

## **ELECTRICAL SAFETY PROCEDURE**



**MONITORING INFORMATION:**

**POLICY/PROCEDURE/STRATEGY:**

**ELECTRICAL SAFETY PROCEDURE**

**DATE APPROVED:**

**FEBRUARY 2022**

**EXPIRY DATE:**

**FEBRUARY 2025**

**OWNER:**

**HEALTH AND SAFETY MANAGER**

**APPROVAL ROUTE:**

**EXECUTIVE MANAGEMENT TEAM**

# Electrical Safety Procedure

## 1. Purpose

Teign Housing recognises the serious risks posed by electricity at work and through this procedure aims to ensure the safety of all staff, customers and members of the public who may come into contact with electrical systems and equipment within the organisation including its office premises and properties owned and managed by Teign Housing.

This procedure links directly into Teign Housing's Health and Safety Policy.

The main hazards are:

- Live parts causing shock or burns.
- Faults which could cause an electric shock
- Fire or explosion where electricity could be the source of ignition.

### Scope

This procedure covers all current activities including electrical equipment in lower risk areas, such as offices and other properties owned and/or managed by Teign Housing and also equipment used in higher risk areas such as construction sites, maintenance work and grounds maintenance.

Electrical equipment includes Fixed Installations and Wiring as well as Portable Electrical Equipment and associated leads or extension cables.

All employees must follow the standards within this procedure. Where external electrical contractors carry out the work on behalf of Teign Housing their risk assessments and safe systems of work must be checked by the relevant manager contracting their services, to ensure they have the appropriate level of competence, risk assessments, method statements and where necessary a task specific safe system of work. The Safety Team can assist with any reviews where necessary. THB are defined as contractor within this procedure, with works managed and delivered by Ian Williams, providing a repairs and response service to Teign Housing.

## Electrical Systems

All new electrical system installations must be carried out by competent person(s) to a suitable standard and in line with legislative requirements.

All existing installations must be properly maintained, inspected and tested by competent persons in line with legislative and best practice requirements.

All electrical systems will be suitable for the purpose, for example including enough socket-outlets to avoid overloading or long extension cables.

All electrical work must be carried out by qualified competent electrical contractors. Under no circumstances may any member of staff carry out works to any electrical system, unless authorised, qualified and competent.

## Electrical Equipment

Equipment must be chosen that is suitable for the working environment, the task and the individual staff member. If in doubt discuss with the Assets Team in the first instance.

The manager in charge will be responsible for ensuring:-

- That all electrical equipment is registered with the **Assets Team** to ensure the equipment is tested and maintained according to manufacturer's recommendations. THB will have their own process delivered through Ian Williams.
- That the piece of equipment is suitable for the use for which it is intended and that it is only used in situations which are appropriate (i.e. suitable for working outside or in damp conditions if this is likely).
- That operating instructions and safety advice of manufacturers and suppliers concerning the use of their products are followed.
- That new Safe Systems of Work are established (as appropriate) and circulated to staff who are likely to use the equipment, where necessary a risk assessment will need to be developed to support the Safe System of Work. If in doubt please discuss with the Safety Team.
- That any servicing and inspection requirements are established with the Assets Team and followed.
- That all portable electrical equipment is inspected and maintained in accordance with current legislation and good practice (See HSG 107 2nd edition 2004). All portable equipment will be captured on a Portable Appliance Asset Register.

## **Information, Instruction and Training**

Teign Housing will assess risks for all employees and provide suitable and sufficient information, training and supervision for any employees who may come into contact with electricity in the course of their employment. It is the responsibility of managers to identify training needs within their teams. If in doubt please contact the Safety Team for advice and support.

## **2. Legislation and Background**

The Health and Safety at Work Act 1974 requires that employers must take all reasonably practicable steps to ensure the health, safety and welfare of their employees and others who may be affected by their activities. This includes considering risks associated with electricity.

