# 2.10 Electrical Safety - Policy and Procedures

## Version History and Control Sheet

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</tr>
<tr>
<td>Date of original creation</td>
<td>March 2013</td>
</tr>
<tr>
<td>Date of last issue</td>
<td>N/A</td>
</tr>
<tr>
<td>Author/s</td>
<td>Jonathan Peacock</td>
</tr>
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## Document History

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<th>Author</th>
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<td>1.0</td>
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<td>Jonathan Peacock</td>
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## Document Sign Off

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<th>Role</th>
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<tr>
<td>Managing Director</td>
<td>Trevor Caffull</td>
<td>Trevor Caffull</td>
<td>07-05-13</td>
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<td>Project Manager</td>
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<td>J. L. Weet</td>
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<td>Property Services</td>
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Section 1 - Policy

1.1 Purpose

The Salvation Army Trading Company Ltd (SATCoL) is committed to, so far as is reasonably practicable through best practice, to minimise the risks from electricity through development of a proactive approach to the management of portable electrical equipment and fixed wiring installations.

1.2 Scope

This procedure applies to all SATCoL locations including shops and head office facilities.

This procedure applies to equipment used in the carrying out of SATCoL business only.

SATCoL, through the implementation of this policy and procedures, aims to ensure compliance with electrical legislative requirements.

NB: This Policy and Procedure does not apply where there are specific operational requirements eg testing of electrical equipment sold via SATCoL’s retail division, World Of Sound specialist equipment including mobile equipment etc.

1.3 Requirements

A suitably qualified PAT tester

A suitable qualified electrician to carry out fixed wiring installation testing and to carry out remedial works identified.

Records of qualified electricians to be kept by Property Services.

1.4 Responsibilities

Property Services

- Are Policy & Procedures Owners
- Are available to provide advice and guidance where required
- Are responsible for sourcing and appointing suitable PAT Testers and qualified electricians
- Are responsible for managing fixed installation testing and keeping of records
- Are responsible for managing PAT testing programmes
- Are responsible for appointing qualified electricians to carry out repair works to fixed electrical installations

All Line Managers including Location Managers

Managers are responsible for ensuring that:

- This policy and procedures are implemented and made known to all staff and volunteers within their area of responsibility
- They manage their teams with the objective to eliminate hazards and risks

Staff

Staff, including volunteers are responsible for ensuring that:
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- This policy and procedures are adhered to at all times
- If there are safety concerns stop using the portable electrical equipment immediately and disconnect the equipment from the power source.

NB: Staff are not allowed to bring their own electrical equipment into the workplace eg radio/CD player

Section 2 - Procedure

Portable Appliances

The interval of inspection and testing for portable electric appliances will depend on the type of equipment and the frequency and condition of use. Property Services are responsibility for assessing the frequency of testing by reference to HSE guidance and arranging for PAT Testers to carry out inspection and testing. Normally the testing frequency will be 12 months.

Property Services will source and appoint suitable PAT Testers which will normally be external contractors.

PAT Testers will report to Property Services at Head Office and an inventory of electrical equipment and its condition should be provided for each location following PAT testing. A copy of this inventory will be provided to each location.

Items of new equipment will not be due for PAT testing normally for 12 months after commencing use and will not have a PAT test label.

Line Managers including Location Managers will ensure that:-

1. Information, instruction and training is provided to staff on the safe use of electrical equipment.
2. They ensure that no electrical items are used other than those sourced through SATCoL
3. No modifications are made to any item of electrical equipment
4. If there are safety concerns stop using the portable electrical equipment immediately and disconnect the equipment from the power source.
5. They complete the Action Log (Appendix 2) for any faulty item of electrical equipment
6. They arrange for the faulty item of portable electrical equipment to be repaired or replaced through Property Services or other normal procurement route
7. The inventory of electrical equipment is held at the location and is available for inspection if required. If any item of electrical equipment is disposed, replaced or a new piece of equipment is provided they will ensure the inventory is updated accordingly.

Staff, including volunteers are responsible for ensuring that:-

1. They ensure that no electrical equipment is used other than that provided by SATCoL
2. No modifications are made to any item of electrical equipment
3. They use portable electrical equipment only for the purpose it has been provided and in accordance with any information, instruction or training received.
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4. Carry out User Visual Checks of portable electrical equipment (including when issued with new equipment) as outlined in Appendix 1 prior to using an item of electrical equipment.

