



Electrical Safety Policy

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Date Approved: May 2020



Document Reference	Electrical Safety Policy
Version	V 3
Responsible Committee	Health & Safety Committee
Responsible Director (title)	Assoc. Director of Fleet, Estates and Facilities
Document Author (title)	Head of Facilities Management
Approved By	Trust Management Group
Date Approved	May 2020
Review Date	May 2022
Equality Impact Assessed (EIA)	N/A
Protective Marking	Not Marked

Document Control Information

Version	Date	Author	Status (A/D)	Description of Change
0.1 Draft Electrical Safety Policy	09/07/15	Ian Hinitt	D	
Draft Policy out for Csul Consultation	09/07/15	Ian Hinitt	D	
1.1	25/08/15	Ian Hinitt	A	
1.2	30/06/17	Stephen Hemsley	D	Review, change in job titles (p5 – Head of Estates to Head of Facilities Management and p6 Estates manager to Facilities Manager)
2.0	10/01/18	Stephen Hemsley	A	Approved TMG
2.1	Feb 2018	Rick Team	A	Document formatted – New visual identity
2.2	Feb 20	Stuart Craft	D	No changes
3	May 20	Stuart Craft	A	Approved at TMG
A = Approved D = Draft				
Document Author =, Head of Facilities Management				
Associated Documentation: Insert names of associated Policies or Procedures here				

Section	Contents	Page No.
	Staff Summary	3
1	Introduction	3
2	Purpose/Scope	3
3	Process	4
4	Training Expectations for Staff	9
5	Implementation Plan	9
6	Monitoring compliance with this Policy	9
7	References	10
8	Definitions	10

Staff Summary

The intention of this policy is to ensure the continued availability of electrical supply, integrity and safety in design, good installation and commissioning practice, adequate maintenance and safe systems of use

1.0 Introduction

This Policy sets out the commitment of Yorkshire Ambulance Service NHS Trust (YAS) to provide a safe and secure environment for service users, visitors and staff.

It applies to all persons who have access to, use of, or are responsible for the maintenance of YAS occupied premises. It is important that electrical systems function safely and correctly, have adequate protection and do not exceed their design limits.

The assurance of safe and reliable operation can only be achieved through a regime of regular inspection and testing of such systems and equipment and the implementation of appropriate maintenance works.

This Policy applies to all persons (service users, staff, visitors and contractors) who may be affected by the use of electricity in YAS occupied premises or by the use of YAS electrical equipment in these premises. It also applies to all activities associated with electricity when employees and/or contractors undertake works at YAS occupied premises

2.0 Purpose/Scope

2.1 The Health and Safety at Work Act 1974 requires all those concerned with an undertaking to do all that is reasonable to ensure the Health and Safety of all those who may be affected by the work. It imposes duties on both employers and employees.

The Electricity at Work Regulations (1989) place broad duties on employers and employees with respect to all electrical systems.

Other sources of recommendations and guidance relating to electrical systems are British Standard (BS) 7621 'Requirements for Electrical Installations' and Health Technical Memorandums (HTM"s) applicable to health care premises.

2.2 YAS and its management have a duty, so far as is reasonably practicable; to ensure that there is a management regime for the proper design, installation, and operational management of electrical plant, equipment and systems.

YAS has a number of different arrangements in relation to the properties that they occupy.

The accountability for the management of electrical systems is devolved to the organisation with overall control of the building. These can be categorised as follows:

Properties managed by other organisations – other NHS organisations, Local Authorities, private landlords.

2.3 **Properties Managed by other Organisations**

For Properties managed by other organisations, YAS has devolved the management of the electrical systems to its host organisations, under a Service Level Agreement, Section 75 Agreement, or occupation agreement.

3.0 **Process**

The Trust Board delegates overall responsibility for the management and control of electrical safety to the Chief Executive

The Chief Executive will:

- Ensure compliance with statutory legislation, Approved Codes of Practice and Department of Health requirements regarding electrical safety
- Ensure appropriate funds are available to carry out capital and revenue works.

In addition to their management obligations the Chief Executive is the Duty Holder on whom the Electricity at Work Regulations 1989 imposes a duty relating to safety.

This responsibility is delegated to the Head of Facilities Management.

Head of Facilities Management

The Head of Facilities Management is the Trust Lead for electrical safety and will:

Give assurance to the Trust Board regarding compliance with statutory legislation.

