

**OXFORD
BROOKES
UNIVERSITY**

**PTSG and Oxford
Brookes University**





Premier Technical Services Group Ltd (PTSG), via constituent company Guardian Electrical Compliance Ltd (Guardian), first formed a working partnership with Oxford Brookes University in 2012 when a representative from the university attended a safety seminar in Bristol run by Ian Carnall – Managing Director of Guardian. The seminar provided a demonstration of TraQit™, the company's interactive web-based reporting system.

The clear benefits of TraQit™ struck a chord with Steve Holtom, the Electrical Services Manager at Oxford Brookes University, who said: "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."

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Mr Holtom contracted PTSG for the delivery of a five-year programme to provide inspection, testing and electrical network drawings.

A foundation of collaboration

Right from the start, the collaborative relationship between PTSG and Oxford Brookes University set about overcoming the following challenge. Due to the limited scope within an Electrical Installation Condition Report (EICR), testing is only assessed up to the incoming source of supply (main isolator) to a control panel, or MCC for machinery. This leaves a skilled or instructed person unable to determine the condition and safety of a panel before any potential access for maintenance or fault finding is required.

This results in the Dutyholder unwittingly exposed should there be a breach of regulation. Without knowing what is in place, via an asset list or the hazards associated, a Dutyholder may struggle to demonstrate compliance with the Electricity at Work Regulations (EaWR) 1989.

Therefore, collaboration between PTSG and Oxford Brookes University from the start of the contract in 2013 saw PTSG's team build a bespoke TraQit™ website which, other than the standard delivery of electrical compliance testing, would go on to include over the years other 'interactive modules' such as lift maintenance, lightning protection, fire alarm inspection and calibration certification.

The client was instrumental in driving these additional modules, allowing their in-house maintenance staff to work with TraQit™.

From inception to delivery and evaluation

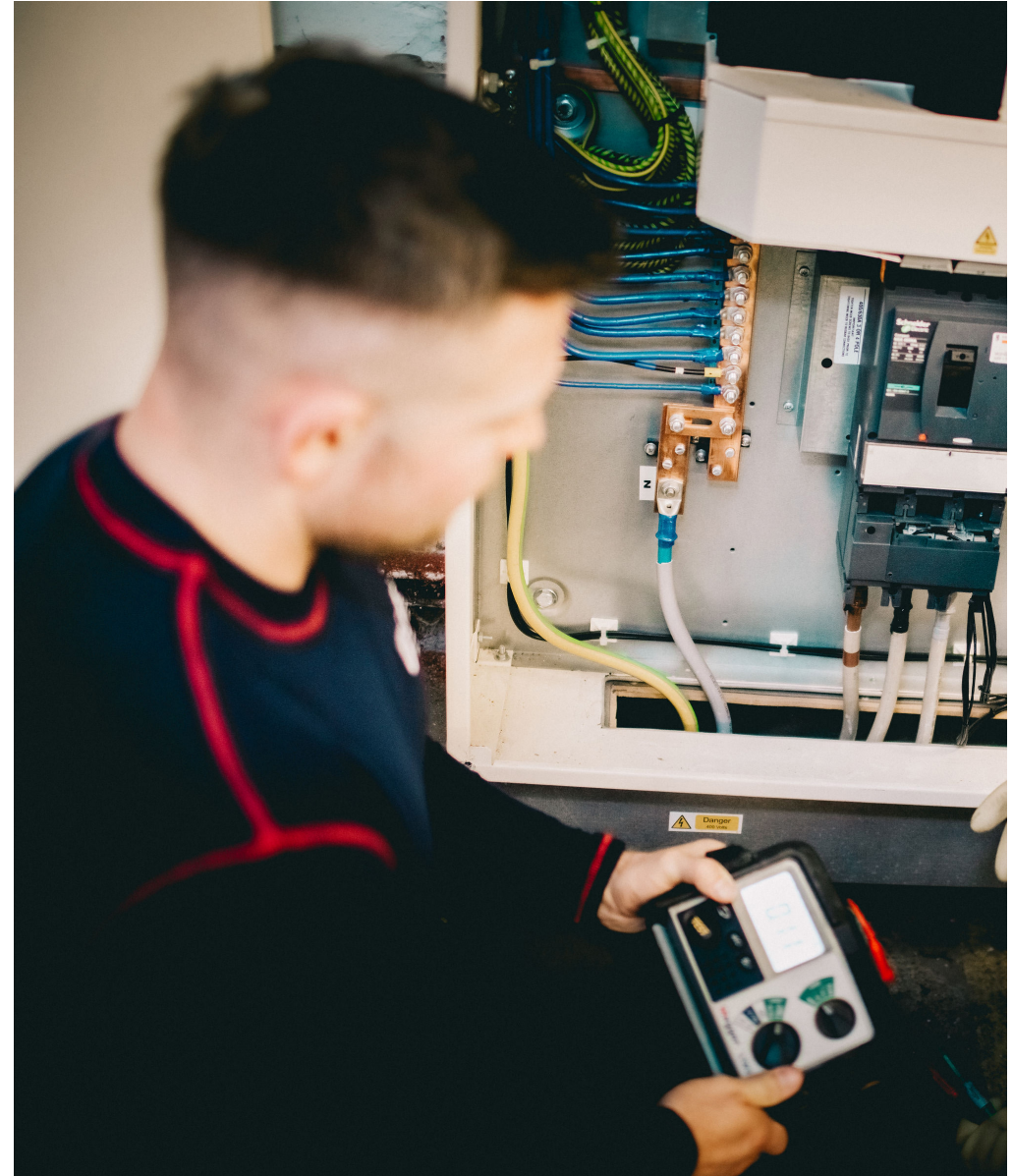
Upon successful award of the contract, PTSG worked extensively with Oxford Brookes University to set out the initial electrical compliance specification as follows:

- ✿ 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, these requirements were soon expanded due to the ongoing investment and refurbishment programme being undertaken by the University. With numerous projects progressing simultaneously and multiple electrical contractors on site, Mr Holtom identified the need for greater control over the estate's electrical installation information. So, in addition to the aforementioned:

- ✿ Multiple users were required to access electrical records if needed
- ✿ 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 Mr Holtom himself, as the Dutyholder on site

This is where PTSG's experience of working with over 25 universities proved invaluable. Its team was 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 Mr Holtom feeling confident, PTSG was in a position to commence the works.

PTSG's programme of electrical testing

TraQit™ ensures records are current, accurate and consolidated with a version history of all changes. This 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.

For Oxford Brookes University, the TraQit™ portal was built and developed for their unique requirements, to be accessed by the Dutyholder and electrical services team.

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

As is the case with all its customers, PTSG looks to strengthen its working relationship by extending the scope of its service and Oxford Brookes University had a number of ideas as to how TraQ-it™ could further benefit them. Working alongside the University, PTSG developed a number of modules to expand the capability of TraQ-it™:

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

Providing changes to the electrical fixed wiring installation and Minor Works Certificates are forwarded to the TraQ-it™ department, Oxford Brookes University 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.

"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, Oxford Brookes University.

The measured impact of PTSG's work

Oxford Brookes University is now undertaking a reduced scope of work at reduced cost called 'Effective Monitoring'. Remedial works, panel risk assessments and electrical equipment testing (PAT) followed in 2022. Panel risk assessments bridge the unknown between the BS7671 and other British safety standards such as Electrical Equipment of Machines covered by the BSEN60204.

PTSG has developed a panel risk assessment programme which includes:

