

Electrical Safety Policy & Guidance

Subject

1. Introduction
2. Policy Statement
3. Managers' Guidelines
 - Responsibilities under the Regulations
 - Installation testing
 - Portable electrical recording and testing
 - Untested/new equipment
 - Personal equipment
4. Employee Guidelines
5. Additional Information
 - Visual inspection of portable electrical equipment

Version History			
Version	Date	Detail	Author
1.0		Original Document	John Davis
1.1	September 2011	Biennial review – minor amendments	John Davis
1.2	September 2013	Biennial review – minor amendments	John Davis
1.3	Sept 15	Biennial review	John Davis
1.4	February 2018	Biennial review	Jackie Griffiths

Links and Dependencies
Electricity at Work Regulations
HSE PAT Testing guidance in low risk environments

1. Introduction

The aim of the Electricity at Work Regulations is to ensure that precautions are taken against the risk of death or personal injury from electricity involving work activities.

This legislation imposes duties on the Council and its employees and applies to all electrical systems and equipment to ensure that a high standard of electrical safety is achieved.

2. Policy Statement

The Council will undertake to reduce to the lowest level reasonably practicable the risk to health and safety of its employees and members of the public from electrical hazards by implementing the following measures:-

- ensuring that all electrical systems and equipment are of sound construction and well maintained.
- ensuring that regular tests/inspections are carried out on all electrical systems and equipment.
- recording all test/inspections on an appropriate form and keep this information for the life of the system/equipment.
- ensuring that any electrical equipment that may be exposed to adverse conditions (eg mechanical damage, weather, temperature etc) is suitably designed to prevent any dangers arising from its use.
- providing protection against power surges or overloading whenever electrical systems or equipment are being used.
- ensuring that no work is carried out on any electrical system or equipment unless it is safe to do so.
- providing adequate information, instructions and training to all employees who work on, use, or supervise electrical systems or equipment.

3. Managers' Guidelines

- **Responsibilities under the Regulations**

The Electricity at Work Regulations apply to all areas within the Council which are connected to a power supply. There are no voltage or power limits set within the Regulations; the basis for inclusion is the potential to cause danger from the use of the equipment.

In order to ensure that all electrical installations/equipment meet the requirements of the legislation a system of recording, testing and maintenance should be established.

The Regulations do not lay down specific time intervals but guidelines are provided below.

- **Installation testing**

An electrical installation is the term used to define the "hard wired" system within a building up to the power socket.

The **recommended** inspection and testing periods are outlined below:

- One year for areas deemed 'high risk'.
- Three years for temporary buildings.
- Five years for other installations.

For further advice please contact Property Division, Commissioning, Communities and Policy Department.

- **Portable electrical equipment recording and testing**

Portable electrical equipment is defined as any item of electrical equipment which is connected to the power supply by flexible leads, plugs and socket.

At each establishment a register of all electrical equipment should be compiled and kept up to date.

Each piece of electrical equipment should be marked with its own identification number and registered on the portable electrical equipment record form. This information should be kept for the life of the equipment at the establishment where it is in use.

A visual inspection should be carried out at regular intervals by a 'competent' person i.e. someone with suitable experience and knowledge.

Portable apparatus testing should be undertaken by a 'competent' person with special electrical equipment and would normally be a qualified electrician. Once the test has been carried out a 'test date' label should be attached to the equipment and the test logged on an equipment record inventory sheet.

If at any time during the visual or electrical test a defect is found it should be taken out of use until it has been rectified.

A risk assessment based on the findings of the visual inspection and electrical testing should be undertaken and where justified visual inspections/electrical testing intervals may be shortened or lengthened as appropriate. (See departmental guidance)

- **Untested/new equipment**

Once the inspection and testing system has been established any equipment untested should not be used.

All **new** equipment bought by the Council should be immediately logged onto the inventory and given an identification number. A visual inspection should be carried out to ensure it is in good condition before use.

- **Personal equipment**

Equipment owned by individuals, e.g. kettles, radios etc., must be logged and tested as if owned by the Council, or removed from the premises.

4. Employee Guidelines

You should co-operate with management to enable them to carry out their duties under these Regulations and also comply with any provisions which relate to work activities within your control.

Wherever possible you should try to avoid bringing electrical items from home to use at work. If you do so, then they must be treated as if owned by the Council, logged and tested at specified intervals.

5. Additional Information

Visual Inspection of Portable Electrical Equipment

- i) Inspect plug for damage and secure clamping of lead.
- ii) Inspect security of lead at entry point to equipment.
- iii) Inspect lead for wear.
- iv) Test switch for correct operation and damage.
- v) Inspect equipment casing for signs of damage.
- vi) Inspect for evidence of overheating. (burn marks etc)
- vii) Drum extension cables should be fully unwound when in use to prevent overheating.

IMPORTANT

In case of doubt, equipment must be effectively removed from service and referred to a qualified technician