

Checklist for the Review and Approval of Procedural Documents
To be completed and attached to any document which guides practices when submitted to the appropriate committee for consideration and approval.

	Yes/No/Unsure	Comments
Title of Document		ELECTRICAL SAFETY POLICY
Could this policy be incorporated within an existing policy?	NO	
Does this policy follow the style and format of the agreed template?	YES	
Has the front sheet been completed?	YES	
Is there an appropriate review date?	YES	
Does the contents page reflect the body of the document?	YES	
Are there measurable standards or KPIs to support the monitoring of compliance with and effectiveness of the document?	YES	
Are all appendices appropriate and/or applicable?	YES	
Have all appropriate stakeholders been consulted?	YES	
Has an Equality Impact Assessment been undertaken?	YES	
Is there a clear plan for implementation?	YES	
Has the document control sheet been completed?	YES	



Are key references cited and supporting documents referenced?

YES

Does the document identify which Committee/Group will approve it?	YES	
Plans for communicating policy to – staff;	YES	Via the intranet and weekly news letter

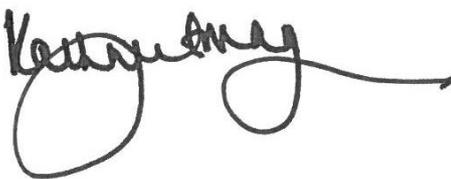
Individual Approval

If you are happy to approve this document, please sign and date it and forward to the chair of the committee/group where it will receive final approval.

Name	Caroline Hall	Date	16 January 2018
Signature			

Committee Approval

If the committee is happy to approve this document, please sign and date it and forward copies to the person with responsibility for disseminating and implementing the document and the person who is responsible for maintaining the organisation's database of approved documents.

Name	Kathryn Magson	Date	16 January 2018
Signature			

ELECTRICAL SAFETY POLICY

Version Number	1.3
Ratified By	Executive Team
Date Ratified	December 2017
Name of Originator/Author	Adrian Manning
Responsible Director	Chief Finance Officer
Staff Audience	All Staff
Date Issued	December 2017
Next Review Date	December 2019

DOCUMENT CONTROL

Plan Version	Page	Details of amendment	Date	Author
1.0		New Plan	Jan 2015	AM
1.2	11	Section 6 revised in relation to extension leads	Sep 2015	AY
1.2	13	Appendix 1 updated to state portable appliances should be “earthed”	Sep 2015	AY
1.3	All	References to “Designated Person” removed as all staff are now based on one site	Sep 2017	AY
1.3	15	New format for Equality Impact Assessment included	Sep 2017	AY

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1. INTRODUCTION

The Health & Safety at Work Act etc. 1974 (sections 2, 3 & 4) imposes a general duty of care on both employer and employee to ensure the safety of all persons using work premises.

There are however specific legal requirements relating to the use and maintenance of electrical appliances that are contained within

- The Electricity at Work Regulations (1989);
- The Provision of Use of Work Equipment Regulations (PUWER) ;

These regulations apply to all work activities and place requirements upon employers, and employees to control risks that may arise from the use of portable electrical equipment. The regulations are supported by guidance on the inspection and testing of electrical equipment via the IEE Code of Practice for the In-service Inspection and Testing of Electrical Equipment (4th Edition).

This policy outlines Herts Valleys CCG strategy to achieve a Safe System of Work for the inspection and testing of portable electrical appliances

2. PURPOSE

The purpose of this policy is to provide appropriate guidelines and procedures to ensure that Herts Valleys CCG complies with its statutory duties to manage the risks associated with the use of portable appliances under the above regulations.

This policy applies to all staff employed by the CCG, all contractors, agency staff and appointed personnel who carry out repairs and services on the CCG premises. The principles of this policy shall apply to all work situations where portable electrical appliances are used.

3. DEFINITIONS

PAT is the term known as 'Portable Appliance Testing'

Portable Appliance is an item of electrical equipment, which is not part of a fixed installation but is connected to it by a flexible cable or a plug and socket.

Equipment typically classified under the portable electrical appliance category would be:

- Equipment that is intended to be moved whilst in operation or an appliance that can be easily moved from one location to another while connected to an electrical supply; e.g. toaster, vacuum cleaner;
- Handheld appliances e.g. drill or kettle;
- Equipment that is plugged in;
- Equipment connected by means of a flexible cord or cable to a fused or unfused connection unit or isolator;
- IT equipment;
- Moveable or transportable equipment which could be less than 18kg in weight and not fixed, but may have wheels to facilitate movement, e.g. electric fan or heater;
- Extension leads, multi way and RCD adaptors, equipment with high protective conductor elements.

