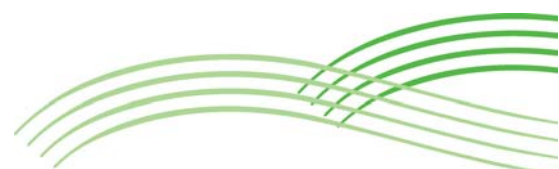


Health & Safety Policy

HSP16

Electrical Safety

Version	Status	Date	Title of Reviewer	Purpose/Outcome
1.0	Draft	07.03.2016	David Maine	1 st Draft for consultation/review
1.1	Approved	10.01.2017	David Maine	1 st Issue



Title:	HSP16 – Electrical Safety
Author(s):	David Maine
Date:	January 2017
Review date:	January 2018
Application:	This policy applies equally to all The White Horse Federation (TWHF) employees including agency or casual staff, and to all premises where TWHF is either the ‘employer’ or is in control of the premises.

Definitions	For the purpose of this policy, the following definitions apply;	
	Fixed Electrical Equipment	These are electrical systems which are normally part of the structure of the building or wired into the building circuit and are not portable. E.g. emergency lighting systems, fuse boards and fire alarms.
	Portable Electrical Equipment (also called Electrical Appliances)	Electrical equipment which does not form part of the fixed system is considered to be a portable electrical appliance. They may be fitted with a plug but not be very portable e.g. washing machines. Some electrical appliances may be wired directly into the fixed electrical system via an electrical spur or isolator e.g. air conditioning units, wall heaters, washing machines, projectors and hand driers.
Policy Aims	The aims of implementing this policy are to ensure that: <ul style="list-style-type: none"> • the risks associated with electricity are adequately controlled. • all fixed electrical systems (in buildings owned or occupied by TWHF) are tested within the specified frequency. • electrical appliances are tested at suitable intervals. 	
Policy	Electricity is present in the majority of TWHF workplaces and is used by all employees and service users. This document outlines the TWHF’s policy in place to ensure that electrical systems and equipment are safe and that arrangements are in place to protect against risks from electrical hazards in compliance with the Electricity at Work Regulations 1989.	
Risk	Exposure of TWHF employees and others to electrical hazards to include electrical shock, burns, fire and explosions.	
Responsibility	This responsibility is discharged primarily at the line management/operational level.	

Roles & Responsibilities

I.	Roles and responsibilities are defined in HSP2 Organisation. Any specific actions are detailed in the arrangements section below.
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Arrangements

I.	Risk Assessment Where the normal use of electrical equipment presents a significant risk, a risk assessment must be undertaken. The use of well-maintained electrical equipment for the purpose for which it was intended may not require a risk assessment. Work on fixed electrical systems may have a number of associated risks with the work and these should be fully considered and controlled prior to the onset of work.
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	<p>Risk assessments should be carried out where necessary prior to the onset of work. Additional hazards such as the presence of asbestos or proximity of service users and alternative accommodation may need to be considered.</p> <p>No works, repairs or modifications to fixed electrical equipment or electrical appliances may be undertaken unless they are undertaken by an authorised and competent person.</p>
2.	<p>Selection of Equipment</p> <p>Electrical equipment should be selected after carefully considering the intended use and the conditions under which it will be used. Equipment should be suitable for the purpose and comply with the Supply of Machinery (Safety) Regulations 1992, and be CE marked.</p>
3.	<p>Electrical Equipment & Appliances</p> <p>Use of electrical equipment Where electrical equipment or appliances are to be used outdoors or in hazardous environments a suitable risk assessment shall be completed. All electrical equipment used outdoors is required to have residual current protection (RCD). The socket outlet used to supply equipment used outdoors should have RCD protection and this is normally provided by an RCD installed in the consumer unit or distribution board. A suitable waterproof externally mounted socket outlet incorporating residual current protection may be used. If there is any doubt a plug-in portable RCD device/RCD adaptor should be used.</p> <p>Repair of electrical appliances No repairs or modifications to electrical appliances are to be carried out unless they are undertaken by an authorised and competent person. Where repairs are carried out the equipment must be subjected to combined inspection and testing.</p> <p>Privately owned electrical appliances Employees wishing to bring their own equipment in to work or used in conjunction with work must get approval and authorisation from their line manager. Privately owned electrical appliances should be new and have a CE label. If the appliance is not new, then it must be electrically tested before being put into use.</p> <p>Contractors Contractors should not use TWHF electrical equipment during their activities. The Premises Manager, Estates Manager or those arranging for contractors to undertake work should ensure that contractor's electrical equipment used on TWHF premises complies with the standards set out in this policy.</p> <p>Servicing and testing of electrical appliances Servicing of electrical appliances should be undertaken in accordance with any instructions from the manufacturer. All electrical appliances must be routinely examined to ensure that they are safe.</p> <p>There are three levels of examination which should be undertaken; user checks, formal visual inspection and detailed inspection and testing. The frequency of inspection and testing will be based upon an assessment which considers the following:</p> <ul style="list-style-type: none"> • The environment in which the equipment is used

- Frequency and type of use to which the equipment is subjected
- The age and condition of the equipment
- The level of portability of the equipment.

