

NBIP Computing Permit to Work System

Management of Risks Checklist

Document History

| Name and date | Comment |
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Contractors and NBI staff/engineers must consider the below information when developing RAMS, and when working in Permit controlled areas.

General

- All packing materials, waste and other unwanted items brought in by the engineer or Contractor must be removed as soon as possible, during or after works.
- Flammable materials and chemicals required for works must be removed from the building as soon as possible.
- Smoking, eating and drinking in Permit controlled areas are strictly prohibited. Food or drinks must not be taken into Permit controlled areas.
- Do not power down equipment, PDUs or circuit breakers without permission
- Do not connect/disconnect equipment to/from networks without permission
- Works to fire detection / alarm / suppressant systems must be carefully managed to avoid unplanned interruption to power/cooling.
- Hot works, working at height, working on electrical systems, using power tools and other hazardous activities will require appropriate risk assessment, approval and permits from Facilities (FaRM).
- It is the engineer or Contractor's responsibility to ensure that all tools, PPE and other equipment used are clean, fit for purpose and have up to date safety inspection certification.
- Working areas must be left clean and tidy and the end of each working day.
- Do not interfere with any facility or equipment that is not in the agreed Scope of Works.
- Suitable footwear and other clothing must be worn at all times in all Permit controlled areas. Open footwear such as sandals, flip-flops etc are strictly prohibited for safety reasons.
- Proper protective clothing must be worn when carrying out hazardous activities, e.g. heavy lifting will require protective footwear.
- In addition to the physical risks to persons and equipment, consider carefully any inherent risks to data or service during software installation, upgrade or configuration work, or any works involving the movement or modification of stored data.

Data Centres

- Personal hearing protection must be worn at all times when working in the B26 and B101 ground floor Data Centres, with a protection factor (SNR) of at least 30.
- No cutting, drilling, filing, planing or any other activity likely to create dust, swarf or airborne particles.
- No cutting or trimming of cables without special precautions to contain waste before becoming airborne or dropping on the floor.
- Tools and equipment must be clean and free of dust or dirt before taking into the data centre
- Contractors are not permitted to connect their tools, testers, laptops and other equipment to rack PDUs. All tools, laptops, test equipment and other devices used by the Contractor must be plugged into the 13A wall outlets provided.
- Doors must not be left propped open.

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- Tasks likely to trigger fire detection or VESDA systems must be identified in the RAMS and approval permit obtained from FaRM.
- Raised floors can be hazardous when tiles are lifted. The “Guidance for Lifting raised Floors” must be followed.
- Footwear and clothing must be clean before entry into the data centre.
- Where tacky-mats are provided, they must be used on entry into the room to remove small particles of dust/dirt from footwear.

Power and Cooling Plant Areas

- All works in these areas will require prior permission from the Facilities and Risk Management (FaRM) department and, where applicable, an additional Permit to Work issued by them.
- The cooling and air supply to data centres may not be switched off, degraded, modified, or disconnected or otherwise put at risk except by prior agreement.
- The power feed to the Data Centre and cooling plant, and the BMS, may not be modified, put at risk or disconnected except by prior arrangement.
- Access doors to plant areas must be kept locked when the area is unoccupied.