4 ROLES AND RESPONSIBILITY

4.1 Roles and Responsibilities within the organisation

The Chief Executive

- Has overall responsibility for the health and safety, including ensuring that the electrical safety processes comply with all legal, statutory and good practice guidance requirements.

The Chief Finance Officer

- Has been designated as the Director to take responsibility for Electrical Safety matters.

Head of Corporate Support in conjunction with the Office Manager at Hemel One is responsible for;

- All operational procedures for the management of portable electrical appliances as laid down within this policy, are carried out in a timely and effective manner;
- The appropriate systems are in place to implement the requirements of this policy;
- The inspecting and testing of portable appliances/equipment are carried out at the defined intervals (Appendix 1);
- Accurate records of the inspection and tests of appliances/equipment are maintained;
- Accurate records are kept of equipment identified as being unsafe to use, and whether a repair or destruction has taken place (Appendix 2).

Line Managers are responsible for;

- Ensuring compliance with this policy with regard to any portable electrical

appliances that are used or held within their team. Notifying the Office Manager of any equipment that is within their team's control and is identified as not having an in date Electrical Safety Certificate. To notify the Office Manager of any newly acquired electrical item within their team.

- To ensure that any unsafe equipment is withdrawn from immediate use.

All Staff including agency and contractors are responsible for;

- Undertaking a visual inspection before use of any electrical item as well as ensuring that the equipment has a valid test label. (Most faults associated with portable appliances can be found by visual inspection)
The following should be checked;
 - There is no damage (apart from light scuffing) to the cable sheath;
 - The plug is not damaged, checking also that the casing is not cracked or the pins bent;
 - The outer sheath of the cable is effectively secured where it enters the plug;
 - There are no obvious signs of the coloured insulation of the internal cable cores showing;
 - The equipment has not been subjected to conditions for which it is not suitable, e.g. it is wet or is excessively contaminated;
 - There is no damage to the external casing of the equipment and there are no loose parts or screws;
 - There is no evidence of overheating (burn marks or discoloration).
- Checks should be undertaken by the user each time the equipment is used and during its use;
- Any faults should be reported to the line manager and the equipment immediately taken out of use;
- These checks also apply to cables, extension leads and associated plugs and sockets.

5. CONSULTATION AND COMMUNICATION WITH STAKEHOLDERS

- The following stakeholders have been consulted in relation to this policy.
 - HVCCG Exec Team;
 - Head of Corporate Support;
 - Local Counter Fraud Specialist;
 - Risk Manager;
 - Pharmacy and Medicines Management Team;
 - Head of Continuing Health Care.

6. CONTENT

Inspection and Testing:

User day to day inspections

- As defined within all staff responsibilities, users have a responsibility to make a visual check for any signs of damage before using any electrical equipment - this includes cables.
- The equipment must be also checked to ensure that it has a valid test label.

Inspections and testing by a qualified PAT Tester

- A qualified PAT tester is someone who is suitably trained to use PAT testing equipment (demonstrated by a certificate of competence)
- The frequency required of PAT tests will differ according to the equipment concerned (full details are on Appendix 3)

Record Keeping and Documentation:

- Although there is no requirement under the Electricity at Work Regulations 1989, to keep records of equipment inspections and tests, the HSE Memorandum of Guidance on these regulations, advises that records of maintenance, including tests should be kept throughout the working life of equipment.
- The following records must therefore be obtained from the Electrical contractor or qualified person who is undertaking the inspection;
 - A record of all inspections and tests;
 - A register of all faulty/condemned equipment;
- A copy of these records must be retained by the Office Manager

Labelling:

- All equipment that requires routine inspection and/or testing should be clearly identifiable. This will take the form of a label, the information upon which should consist of;
 - An identification code to enable the equipment to be uniquely identified;
 - An indication of its current safety status – e.g. PASS or FAIL;
 - The date on which the re-test is due;
 - Items such as extension leads which may not have serial numbers should be identified with a unique reference number or code fixed to,

or marked on, the equipment;

- The labels should be fixed in a prominent position, be durable and capable of surviving the period between re-tests without undue degradation.