User checks

Approximately 95% of faults and damage to electrical appliances can be identified by visual inspection. A brief visual inspection should be carried out on frequently used or movable equipment each time it is used. HSF16.1 describes what to look for during user checks which might indicate that the equipment may not be safe to use.

Formal visual inspection

In addition to user checks, equipment which is frequently used or which is used in harsh conditions should receive a formal visual inspection. Examples of equipment that might require formal visual inspection include hand held equipment e.g. workshops, handheld/movable equipment which is frequently used outside. The necessity and frequency of formal visual inspections should be based upon a risk assessment but must not exceed six months.

A formal visual inspection should be undertaken routinely by a trained and competent person. The formal visual inspections should be recorded.

The formal visual inspection should not include taking the equipment apart. This should be confined, where necessary, to the combined inspection and testing.

Combined visual inspection and testing

An inventory of all electrical appliances should be prepared and maintained with the individual identification number for all equipment recorded.

Electrical appliances must be inspected and tested on a regular basis and a suitable label affixed. The label should indicate:

- the date of test
- the item identification used within the equipment inventory.

See HSF16.2 for suggested initial maintenance intervals.

4. **Fixed Electrical Systems**

Servicing and testing of fixed electrical system

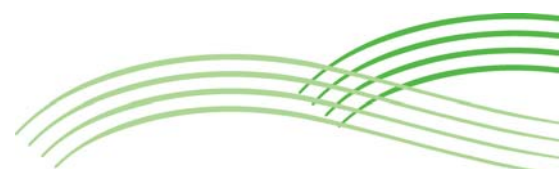
Premise managers must ensure that all fixed electrical systems at premises are inspected and tested in accordance with the 17th edition of the IEE Wiring Regulations BS7671:2008.

Maximum interval between testing:

Swimming Pools	12 months
Leisure centres excluding pool	3 years
Corporate buildings / offices	5 years
Leased properties	In line with property type and at change of tenancy.

The competent person undertaking the testing must provide a certificate and this must be kept along with records of maintenance undertaken.

	<p>Repair and alteration of fixed electrical systems No repair or modification to fixed electrical installation may be undertaken unless they are undertaken by an authorised and competent person who is accredited with NICEIC, ECA or an equivalent organisation. Any alterations must comply with the requirements of the 17th Edition of the IEE Wiring Regulations. On completion of the work a certificate must be issued which must be retained by the Premises Manager.</p> <p>Live Working “Live working” is working on or near equipment that is at a voltage as a result of being connected to a source of electricity. The live parts are accessible so that they can be touched either directly or indirectly by means of some conducting object.</p> <p>“Live” working must not be undertaken unless there is no other method of undertaking absolutely essential work. If live working is to be undertaken, a safe system of work must be produced and followed and this system will comply with the requirements of HSG 85 Electricity at Work – Safe Working Practices.</p> <p>No person may work on or near live conductors or equipment unless:</p> <ul style="list-style-type: none"> • It is not reasonably practicable for it to be dead; and • Suitable and sufficient precautions are in place to prevent injury. <p>A permit to work must be issued for ant live working.</p> <p>Earthing / bonding Adequate earthing of equipment and fittings is required and should be maintained during refurbishment works particularly in kitchens and toilets during refits. The use of competent contractors will normally ensure that earthing is reinstated or installed where necessary.</p> <p>Electrical distribution boards/cupboards/substations and plant rooms Materials must not be stored on or in distribution boards, cupboards and substations as they may present a fire hazard and restrict access for isolation. Access to these facilities must be restricted to authorised personnel only and this is normally achieved by them being securely locked.</p> <p>Electrical distribution boards/cupboards/substations must display signage to warn of the danger of unauthorised access.</p> <p>Lightning protection systems Where lightning protection systems have been installed in a premise they must be adequately tested and maintained. The main equipotential bonding conductors for the system should be tested every 5 years as part of the fixed electrical system test.</p>
5.	<p>Limitations of this Policy</p> <p>The policy cannot anticipate all eventualities; therefore professional judgement should be used to identify the appropriate course of action needed to protect those who are vulnerable and/or at risk. This judgement should derive from multi-disciplinary team discussion rather than any one individual where possible.</p>



6.	Appendices 1. HSF16.1 User Checks & Formal Inspections 2. HSF16.2 Frequency of PAT's 3. HSF16.3 Electrical Safety Risk Assessment Template
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