

Livewell Southwest

Electrical Safety Policy

Version 3.6

Notice to staff using a paper copy of this guidance

The policies and procedures page of Intranet holds the most recent version of this guidance. Staff must ensure they are using the most recent guidance.

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Asset Number: 45

Reader Information

Title	Electrical Safety Policy V3.6
Asset number	45
Rights of access	Public
Type of paper	Policy
Category	Non Clinical
Document purpose/summary	To ensure that all staff are aware of their responsibilities towards electrical safety. Management policy towards electrical safety, control & safe use of electrical equipment and rules for those working on electrical installations and equipment
Author	M & E Operations Manager
Ratification date and group	19 th January 2016. Policy Ratification Group
Publication date	27 th January 2016
Review date and frequency (one, two or three years based on risk assessment)	27 th January 2019 Three years after publication, or earlier if there is a change in evidence.
Disposal date	The PRG will retain an e-signed copy for the archive in accordance with the Retention and Disposal Schedule. All copies must be destroyed when replaced by a new version or withdrawn from circulation.
Job title	Mechanical and Electrical Operations Manager, Estates
Target audience	All Livewell Southwest (LSW) Staff and all persons working within LSW properties
Circulation	Electronic: LSW intranet and website (if applicable) Written: Upon request to the PRG Secretary on ☎ 01752 435104. Please contact the author if you require this document in an alternative format.
Consultation process	Director of Finance Estates Department Risk Management Department
Equality analysis checklist completed	No
References/sources of information	Electricity at Work Regulations (1989) and NHS Health Technical Memorandum HTM 0602 – Electrical Safety Code for Low Voltage Systems (Escode – LV)
Associated documentation	HTM 06-02 BS7671 Requirements for Electrical Installations IET Wiring Regulations 17 th Edition
Supersedes document	All previous versions
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Document review history

Version no.	Type of change	Date	Originator of change	Description of change
2		3/8/2005	Mike Hugo / S. Edmunds	Reviewed and changed to Version 2. No alteration to policy content but restructured to conform to PCT layout.
3		9/8/2007	Mike Hugo	Reviewed and changed to Version 3. HTM 2020 replaced with HTM 06-02. IEE replaced with IEET. Various alterations to Part Two.
3:1		5/2/2010	M & E Operations Manager	Reviewed and changed to version 3.1 to incorporate best practice and current operating procedures, and changes to Portable Appliance Testing policy in accordance with BS7671 and IEE Code of Practice for In-service Inspection and Testing of Electrical Equipment. A vertical line adjacent to a paragraph denotes changes.
3:2		Feb 2012	PRG	Review date extended, no other changes made.
3:3		June 2012	PRG	Review date extended, no other changes made.
3:4		Aug 2012	M & E Operations Manager	Updated to reflect new organization.
3:5		Aug 2014	M & E Operations Manager	Extended, no changes.
3.6	Updated	January 2016	Deputy Head of Estates	Reformatted to LSW template. Reviewed with no major changes

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Electrical Safety Policy

1 Introduction

To ensure that all electrical systems are safe so as not to cause or present danger and to ensure compliance with statutory requirements.

2 Purpose

To ensure that all staff are aware of their responsibilities towards electrical safety, control & safe use of electrical equipment and rules for those working on electrical installations and equipment.

3 Definitions

HTM06-02 – Health Technical Memorandum Electrical safety guidance for LV systems:2006.

BS7671 Requirements for Electrical Installations IET Wiring Regulations 17th Edition.

4 Duties & responsibilities

- 4.1 The **Chief Executive** is ultimately responsible for the content of all policies, implementation and review.
- 4.2 Directors are responsible for ensuring that all persons within their control are aware of and adhere to the Electrical Safety Policy.
- 4.3 Line managers are responsible for ensuring that all persons within their control are aware of and adhere to the Electrical Safety Policy.
- 4.4 All staff are responsible for making themselves aware of this policy and for carrying out their duties in accordance with it. Staff are also responsible for advising the Authorised Person (LV Electrical) via the Estates Help Desk of any areas for concern that they may identify through the normal course of their duties.
- 4.5 Authorised Person (LV Electrical) is responsible for the practical implementation of the Electrical Safety Policy within the designated Estates area only and for providing advice and assistance to the remainder of the organisation. The Authorised Person (LV Electrical) is also responsible for appointing suitable sub contactors to carry out electrical works in accordance with this document.

5 Electrical Safety Policy

Part One

The Policy

5.1 General Provisions

5.1.1 LSW shall adopt Health Technical Memorandum (HTM) 06-02 as the basis for its electrical safety policy.

5.1.2 The LSW's Risk Manager shall be responsible for the implementation and for the monitoring of the effectiveness of this policy.

5.2 Nominated Persons

5.2.1 The nominated Designated Person, appointed in writing, shall have overall authority and responsibility for the low voltage systems within the LSW estate.