Types of Equipment

New equipment:

- Newly purchased equipment may be used on receipt prior to being inspected by a qualified person, providing;
- It is “CE” marked and has been supplied by a reputable supplier in its original packing with full user instructions;
- A moulded plug and lead is fitted and a visual inspection has been carried out to determine there are no obvious faults;
- The Office Manager must be informed of all new equipment purchased.

Visitor Owned Equipment:

- Managers need to be mindful of visitors using personal mains operated portable electrical equipment in HVCCG premises, by not permitting the use if there are signs that the equipment and/or cabling is in anyway unsafe.

Employees Personal equipment:

- Before employees use their personal portable equipment on HVCCG premises they should seek to obtain a suitable test certificate or label.
- Employees using their personal portable equipment in any HVCCG premise, do so at their own risk. The CCG may take legal action if the equipment in anyway causes damage or harm to any individual or premise.

Damaged or Faulty Equipment:

- If equipment is found to be damaged or faulty upon inspection or test, it is to be immediately taken out of use and labelled accordingly, and the Office Manager and/or Designated Person informed.

Leased or Hired Equipment:

- Where HVCCG staff are required to use equipment owned by other organisations, it must be demonstrated that all such equipment has been subject to a regular inspection and testing programme and carries a current test certificate or label prior to use;
- Staff should, as with any HVCCG owned equipment, carry out a visual check of the appliance each time it is to be used.

Extension Leads:

- Where extension leads are fitted with a standard 3 pin socket outlet, they should be tested as a Class 1 appliance (one with an earth connection);
- Extension leads must never be connected to each other to create additional sockets.

7 MONITORING COMPLIANCE

- This policy will be reviewed bi-annually by the Head of Corporate Support or sooner in the event of legislative change, or any amendments identified within HVCCG that make it necessary.
- The following occurrences will also be used to monitor compliance:
 - The regular review of PAT inspections.

8 EDUCATION AND TRAINING

- It will be a mandatory requirement that all members of staff read this policy within their first month of stating and sign their 'local' health and safety record confirming the understanding of their responsibilities

9 REFERENCES

- Health and Safety at Work etc. Act 1974;
- Electricity at Work Regulations 1989;
- The Provision of Use of Work Equipment Regulations (PUWER);
- IEE Code of Practice for the In-service Inspection and Testing of Electrical Equipment (4th Edition).

10 ASSOCIATED DOCUMENTATION

- HVCCG Health & Safety Policy

Appendix 1

PAT Testing Frequency

Type of Equipment	Frequency of PAT Testing
Battery operated equipment (less than 40v)	Not required
Telephone equipment	Not required
Fixed equipment e.g. Desktop PC's, Photocopiers	2 years
Portable appliances (Class I, Earthed equipment) e.g. kettles, Fans, Microwaves	Annually
Electric fixed appliances e.g. Fridges, Dishwashers etc.	Annually
Cables, leads, plugs connected to class I equipment	Annually
Cables for portable IT equipment i.e. Laptops, phones etc.	Annually

Appendix 2

Faulty Equipment Register

Date	Item Description	ICT No (if applicable)	Description of fault	Reported by	Action taken by the Office Manager/Designated Person



Appendix 3 - HVCCG Equality Impact Assessment Screening Form

Name of policy / service	Electrical Safety policy
What is it that is being proposed?	This policy outlines Herts valleys CCG strategy to achieve a Safe System of Work for the inspection and testing of portable electrical appliances
What are the intended outcome(s) of the proposal	The purpose of this policy is to provide appropriate guidelines and procedures to ensure that Herts Valleys CCG complies with its statutory duties to manage the risks associated with the use of portable appliances under the above regulations.
Explain why you think a full Equality Impact Assessment is not needed	This policy will not assist with any of the aims of the Equality Act or have any specific impact on the characteristic groups
On what evidence/information have you based your decision?	H&S Legislation
How will you monitor the impact of policy or service?	Please see section 5 of the policy "Monitoring Compliance"
How will you report your findings?	Via annual H&S audit

Having considered the proposal and sufficient evidence to reach a reasonable decision on actual and/or likely current and/or future impact I have decided that a full Equality Impact Assessment is not required.	
Assessors Name and Job title	Amanda Yeates
Date	October 2017

