

# Electricity at Work Policy

Version number	Date approved (including committee)	Reason for production/revision	Author	Proposed next review date
V5.0	12/12/2018 Health Safety and Security	Annual review	Health and Safety Team	Annually and as required

## Related policies

- This document forms part of the suite of Health and Safety policies that ICMP adheres to, collectively known as the Health and Safety Manual. These include:
  - Accident Reporting and Recording Policy
  - Contractors policy
  - Control of Asbestos at Work Policy
  - COSHH - Control of Substances Hazardous to Health Policy
  - Display Screen Equipment Policy
  - Electricity at Work Policy
  - Emergency Procedures Bomb Threat Policy
  - Environmental Policy
  - Fire Safety Policy
  - First Aid Arrangements Policy
  - Legionnaires Disease Policy
  - Lone Workers Policy
  - Manual Handling Policy
  - Noise Control Policy
  - Personal Protective Equipment (PPE) Policy
  - Risk Assessment Policy
  - Stress at Work Policy
  - Visitors Policy
  - Waste Management Policy
  - Working at Height Policy
  - Fire Strategy Plan

## External Reference

1. The Management of **Health and Safety** at Work **Regulations** 1999. Advice and Guidance: Health and Safety. ICMP has developed practices and processes to ensure that there are appropriate procedures for reducing the risks of injury to staff and students.

## **1. GENERAL STATEMENT**

- 1.1. ICMP is fully committed to the implementation of an Electrical Safety program.
- 1.2. This policy applies to all operations where employees use electrical equipment as part of their work duties.
- 1.3. It shall be the responsibility of every employee who use electrical equipment whilst on ICMP business to ensure that they comply with the contents of this policy
- 1.4. It shall be the responsibility of the Health and Safety Team to ensure that this policy is implemented throughout ICMP.

## **2. ASSESSMENT OF RISKS ASSOCIATED WITH ELECTRICAL EQUIPMENT**

- 2.1. A Risk Assessment of hazards associated with the use of electrical equipment has been performed and is retained electronically for distribution. These Risk Assessments give information relating to the associated hazards when using electrical equipment on ICMP premises along with control measures to be implemented to minimize or reduce the likelihood of injury.

## **3. PREVENTION AND CONTROL TECHNIQUES**

### **3.1. COMPETENT PERSONS**

- 3.2. Persons carrying out the testing and/or repair of electrical equipment or carrying out installation work on electrical equipment or its associated connections must have appropriate technical knowledge, training and information to enable them to work safely.

### **3.3. GENERAL SAFETY PRECAUTIONS**

- 3.4. No live work is to be performed on electrical circuits operating over 50 volts except for test purposes.
- 3.5. Due care must always be exercised when switching off main power supplies to ensure that only the intended circuits are isolated. Lock Out/Tag Out (LOTO) systems must be used, where necessary.
- 3.6. Switch off and withdraw the plug on items of portable electrical equipment prior to making any alterations or modifying any circuitry.
- 3.7. Do not handle any equipment with wet hands and do not work in close proximity to water supplies or other earthed metalwork where there may be a risk of putting one hand on earthed metal and the other on live equipment. If equipment is suspected of being live, switch off, and have its electrical status tested by a competent person. Record the test.
- 3.8. The external metal casing of electrical apparatus and associated cables and conduits must be earthed as a legal requirement. Water and gas pipes, however, must not be used as earth points. Such pipes must be effectively bonded, to ensure that they remain at an equal electrical potential. Checks should be carried out at least annually, to ensure that this continues to be the case.

3.9. On no account must a three-phase socket outlet be used to supply single-phase apparatus.

3.10. Standard types of electrical fittings, such as 3-pin plugs, sockets and switches, should always be used as specified by manufacturers and in accordance with good practice (e.g. switches must not be mounted upside down and single pole switches must not be wired into the neutral lead.)

3.11. Where possible to do so, always use low voltage battery operated equipment.

#### 4. RECOMMENDED FREQUENCIES FOR INSPECTION AND TESTING

4.1. The recommended intervals between electrical tests are tabled below. These frequencies are based on the Institution of Electrical Engineers (IEE), 'Code of Practice for In-Service Inspection and Testing of Electrical Equipment' and the Health and Safety Executive's HSG 107 'Maintaining Portable and Transportable Electrical Equipment'.

<b>EQUIPMENT TO BE TESTED/VISUALY EXAMINED</b>	<b>PAT &amp; FORMAL VISUAL EXAM BY COMPETENT PERSON</b>
Hand held Power tools (drills, etc.) and workshop equipment used in install, service, repair, manufacture,	3 months
Battery charger units for power drills, jig saws etc	24 months
Power Cleaning equipment (Vacuum cleaners, polishers, etc.)	24 months
Office equipment including, faxes, printers, photocopiers, laminators, IT equipment.	24 months
RCD's 30ma	24 months

#### 5. RECORDING THE RESULTS

5.1. The Electricity at Work Regulations requires that the results of electrical safety tests are recorded.

5.2. For PAT, a register is to be produced by the competent person performing the tests and retained by the building custodian.

5.3. For 5 yearly testing and inspection of the mains electric circuit, a Certificate of Conformity is to be issued by the competent person performing the inspection and retained by the building custodian.

5.4. For hard wired electrical equipment testing and inspection, a Certificate of Conformity is to be issued by the competent person performing the inspection and retained by the building custodian.

5.5. All "failed" equipment should be removed immediately for repair or disposal.

#### 6. USER CHECKS

<b>Item</b>	<b>Area to check/examine</b>	<b>Line management/user check</b>	<b>Formal Visual Inspection by competent person</b>
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<b>Cable</b>	1. Signs of mechanical damage, overheating or corrosion	<b>x</b>	<b>x</b>
	1. Hardening of outer insulation	<b>x</b>	<b>x</b>
	1. Kinking of cable	<b>x</b>	<b>x</b>
	1. Coiling of long lengths of cable	<b>x</b>	<b>x</b>
	1. A situation where future mechanical damage or corrosion is likely	<b>x</b>	<b>x</b>
<b>Plug</b>	1. Signs of mechanical damage or corrosion	<b>x</b>	<b>x</b>
	1. Signs of overheating, e.g. discolouration or distortion	<b>x</b>	<b>x</b>
	1. Cable clamp holding cable securely, where appropriate	<b>x</b>	<b>x</b>