Appoint an Authorising Engineer in writing who shall possess adequate professional knowledge and will be responsible for managing the procedures necessary to ensure that electrical safety within YAS is well managed.

Authorising Engineer – Low Voltage

The Authorising Engineer will be responsible for:

- Reviewing personnel arrangements in place in Host Trust/Organisations with responsibility for maintaining electrical systems in buildings occupied by YAS
- Reviewing the systems and controls in place including training needs, communications, permits to work and emergency procedures in Host Trust/Organisations whose building YAS occupy
- Ensuring the personnel arrangements in place in YAS are suitable and sufficient
- Reviewing the systems and controls in place including training needs, communications and permits to work in YAS
- Appointing in writing an Authorising Person (AP) for the low voltage systems that are maintained by YAS.

The AE should be independent of the Trust and will also assess the suitability and appointment of all Authorised Persons - Electrical.

For properties managed by other organisations the Authorising Engineer will review the arrangements in place for the appointments of organisations Authorised Persons, assuring that the appointed person(s) have the appropriate qualifications/experience.

Authorised Person – Electrical (Low Voltage)

The Authorised Persons should be appointed in writing by the Authorising Engineer to control and manage LV Electrical systems including standby generator sets associated with buildings that YAS retain the responsibility to manage.

This will involve the practical implementation of maintaining, testing and inspecting all systems. They are to liaise with all necessary parties and provide any information to enable the Policy to be fully implemented.

The Authorised Persons for low voltage electrical systems are to be the Facilities Officers or of a similar status who possess adequate knowledge, sufficient experience and have received the necessary training within this field.

Facilities Manager:

The duties of the Facilities Manager are to:

- Liaise with Authorised Persons for the design, installation and commissioning of electrical systems and equipment
- Ensure that as fitted, schematic diagrams of all modified or new electrical systems and equipment are provided to the Authorised Persons and ensuring that copies of commissioning results, maintenance and test instructions and details of any specific hazards pertaining to the systems and equipment are also provided
- Ensuring that adequate spares are provided on initial handover of schemes.

Competent Person

Competent Persons are contractors and trades staff who have received adequate training and have sufficient experience to operate, maintain, inspect and test low voltage electrical systems in a safe and effective manner.

Their duties include:

- Ensuring that all procedures, safe working practices, risk assessments and permits to work are followed and that written records for maintenance, inspection and test work are completed
- Prompt reporting of all defects, unusual occurrences and other anomalies
- Working with appropriate parties to identify hazards and reduce risks by following safe working practices

- Informing users of any planned interruptions to the electrical supply.

Competent Person(s) relating to properties, whose electrical systems are managed by others, under Service Level Agreements or accommodation agreements, shall be appointed by the relevant managing organisation.

Trust Service Leads/Managers

Directors/Senior Managers/Heads of Department are responsible for ensuring that all staff are made aware of and observe the requirements of this Policy.

Employee Responsibilities

All users of electrical equipment are responsible for ensuring that appropriate maintenance and adherence to guidance is delivered by alerting authorised/authorising officers of concerns/issues arising.

Contractors

All contractors employed by the Trust shall be competent and be responsible for ensuring that they and any subcontractor reporting to them, carry out their activities in a way that complies with this Policy.

Approval of electrical contractors to undertake work for YAS shall be by the Authorised Person and all contractors used on site must be approved.

The ability of a contractor to safely undertake the required work shall be the prime consideration when appointment to the 'approved list' is being considered.

The following factors should be considered:

- Qualifications and training of employees
- Technical references from previous clients insurance cover

Safety Policy.

All work undertaken by contractors on sites occupied by YAS must comply with the requirements of the 18th Edition IEE Wiring Regulations BS7671.

Minor Electrical Installation Works Certificates must be completed in line with the requirements of 18th Edition BS7671.

Electrical Safety Policy - Written Scheme

The Written Scheme in place on each site should be established and ratified by the nominated Authorised Persons.

Minimum maintenance levels to be included in these schemes are outlined below:

Low Voltage Fixed Equipment

The recommendations of the Department of Health's publication 'HTM06-02 Electrical Safety Guidance for Low Voltage Systems' should be adopted as the method of achieving the legal requirements for electrical safety on low voltage systems.

All low voltage equipment (e.g. ventilation systems, industrial boiler plant, lifts, industrial compressors etc.) shall be regularly inspected, serviced and tested to ensure it is maintained in a safe and serviceable condition.