5. Immediately report to their line manager/supervisor any fault or defect to portable electrical equipment.

6. If there are safety concerns they stop using the portable electrical equipment immediately and disconnect the equipment from the power source.

7. Do not bring their own electrical equipment into the workplace.

Fixed Electrical Installations

Fixed wiring and installation tests will be no later than five yearly, arranged through Property Services as above.

Property Services will appoint suitably qualified electricians to carry out fixed installation testing who on completion of testing will report to Property Services.

Property Services are responsible for appointing qualified electricians to carry out repair works to fixed installations.

Property Services are responsible for keeping records of the tests carried out and any remedial works completed and updating of the testing schedule.

Line Managers including Location Managers will ensure that:-

1. No modifications are made to fixed wiring installation other than by suitably competent contractors appointed by Property Services

2. They immediately report any concerns regarding fixed wiring installation to Property Services

Staff, including volunteers are responsible for ensuring that:-

1. No modifications are made to the fixed wiring installation.

2. They immediately report any concerns regarding fixed wiring installation to their line manager.

Section 3 - References

3.1 Statutory Documents

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<tr>
<th>Document Ref.</th>
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<td>Electricity at Work Regulations 1989</td>
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3.2 Abbreviations

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<tr>
<td>PAT</td>
<td>Portable Appliance Test</td>
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3.3 Definitions

Staff - refers to any persons carrying out SATCoL business whether they are paid or unpaid. The definition is extended to include volunteers, contractors and exhibition staff.

PAT Tester – Demonstrate competence as a minimum by certificate of achievement to certify that they have the ability to carry out in-service Inspection and Testing of Electrical equipment as outlined in the IET Code of Practice.

The certificate must be current and a refresher course attended every 3 years.

Qualified Electrician – Somebody with the correct skills, knowledge and experience and qualifications to carry out electrical work. Invariably this will include membership of a recognised professional body ie NICEIC or ECA.

Portable Electrical Equipment - Portable equipment is not part of a fixed installation but when used is connected to a fixed installation (or a generator), by means of a flexible cable, plug and socket. It includes equipment that is hand held or hand operated while connected to the supply eg kettles, microwaves, fridges, steamers, scales, desk fans and computers. It also includes extension leads, plugs and sockets, and cord sets that supply portable equipment and are not part of the fixed installation.

Fixed Electrical Installation - all cables and wiring from the wall socket back to the main distribution board, including all circuits/fuse boxes, lighting etc. It also covers 'hard wired' equipment (equipment without a standard 'plug and socket') ie a display screen fixed in a shop or a battery charger in a warehouse.
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#### Appendix 1 - User Visual Checks

Visual inspections are usually the most important components of a portable electrical equipment maintenance regime. The majority of potentially dangerous faults can be picked up by such inspections, which are normally carried out by users themselves.

Any visual inspection should critically examine the equipment to check that it appears to be in sound condition and should include any extension leads and associated plugs and sockets. User visual inspections should not include taking any equipment apart. When carrying out a visual inspection ensure the electrical equipment is turned off and check for:

- Damage to plugs (e.g. cracked casing or bent pins)
- Damage to the external cover/casing of the equipment, loose parts or loose/missing screws
- Damage to outer coverings/insulation to leads, wires or cables (apart from light scuffing).
- Cable located where it might be subject to damage or forced into a tight bend as it exits equipment or over stretched.
- Inadequate joints, including taped joints in the cable
- Burn marks, staining or discolouration that may suggest overheating
- Whether the equipment has been subjected to conditions for which it is not suitable, e.g. spillage of fluids or solids, overly dirty or dusty, or excessively contaminated in some other way. Ensure no containers (jugs for re filling steamers, etc.) are located such that spillage could occur to equipment.
- The absence of inappropriate pieces of equipment or foreign objects on or inside the equipment
- That there are no trailing wires; if there are, tuck them out of the way, for example under a suitable protective cover or a desk/table to prevent accidents/trip hazards

Should a visual inspection indicate equipment to be unsafe for use it should be reported to management and immediately taken out of use (disconnect from the power source). This action should be noted on the Action Log and arrangements made for any necessary repair or replacement.
### Portable Electrical Equipment - Action Log

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