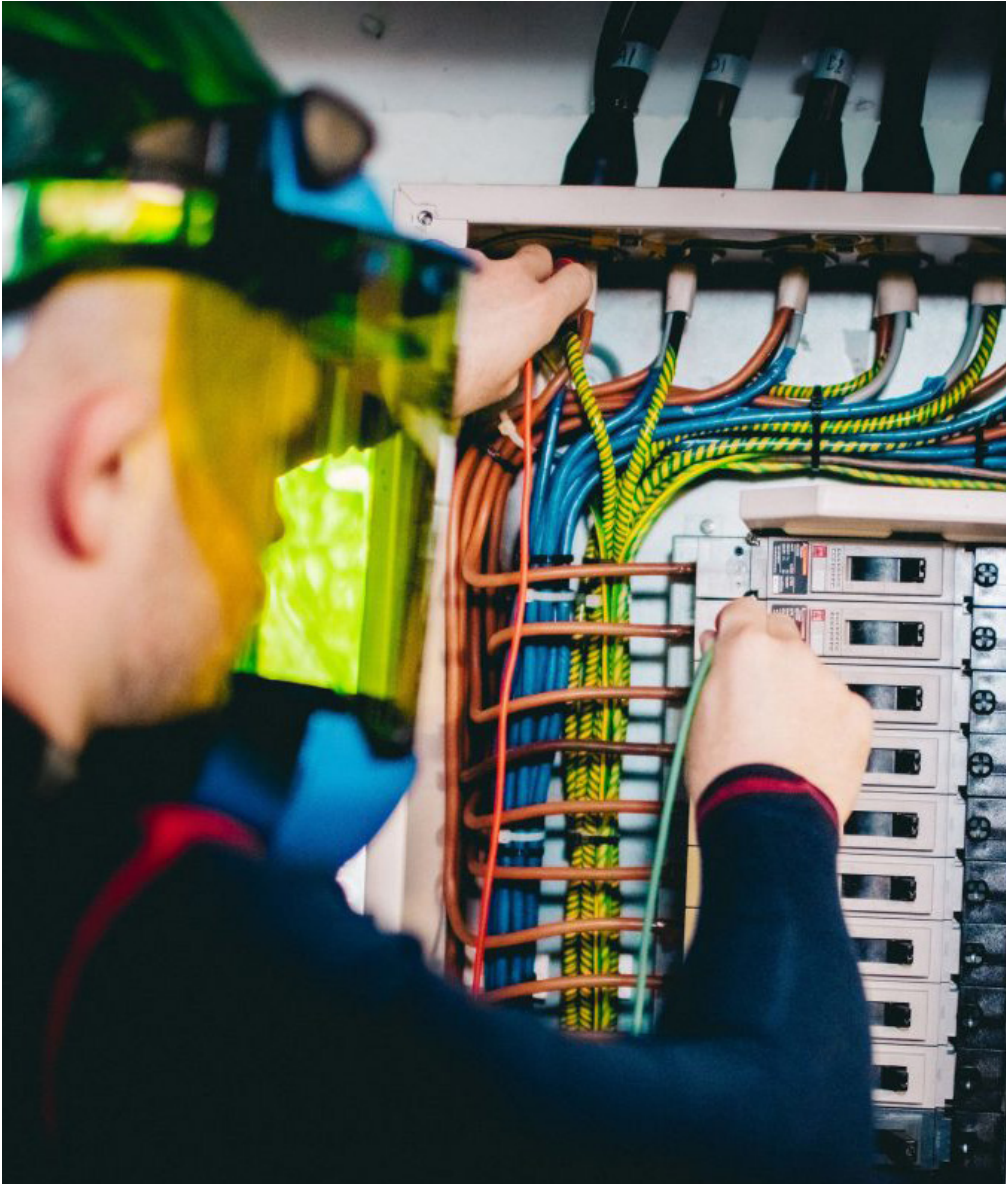
- ✿ 100% (ASFARP) Inspection of the Low Voltage Category 1 to 4 panels in accordance with your request, undertaken by our fully qualified electrical engineers.
- ✿ PRA Paperless Reports and all associated documentation uploaded to TraQit™.
- ✿ ID labelling system on all panels – inclusive of QR codes affixed to panels for instant site access to relevant records via TraQit™.
- ✿ RED, AMBER and GREEN labelling system, that enables instant visibility in identifying hazards associated with the panel, and any precautions that need to be taken upon entry.
- ✿ Continuous management by PTSG of panel updates/amends via TraQit™.
- ✿ This programme gives clients the ability to demonstrate a time-saving and paperless safe system of work for entering panels, and in turn a proactive risk management approach to their insurers. All of which helps Oxford Brookes University to be more sustainable.

Next steps

PTSG's work using TraQit™ has led to a strong working relationship with Oxford Brookes University that is now ten years old and going from strength to strength. As a result, PTSG has forged further collaborative working relationships with a number of universities across the UK including, Bristol, Cambridge, Bath, Cardiff, Canterbury, Leicester, Liverpool, Leeds, Trinity College Cambridge, Sheffield and Wolverhampton. All are already successfully using PTSG's interactive website, TraQ-it™, to monitor and maintain inspection and testing services.

The next steps are to continue refining TraQit™, making it accessible in as many ways as possible (such as an app and a mobile web page). This will enable PTSG to build further strong working relationships with more clients. TraQit™ facilitates strong and sustainable working relationships between PTSG and its clients because it is centred around taking a high-quality, continuous approach to record keeping – giving the duty holder the power to quickly and easily recall electrical records over a number of years.





This is the essence of good practice in electrical compliance and has seen a contract renewal rate of 93% over the last three years for PTSG.

Key learnings

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

All of these learnings have been implemented into electrical compliance programmes with other clients – in all sectors, not just education.

PTSG consistently communicates to its clients that in the eyes of the HSE, the Dutyholder is guilty until he can robustly prove otherwise. The Dutyholder should ask himself:

- ✿ In the event of a breach of EaWR 1989 relative to Panel Entry, would I have a robust defence in law to defend my process and system?
- ✿ Do I have a Safe System of Work for Panel Entry that is continually monitored, recorded, and archived?

TraQit is proven to ensure at all times that records and schematic drawings are current, accurate and consolidated with a version history of change. The positive feedback of Oxford Brookes University, has underlined this.