult to include a definitive action completion date in the notification. It is essential that a record is kept by the CAS liaison officer that the Authorising Engineer (Electrical) has confirmed receipt of the EFN. DH's E&F team are happy to allow alerts to be signed off in CAS as 'Complete' once the engineer has opened and read the email notification. This means for the purposes of CAS a 'read receipt' is sufficient. Liaison officers may wish to record the time and date that they receive this confirmation in the free text box on their 'View My Alerts' screen.

The ENA recently requested that their SOPs, DINs and NEDeRs are not broadcasted to the general public and the CAS Team and DH have had to suspend the issue of EFNs whilst alternative options for the dissemination of the information has been explored. This has resulted in a subsequent backlog of DINs and NEDeRs, in addition to the much less frequent SOPs, whilst a solution has been discussed with the ENA.

It has been agreed with the ENA that in future EFNs will continue to be automatically issued via CAS. All registered CAS recipients will continue to receive e-mails but the EFNs will only available be able to be viewed on the CAS website by those organisations with log-in details

The distribution of the backlog of EFNs is expected to commence in early July 2015 and be completed by 31st August 2015 from which time the EFNs will be issued promptly after receipt from the ENA. It is anticipated that, on average, there will be four EFNs related to electrical supply system equipment per month.

However it should be noted that occasionally there will need to be advice sought on whether a particular SOP, DIN or NEDeR is of relevance for the health and social care sector which may lead to delay in issuing a particular EFN.

The EFNs include download links to the relevant notices, reports and photographs issued by the ENA in relation to the SOP, DIN or NEDeR concerned. The information issued by the ENA is passed through unedited to ensure no corruption of data occurs.

Any technical queries regarding the EFN should in the first instance be discussed with the Authorising Engineer (Electrical) of the organisation receiving the alert.

Other queries should quote the relevant EFN reference number and be address to:

Mb-defects&failures@dh.gsi.gov.uk