

Electrical Safety Policy

Policy Statement

All reasonable steps will be taken to secure health and safety of employees in this organisation who use, operate or maintain electrical equipment. The organisation acknowledges that working with electrical equipment can be hazardous and it is our intention to eliminate risks wherever possible.

Legal Compliance

The organisation is committed to ensure that all electrical equipment and installations meet the safety requirements of the Electricity at Work Regulations 1989.

Policy Content

The person responsible for implementing this policy is Paul Hooker (Director).

When a problem arises related to electricity work, employees must inform the responsible person immediately and they will take all necessary measures to investigate and remedy the situation.

In order to fulfil this duty, the following conditions will apply:

- All electrical equipment in use will be maintained to a satisfactory standard to minimise risk to employees.
- All 13-amp socket outlets must fully conform to BS 1363 and have integral safety shutters fitted inside.
- The appropriate use of the residual current devices which automatically switch electricity off if there is a fault should be employed.
- Suitable inspection checks will be carried out on all electrical equipment (fixed, portable or transportable) so that it does not constitute a risk to employees or any other persons. These tests will be carried out by suitably qualified and competent external contractors. A record will be kept of each test and a tagging system will be used on all portable electrical equipment
- The regularity of checks will be determined by risk assessment

- No person may carry out work on any electrical equipment, including the fitting of plugs, fuses and lamps, unless they have been suitably trained. Only competent persons trained and authorised by the organisation will be allowed to carry out these tasks.
- It is the responsibility of the above-named person to ensure that any employee or contractor undertaking work on electrical equipment is suitably qualified and classified competent by the organisation.
- Work on or near live conductors will not be permitted without the authorisation of the responsible person.
- All reasonable precautions will be taken to ensure that live conductors are isolated before work commences.
- Employees and/or contractors who work on or use electrical equipment should always ensure that all:
 - a. Electrical equipment is visually inspected for faults before use
 - b. Portable electrical equipment has a valid and current test label attached to them (PAT)
 - c. Leads and extension leads have a valid and current test label attached to them (PAT)
 - d. Extension leads will be covered in walkways so they do not present a trip hazard
- Detachable leads must be tested separately and marked accordingly with a tag number. Only the power leads to computing equipment, printers, faxes, etc, will be tested due to the risk of damage to the equipment.
- Any electrical equipment found to be faulty will be taken out of service and clearly marked: DO NOT USE - FAULTY
- Staff will be expected to carry out visual inspections prior to using any electrical equipment
- Wherever possible, trailing leads will be restricted from use. Any trailing lead in use will be tested separately. Visual inspections will be carried out before use and on a regular basis.
- No personal mains-powered equipment will be used on any of the organisation's premises unless permission has been given for its use and the equipment has evidence of a current valid test (displayed on an adhesive label on the lead or the equipment itself).

Training

All staff will be trained in general health and safety awareness on induction. This will include awareness of electrical safety and of this policy. Staff will be trained in basic visual inspection of electrical devices.

Staff will be trained to check that:

- Plugs are not damaged; cables are properly secured and there are no internal wires visible.
- The lead/cable is not frayed or damaged and that it has not been repaired with insulating tape or unsuitable connector
- There is no physical damage to the appliance, i.e. dents or cracks
- There are no burn marks, scorching or staining which may be signs of overheating
- Electrical sockets are not loose, cracked, damaged by heat or in any way unsafe

Reporting

All accidents or “near-miss” incidents involving electricity or electrical equipment should be reported and an appropriate form filled out. Forms will be reviewed by management in collaboration with staff representatives on a regular basis.

Review and Revision

Regular checks of accident and “near-miss” incidents as well as annual auditing of the organisation’s responsible person to help to identify whether the procedures for working with electrical equipment are sufficient.

This policy will be reviewed and revised as required.

Signed: 

P HOOKER, Director

Dated: 14th February 2023