The Housing Act 2004 introduced a risk based system used by environmental health officers to assess and enforce housing standards called the Housing, Health and Safety Rating System (HHSRS) which from an electrical perspective includes consideration of general lighting provision, socket outlet provision, escape lighting, automatic fire detection and electrical hazards for fixed installations and portable electrical equipment. Teign Housing use the HHSRS as a guide.

The Management of Health and Safety at Work Regulations 1999 requires employers to carry out risk assessments and to manage risks. All managers must ensure a suitable and sufficient risk assessment is in place when working with electrical equipment.

The Electricity at Work Regulations 1989 applies and regulation 16 requires that all persons working on electrical installations must have the technical knowledge and experience to prevent danger or injury.

Part P of the Building Regulations 2005 applies to fixed electrical installations and requires that qualified electricians must be registered with one of the governments approved scheme providers.

Electrical installations must comply with relevant British standards including BS7671 (IEE wiring regulations) BS5839 part 1& 6 Fire alarms, BS5266 Emergency lighting.

The IEE "Approved code of practice for in service inspection and testing of electrical equipment" covers Portable Appliance Testing (PAT) requirements.

Provision and Use of Work Equipment Regulations (PUWER) also apply.

Under the Electrical Safety Standards in the Private Rented Sector (England) Regulations 2020, landlords have a duty to get their property electrics checked at least every five years by a properly qualified person. Teign Housing have adopted this standard for all our properties.

### **Assessing the Risks**

This procedure is based on an assessment of our needs taking into consideration the varied nature of work undertaken, the variety of work locations and the specific areas of risk. This includes consideration of the following specific hazards:

- In wet surroundings - unsuitable equipment can easily become live and can make its surroundings live.
- Outdoors - equipment may not only become wet but may be at greater risk of damage.
- In cramped spaces with a lot of earthed metalwork – e.g. working in or on a metal tank where if an electrical fault developed it could be very difficult to avoid a shock.
- Secondary injury or hazard i.e. an electric shock whilst working at height can cause a fall, electric shock whilst lone working could result in unconsciousness.
- Some equipment can involve greater risks than others- electrical extension leads, flexible leads especially where equipment is moved regularly.
- Use of and overloading of extension cables.
- Void properties pose particular risks where electrical installations may have been left in an unsafe state by previous occupants.
- Concealed or underground live cables.
- Overhead power cables.

Whilst the majority of Teign Housings employees do not work on electrical installations, their work may be in close proximity to, or involve disturbing, structures which contain electrical services and is covered in detail in Appendices 1 & 2 Guidance Notes.

This work is completed under exclusion from Part P of the building regulations.

Such services must be made safe before the work can proceed.

### 3. Responsibilities

#### Overall compliance

The Chief Executive and Board members are ultimately responsible but the responsibilities have been delegated to the Senior Management Team (SMT) as duty holders responsible for supplying suitable and sufficient resources to ensure our legal obligations regarding electrical safety are fulfilled.

The Health and Safety Committee supported by the Health and Safety Manager are responsible for health and safety and for ensuring a robust and compliant health and safety management system is in place across all areas of Teign Housing's operations, including setting the overall health and safety policy and reporting to the Chief Executive, Board, and SMT on performance and the necessary allocation of resources.

#### Areas of Responsibility

Head of Asset Management and Development is head of service and holds overall responsibility for electrical safety compliance. The Health and Safety manager provides support and advice to the business and manages this and other health and safety related policies and procedures. The operational tasks and duties are managed through the following:

#### Head of Asset Management and Development is responsible for

Ensuring that an appropriate system of portable appliance testing, fixed appliance testing, and fixed installation testing is in place across all locations as appropriate.

Ensure suitable and sufficient risk assessments have been produced for surveyors and other members of the Assets team who may come into contact with electrical installations.

Ensuring that electrical work is only carried out by competent contractors who adhere to all statutory requirements and relevant British Standards.

Ensure suitable and sufficient risk assessments and method statements are provided by all contractors. These must be checked and approved by the relevant manager before any works can commence. The Safety Team can offer support in this where required.

