

Electricity at Work Policy

| Version number | Date approved (including committee) | Reason for production/revision | Author | Proposed next review date |
|----------------|--|--------------------------------|------------------------|----------------------------|
| V6.1 | Jan 2021 ExCo | Inclusion of WFH to 3.2 | Head of Facilities | Biennially and as required |
| V6.0 | June 2020 HSS | Annual Review | Facilities Supervisor | Biennially and as required |
| 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

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.
- 1.5. The policy is intended to ensure ICMP is compliant with current legislation and sets out procedures on how to achieve a safe environment for ICMP staff, students, contractors and visitors.

2. Introduction

- 2.1. Electricity is present throughout 1B Dyne Road and if not used and maintained correctly is a major hazard that can cause electrical shocks, fire and explosions.

3. Legislation

- 3.1. The Health and Safety at Work Act 1974 (HASWA) – under this legislation ICMP is to ensure, so far as is reasonably practicable, the health, safety and welfare of employees whilst at work. The legislation includes general duty of care to protect staff, students, contractors and visitors and persons affected by ICMP activities. These requirements are applicable in all work situations, including provision of a working environment that is safe and without risk to health.
- 3.2. The Management of Health and Safety at Work Regulations 1999 (MHSWR) requires ICMP to make suitable and sufficient assessment of the risks to the health and safety of employees whilst they are at work and to ensure the health and safety of third parties (i.e. students, visitors and contractors) arising out of or in connection with ICMP activities. Employees have a duty to report any shortcomings in health and safety arrangements and dangerous situations. In particular when working from home – staff must assess their workspace and be aware of any potential risks whilst working off site.
- 3.3. The Electricity at Work Regulations 1989 (EAWR) place a legal responsibility on employers and employees, as duty holders to ensure that electrical systems used at work under their control are safe. To achieve compliance with the legal requirements of the EAWR 1989 requires proof that an electrical system is safe, which involves

amongst other things, proper inspection and testing of a system by competent people and the creation and maintenance of records.

- 3.4. The provision and use of work equipment regulations 1998 (power) applies to all work equipment. The regulations require that:
- Work equipment is suitable for the purpose it is used for and is properly maintained and inspected at suitable intervals.
 - Where the use of work equipment is likely to involve specific risks, the use, maintenance etc of that equipment is restricted to people given the task of using/maintaining it.
 - Users, supervisors and managers have received adequate training for the purposes of health and safety.

4. Responsibility

- 4.1. Areas of responsibility are defined within ICMP's Health and Safety Policy. This policy forms part of ICMP's Health and Safety Policy and disciplinary action may be taken as a result of non-compliance.

5. Inspection and testing

- 5.1. The Facilities Manager is responsible for the management for statutory electrical testing of the fixed wiring system and control the work of contractors and directly employed tradesmen
- 5.2. Individual users are responsible for reporting faults with electrical equipment directly to the facilities dept or via the online form. If any doubt occurs consult with the facilities dept.
- 5.3. The Facilities dept is responsible for Portable Appliance Testing (PAT) throughout 1B Dyne Road, this is to be conducted as per the PAT Testing Policy
- 5.4. All repairs must be carried out by an appropriately qualified and experienced engineer.

6. Arrangements for managing health and safety

- 6.1. All electrical work falls under the direction of the facilities manager. The facilities department will appoint sufficiently qualified contractors to undertake the all electrical work required and store issued certificates for commenced works on file for ICMP records.

7. Control measures

7.1 All persons who engage the services of external contractors to work on ICMP plant and equipment have a responsibility to ensure that the contractor is competent (e.g. skills, qualifications and experience) to undertake that work.

8. ICMP shall ensure that:

8.1. All electrical distribution systems are installed in accordance with the Institute of Engineering and Technology (IET) Wiring Regulations.

8.2. Only trained and competent persons undertake work on the electrical distribution systems or electrical equipment.

8.3. All electrical distribution systems are subject to regular maintenance, inspection and testing.

8.4. Safe systems of work that where necessary include a permit to work are implemented.

8.5. Live working with the exception of electrical fault finding is not undertaken.

8.6. Portable electrical appliances are subjected to portable appliance testing (refer to PAT Test Policy)

8.7. Faults on electrical equipment are reported to the facilities dept and are taken out of service and repaired or disposed of.