5.2.2 The nominated Authorising Engineer, appointed in writing, shall monitor the safety arrangements including individual appointments for operation of the LSW low voltage systems.

5.2.3 The nominated Authorised Person (Electrical), appointed in writing, shall have overall responsibility for the practical implementation of the Electrical Safety Policy within the designated Estates area only. Deputy Authorised Persons shall be appointed to cover holidays, sickness and out of hours periods where appropriate.

5.2.4 The full duties and responsibilities of the Designated Person, Authorising Engineer and Authorised Person shall be as outlined in HTM 06-02 and, in particular as detailed in their letters of appointment. Copies of appointment letters are held in the operational procedures manual in the Estates Department.

5.3 Management Responsibilities

5.3.1 The LSW's Operational Management Team has the responsibility to provide the Estates Department with sufficient resources to enable it to discharge its duties. As the Estates Business Manager is only responsible for his own management area, it requires the co-operation of other senior managers in fully meeting the requirements of legislation.

5.3.2 Individual directorate managers and heads of departments will:

- a) Provide, at all reasonable times, access to Estates staff and their contractors in order that they can:
 - i) carry out repairs to equipment and installations;

- ii) carry out routine inspection and testing of equipment and installations;
- b) Ensure that all faults on electrical equipment and installations are reported to the Estates Department;
- c) Ensure that personnel with responsibilities for electrical safety within their department are made fully aware of their responsibilities in writing and are given the necessary information and training to properly understand them and carry them out.

5.3.3 The electrical safety policy shall be monitored by management at all levels to ensure its effectiveness. Any concerns regarding the effectiveness of the policy shall be reported in writing to the Risk Manager.

5.4 Execution of Work

5.4.1 It is LSW policy to employ only Competent Persons or approved electrical contractors for work on low voltage electrical systems and equipment, the only exception being a person under training with personal supervision. All such work will be arranged and supervised by the Estates department, the only exceptions being:

- a) work carried out under a Capital Project and for which Estates are not responsible;
- b) maintenance and repair of specialist medical electrical equipment, which has been contracted to the Medical Equipment Management Service (MEMS) at Derriford Hospital, Plymouth;
- c) repair of information technology (I.T.) equipment where specialist knowledge is required. Such repairs shall be arranged by the I.T. department.

5.4.2 All persons working on low voltage installations and equipment shall comply with the Electrical Safety Rules for Low Voltage Systems issued by the LSW, the electricity at Work Regulations 1989, BS7671 IEE Wiring Regulations, all relevant Health Technical Memorandum and Statutory Requirements.

5.4.3 To assist in the assessment of their competency, contractors are required to complete a pre-qualification questionnaire.

Electrical installation work and the inspection and testing thereof shall only be undertaken by contractors registered with the National Inspection council for Electrical Installation Contracting (NICEIC). Where, in exceptional circumstances, NICEIC registered companies are not available, contractors shall provide other evidence of their competency to carry out such work.

Suitability regarding competence will be assessed by the nominated Authorised Person (Electrical) who will determine and record those contractors approved to carry out work of any description on the electrical systems in the Approved Electrical Contractors List.

Where the work is of a specialist electrical nature, further evidence of competency shall be provided by the contractor.

5.5 New Projects

5.5.1 Where the whole site has been formally handed over to the contractor under terms laid out in the contract, the contractor shall not be obliged to comply with the requirements of this policy. However, all statutory regulations shall be complied with and all work shall be carried out in accordance with the contract conditions, specifications and good working practices.

5.5.2 Where interface between a new electrical installation and an existing electrical installation is necessary, consultation shall take place between the Project Manager and the Authorised Person at an early stage of the project and at other times as necessary to prevent danger or the inadvertent loss of supply.

5.5.3 Prior to a new installation being handed over to the Estates Department for maintenance purposes the appropriate personnel shall become familiar with the installation. The extent of familiarisation will vary depending on the complexity of the installation. In the case of complex installations the Project Manager shall liaise with the Estates Department at an early stage to establish the exact requirements of familiarisation. The operating and maintenance instructions, together with an installation drawing shall be handed to the Estates Department in advance of the handover meeting to assist familiarisation.

5.5.4 Where the contractor is only responsible for part of a system or installation, the exact extent of the contractor's responsibility shall be defined in the contract.

5.6 First Aid Training

5.6.1 All LSW staff employed on the installation, maintenance, or operation of electrical distribution equipment and installation wiring are to be trained in First Aid treatment for electric shock. The Authorised Person shall be responsible for arranging such training and maintaining the records. Refresher training shall also be arranged, at intervals not exceeding three years.

5.7 Records

5.7.1 Records of electrical training to ensure the awareness of staff on the use of electricity and general electrical safety shall be maintained by departmental managers.