Ensuring that all new electrical installations and all work carried out on existing installations conforms to statutory requirements and relevant British standards and that appropriate certification is provided and retained.

A full equipment inventory and regular inspection and testing regime must be established and maintained for all electrical equipment within the control of Teign Housing.

**Managers, Team Leaders and Supervisors are responsible for ensuring**

Suitable and sufficient risk assessments must be produced for members of the staff who may come into contact with electrical installations. That all work with electrical equipment is carried out in accordance with any control measures identified within the risk assessments. That electrical equipment used by staff is suitable for the task and situation (working outside must be considered). All work with electrical equipment is properly planned, organised and where appropriate supervised and that account is taken of factors such as weather conditions, individual staff members, appropriateness of electrical equipment and additional contributory hazards that could affect the level of risk to the health and safety of staff.

Electrical equipment used is inspected and serviced to manufactures guidelines including any equipment on hire and that staff using the equipment are properly trained in its use. This ensures we meet our duties under PUWER (Provision and Use of Work Equipment Regulations). See below the link to a brief guide on PUWER [indg291.pdf \(hse.gov.uk\)](#)

Risk assessments must be monitored and reviewed with control measures under the control of the Line Manager.

Ensuring that operating instructions and safety advice of manufacturers and suppliers concerning the use of their products are followed. Where necessary new Safe Systems of Work (SSW) are established and where necessary discussed with the Safety Team.

Ensure all new electrical equipment used within Teign Housing must be registered with the Assets Team who can establish a planned preventative maintenance programme and/or develop a routine PAT programme.

**All Employees are responsible for**

Reporting any safety hazard or issues with the electrical equipment immediately to their line manager and prevent anyone else from using the equipment  
Using the equipment supplied (including safety devices) properly.

Read and understand risk assessments associated with particular pieces of electrical equipment. If in doubt or unsure don't use and contact your line manager. Training maybe required on certain pieces of equipment if you don't have the training do not use.

Carrying out a check on all equipment prior to use.

Report any non-compliant equipment immediately and prevent anyone else from using the equipment.

Following any training and instructions including the Safe Systems of Work.

### **Employees who visit properties - Housing Officers / Surveyors**

All visiting officers are made aware of the risks from electricity and that extra caution is required when visiting void properties and or working alone.

Void properties may contain electrical installations left in a dangerous state by the previous occupant. Do not touch any suspect equipment and always ensure you have adequate lighting before entering any property.

When working alone ensure that your line managers know where you are and that you have a means of calling for assistance ready to hand such as radio or charged mobile phone.

## **4. Arrangements**

### **Reducing Risks**

There are a number of measures used to reduce unacceptable risks as follows:

- Ensure employees working with any electrical equipment are competent, with adequate knowledge, skills and training to carry out the task.
- Use only suitably qualified electricians to carry out electrical works.
- Ensure all new electrical installations meet BS7671.
- Ensure that all electrical equipment and installations are inspected and tested on initial purchase and at appropriate intervals and that they are maintained in safe condition.
- Ensure a planned preventative maintenance programme is in place on all electrical equipment to prevent danger.
- Ensure safe design of electrical systems and provide enough correctly located sockets.
- Provide safe electrical equipment appropriate to the working environment and ensure equipment can be safely isolated in close proximity to the equipment using no-volt cut out switches where appropriate for fixed equipment.
- Provide clear identification of isolation switches.



- Use the correct voltage for areas of work. Use of low voltage (SELV) type equipment, use of battery powered equipment or use of 110volt portable tools with centre tapped to earth supply.
- Provide a safety device such as a residual current device (RCD) rated at 30 mA for personal protection when using 230V cleaning equipment. Ensure that employees understand how to use and test for operation of RCD safety devices and that they must not be bypassed.
- Put in place Safe Systems of Work for users, user checks and the removal of defective equipment from the workplace.

### **Portable electrical equipment**

All Portable Appliances (equipment with a plug) should always have an identification mark to state it has been tested and when it is next due a test. If beyond its test date the equipment must not be used. If no identification mark please check with the **Assets Team**.