Test periods shall not exceed 12 months.

A record of maintenance of electrical equipment shall be kept by the appropriate party and will contain details of inspections, routine servicing, and any repairs and modifications.

Low Voltage Switchgear

The recommendations of the Department of Health's publication 'HTM06-02, Electrical Safety Guidance for Low Voltage Systems' should be adopted as the method of achieving the legal requirements for electrical safety on low voltage systems.

All low voltage switchgear will be maintained to ensure its safety and operational capability is maintained. The test period shall not exceed 5 years.

Standby Emergency Generators

All fixed low voltage emergency generators shall be maintained, tested and fuelled to ensure their correct operation in the event of a mains failure.

Each generator shall be tested on load in accordance with HTM recommendations.

Portable Electrical Equipment

All portable electrical equipment shall be maintained in a safe condition in accordance with the requirements of the Electricity at Work Regulations 1989.

This will be achieved through a combination of User Checks, Formal Visual Inspections and Combined Inspection and Testing:

User Check

The primary responsibility for day-to-day safety of portable equipment when in service lies with the user(s).

Any person using portable electrical equipment shall, before using it, personally check that the equipment, including the flexible cable and plug top, is free from mechanical damage and that a date test label is attached and a valid date shown.

Visual signs that the equipment is not in a sound condition may include:

- Damage (apart from light scuffing) to the cable sheath
- Damage to the plug, for example the casing is cracking or the pins are bent
- Inadequate joints, including taped joints in the cable
- The outer sheath of the cable is not effectively secured where it enters the plug or the equipment. Obvious evidence would be if the coloured insulation of the internal cable cores were showing
- The equipment has been subjected to conditions for which it is not suitable, e.g. it is wet or excessively contaminated
- There is damage to the external case of the equipment or there are some loose parts or screws
- There is evidence of overheating (burn marks or discoloration)

These checks also apply to extension leads and associated plugs and sockets.

Formal Visual Inspections

These inspections should be carried out by the user as part of the annual Health and Safety Inspection. This involves inspecting the casing, the connecting lead and the plug. The findings of the inspections must be recorded.

Combined Inspection and Testing

This needs to be carried out by a competent person and involves an Earth Continuity Test, an Insulation Resistance Test and a Load Test.

The maintenance regime should be appropriate for the environment and use of the equipment.

On sites where there is a service level agreement in place with a Host Trust or other third party, this will be at a frequency agreed locally.

On sites where YAS are responsible for arranging the combined inspection and testing the frequency at which tests are carried out will range between 12-48 months (see HSE INDG 236).

Defective Equipment

Any defective electrical equipment must not be used. Upon detection of a defect the equipment should be labelled as defective. If the defect is detected on a piece of IT equipment, YAS IT department should be notified.

If the defect is detected on any other equipment, it should be logged with the organisation that is managing the site.

Modification/Repair

Equipment which has been modified or repaired shall be tested prior to being returned to service.

4.0 Training expectations for staff

Arrangements must be made to ensure:

- That all employees concerned with particular work activities are adequately informed of the systems, plant and apparatus which are affected and instructed in all necessary safety procedures.
- So far as is reasonably practicable, that other persons who are not employees but may be affected by the work activities also receive adequate information and/or instruction.

5.0 Implementation Plan

The latest approved version of this Policy will be posted on the Trust Intranet site for all members of staff to view. New members of staff will be signposted to how to find and access this guidance during Trust Induction

6.0 Monitoring compliance with this Policy

YAS Estates Department shall monitor the effectiveness of this Electrical Safety Policy.

This Policy will be reviewed when working practices or statutory regulations change. The implementation of this Policy will be continuously monitored to ensure compliance. The Policy shall remain extant until such time that it is reviewed

7.0 References

The Health and Safety at Work Act 1974

The Electricity at Work Regulations 1989

British Standard 7621 Requirements for electrical installations

HTM 06-02 Electrical Safety Guidance for Low Voltage Systems

HTM 06-01 Part a Electrical Services Supply & Distribution (Design)

HTM 06-01 Part b Electrical Services Supply & Distribution (Operational Management)

Maintaining Portable Electrical Equipment in Offices and Other Low Risk Environments, HSE INDG 236 8) 18th Edition IEE Wiring Regulations BS7671

8.0 Definitions:

Low Voltage (LV): a potential not exceeding 1000V ac or 1500V dc between conductors, or 600V ac or 900V dc between a conductor and earth.