- 5.7.2 Records of planned and emergency maintenance on electrical equipment shall be held by the Estates Department. It shall be the responsibility of individual departments to inform Estates of all new equipment purchased, movement of equipment and equipment found to be faulty.
- 5.7.3 The reporting of injuries or dangerous occurrences resulting from an electrical accident at work comes within the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations, 1995 (RIDDOR), Any incident involving electrical equipment, whether or not reportable under RIDDOR, shall be reported to the Authorised Person.

5.8 Advice

- 5.8.1 Advice relating to electrical procedures and electrical safety shall be sought, via line managers from the Authorised Person, Estates Department.

5.9 Emergencies

Emergencies during normal working hours (0830 to 1630, Monday to Thursday, 0830 to 1600 Friday) shall be reported to the Estates office at Mount Gould Hospital, Telephone 01752 435100. Outside normal working hours emergencies shall be reported to the Mount Gould Hospital switchboard, Telephone 0845 155 8100.

Part Two

Rules for the control and safe use of electrical equipment

5.10 Management Responsibility

- 5.10.1 Departmental managers shall be responsible for ensuring that the appropriate procedures are in place, within their designated area, to meet the requirements of the Electricity at Work Regulations 1989 and in particular, the requirements of this policy. Particular attention shall be paid to:

Ensuring that persons within their control are suitably trained in the correct operation of any electrical equipment that they may be expected to use;

User safety checks;

Control of the movement of portable electrical equipment;

Control in the procurement of electrical equipment;

Management of patient owned electrical equipment brought onto LSW property;

Precautions for staff working away from LSW properties, e.g. patients' homes.

5.11 Relevant training can be accessed via the Risk Management Co-ordinator.
Users Of Electrical Equipment.

5.11.1 Every user of electrical equipment has a legal responsibility to co-operate with management to ensure that equipment is maintained in a safe, efficient condition.

The primary responsibility for day-to-day safety of portable equipment when in service lies with the user(s), who should be trained in its use and made aware of the need to be constantly vigilant for defects, which may put individuals at risk. Any person using portable electrical equipment should, before using it, personally check that the equipment, including the flexible cable and plug top, is free from mechanical damage and that the in-date test label is attached. Items of equipment less than 12 months old may not have a test label attached but should have a label attached by the person responsible for its procurement or the person receiving the item as new indicating when the item was purchased. New items shall be tested and an appropriate in date test label attached before the item is twelve months old.

5.11.2 Before using any item of electrical equipment the user shall:

- a) Confirm test/purchase date label is in date;
- b) Consider whether he/she (the user) is aware of any fault in the equipment and whether it works properly;
- c) Disconnect the equipment where practical or switch it off at the main switch if a fault is suspected and notify the Estates Department;
- d) Inspect the equipment in particular looking at:
 - i) the flex - is it in good condition? Is it free from cuts, fraying and damage? Is it in a location where it could be damaged? Is it too long, too short or in any way unsatisfactory? Does it have inadequate joints?
 - ii) the plug (where fitted) - is the flexible cable secure in its anchorage? Is it free from any sign of overheating? Is it free from cracks or damage?
 - iii) the socket outlet or flex-outlet - is there any sign of overheating? Is it free from cracks and other damage?
 - iv) the appliance - does it work? Does it switch on and off properly? Is it free from cracks, contamination, damage to the case, or damage which could result in access to live parts? Can it be used safely?

- v) users - are they satisfied that the equipment works properly?
- vi) the environment - is the equipment suitable for its environment?
When the work environment is harsh or hazardous, e.g. if the equipment is exposed to mechanical damage, the weather, high or low temperatures, pressure, wet or dirty or corrosive conditions, flammable or explosive substances, particular care needs to be taken when selecting the equipment, and additional safety precautions may also be required.

Example 1. A vacuum cleaner should not be used for the removal of water or other spillage from a carpet or floor unless it has been specifically designed for the purpose.

Example 2. Equipment designed for internal use should not be used externally with an extension lead in wet conditions or where it may be liable to mechanical damage.

Where there is an area of particular concern advice should be sought from the risk management Co-ordinator or, alternatively from the Estates department;

- vii) suitability for the job - is the equipment suitable for the work it is required to carry out? e.g. an electric drill designed for DIY use may not be suitable for continual use in an industrial workshop.
- e) Take action on faults/damage. Faulty equipment must be:
 - i) switched off and unplugged from the supply where possible, or switched off if directly connected to the supply. Plug in items should be removed to a secure place to prevent inadvertent use by others;
 - ii) labelled to identify that it must not be used;
 - iii) reported to the Estates department.

5.12 Test Labels

5.12.1 No person shall use an item of electrical equipment unless it bears a label indicating a current pass status of safety inspection and test as issued by the Estates Department, its nominated contractor, or in the case of specialist medical electrical equipment, MEMS. The date for re-testing should also be indicated. Newly purchased items will bear a label indicating when the item was purchased and should not be used if twelve months have passed since the purchase date without the item having been inspected and tested by the Estates Department or their nominated contractor or MEMS and the appropriate test label attached. Failure to comply with this instruction may lead to disciplinary proceedings.

5.13 Damaged Equipment

5.13.1 Where equipment is found to be damaged or faulty an assessment shall be made by the manager in charge as to the suitability of the equipment for the use/location. Further advice may be obtained from the Estates Department. In any instance damaged equipment must not be used and the item must be reported to the Estates Department who will arrange for repair or advice on replacement as applicable.

5.14 New Equipment

5.14.1 When new equipment is purchased, prior to it being brought into service, it shall have a label attached to the equipment indicating the purchase date. The responsibility for ensuring that new equipment bears such a label shall be with the Manager of the department responsible for the procurement and use of the equipment. All items purchased for use on, or intended to be connected to the LSW Electrical Distribution System must bear the correct BS / BS EN marking appropriate to the equipment. This includes all plug in items as well as fixed appliances/equipment. This will ensure that the equipment has been suitably and appropriately tested by the manufacturer prior to delivery and will indicate that the equipment is safe for use but only after the user has carried out the appropriate user checks before putting the equipment into use. The same procedure shall apply to patients' equipment brought on to LSW property.

5.15 Information Technology (I.T.) Equipment

5.15.1 When new I.T. equipment is purchased via the I.T. department, the I.T. department will arrange with the manager of the area in which the equipment is to be used for the equipment to be visually inspected by the user and for affixing a label indicating the purchase date of the equipment **prior** to issue of the equipment. The label indicating the purchase date may be affixed by the IT department prior to issue or by the end user but must be in place prior to using the equipment.

5.15.2 Where I.T. equipment has been repaired, unless the repairs have specifically included electrical safety inspection and test, then the equipment shall be retested by the Estates department prior to re-use. Responsibility for requesting the retest shall lie with the user.

5.16 Personal Property

5.16.1 Employees of the LSW shall not bring on to LSW property any private item of electrical equipment without first having obtained permission from their manager. Where such permission is granted the equipment shall be subject to the same inspection procedure that applies to new equipment and the user may be liable for the costs incurred.

5.17 Extension Leads

5.17.1 Extension leads are often inappropriately used, leading to the increased risk either of an electrical accident or of trips/falls. Their use is generally not permitted, the only exceptions being:

- i) Where there are insufficient permanent socket outlets in a particular location and application has already been submitted to the Estates Department for the installation of additional socket outlets;
- ii) Where their use is in conjunction with mobile equipment such as overhead projectors, etc;
- iii) Use by nursing staff working within the community outside of LSW properties, where there is a lack of socket outlets. In such cases, they shall be fitted with plugs incorporating a safety trip for increased protection. It is preferred that battery operated equipment is used wherever possible in this instance as the LSW cannot verify the safety and suitability of electrical systems outside of LSW properties.

In all of the above cases, prior written approval for their use shall be obtained from the departmental manager, on a form available from Estates.

5.17.2 As with all other portable equipment, extension leads shall be subjected to the same policy and procedure before and during use. Due to the difficulty in keeping track of the locations of extension leads, it will be the user's responsibility to inform the Estates department as to when further PAT tests are required.

5.18 Misuse

5.18.1 Wilful misuse of and unauthorised modifications to electrical equipment is potentially dangerous and strictly forbidden. Such action will lead to disciplinary proceedings.

Part Three

5.19 Electrical Safety Rules for Low Voltage Systems

5.19.1 These rules, based upon HTM 06-02 and amended by the LSW's local house rules, are only applicable to persons working on electrical systems and equipment. They will, therefore, only be issued to Estates staff working on such systems and equipment and Estates approved electrical contractors. A copy will be held in the Estates office for reference to when required by project managers.

5.19.2 The Authorised Person, in conjunction with the Authorising Engineer, shall be responsible for monitoring and reviewing the Electrical Safety Rules to ensure that they are effective and continue to meet LSW requirements and Health & Safety legislation.

6 Training implications

6.1 In accordance with HTM06-02 all electricians will receive training in emergency first aid.

7 Monitoring compliance

An independent Authorising Engineer will be employed to carry out annual audits of the Authorised Person (LV Electrical) to ensure compliance with this policy and with HTM06-02 and with statutory requirements.

All policies are required to be electronically signed by the Lead Director. Proof of the electronic signature is stored in the policies database.

The Lead Director approves this document and any attached appendices. For operational policies this will be the Locality Manager.

The Executive signature is subject to the understanding that the policy owner has followed the organisation process for policy Ratification.

Signed: Director of Finance

Date: 20th January 2016