### **Selecting the right equipment**

Where possible consideration will be given to using battery powered or double insulated and 110 volt equipment, especially when working outside and in adverse weather conditions, or on Construction sites. Generally only 110v or battery power equipment will be allowed on construction sites.

### **Equipment inventory / Unique identification mark**

**The Assets Team** will keep a plant and equipment inventory of all equipment, including equipment supplied for home use. All teams must notify the Assets Team if they purchase any new electrical equipment. New purchases will be added showing date of purchase and from which disposals will be deleted showing the date of disposal. New purchases will have a 12 month period before the first PAT.

The inventory record must show the unique ID mark, date of purchase and incorporate electrical equipment into the PAT regime for testing at suitable intervals dependent on the equipment or tool and its intended use. PAT stickers and ID mark should be added during test and affixed in a clearly visible position to the appliance or the plug and colour coded for each year to aid easy identification of appliances requiring testing.

All servicing, inspection and testing requirements must be undertaken for any electrical equipment as recommended by the manufacturer and appropriate service records kept.

Any portable electrical equipment being used in Teign Housing premises for duties not displaying appropriate PAT or official new product certification will be liable for confiscation if it falls within the PAT requirements. Any employee finding such equipment must either remove the equipment or disconnect from the power supply and advise their line manager.

Unauthorised equipment, materials etc. should not be brought in or used in Teign Housing premises or when carrying out normal workplace duties, unless approved by the **Assets Team**. Any personal items such as phone chargers should be Portable Appliance Tested, if used and left within the office environment. (PAT)

### **Repairs or adaptation**

No repair or adaptation work may be carried out by an employee on any piece of electrical equipment other than normal day-to-day operating activities, such as changing blades, discs etc. And only then when the appliance is disconnected from the mains and providing the operative has received suitable training and instruction.

### **Portable Appliance Testing Frequency**

Recommended frequency of Inspection and testing of portable electrical equipment: See Appendix 2 Guidance Note or refer to the HSE guidance note HSG107. [Maintaining portable electricla equipment \(hse.gov.uk\)](#) Alternatively see the [best-practice-guide-6.pdf \(electricalsafetyfirst.org.uk\)](#) or contact the Safety Team.

Millwood Office equipment is Portable Appliance Tested (PAT) on a yearly basis by THB Drop down zones, communal rooms and Caretaking Equipment will be PAT on a yearly basis by the **Assets Team** (Estates & Caretaking Team).

Home working Equipment will be PAT, Staff will be contacted by the Assets Team and asked to bring their equipment into the Millwood Office.

### **Working at height**

When using electrical equipment whilst working at height, the Safe Systems of Work (appendices 1 and 2) must be adhered to.

### **Working in proximity of overhead power lines**

Over half of the fatal electrical accidents in the UK each year are caused by contact with overhead lines. When working near overhead power lines electricity can flash over from overhead lines even though plant and equipment do not touch them.

Ensure a suitable and sufficient risk assessment from contractors is received and reviewed before any works is started. For most works a CDM plan should be in place. No Teign Housing member of staff is likely to have to conduct a risk assessment for overhead lines but if in doubt contact the Safety Team for advice.

Always check for overhead power lines before use of ladders or erection of scaffold. Ensure all workers are aware of the risks. Isolate or shield electrical supplies as appropriate. See HSE guidance GS6 [Selection and management of mobile elevating work platform in construction GEIS6 \(hse.gov.uk\)](https://www.hse.gov.uk/guidance/gs6.htm) for further guidance or contact the Safety Team.

### **Underground power cables**

Teign Housing Staff are unlikely to be digging the roads up, however contractors employed on behalf of Teign Housing may well be. Appropriate risk assessments and a suitable CDM plan should be in place at the very least. always assume cables will be present when considering digging in the street, pavement or adjacent buildings. Obtain and use up to date service plans before digging commences. Use Cable Avoidance Tools (CAT detector) and safe digging practice. (See HSG47 for details.). THB or contractors used by them will be the ones who would carry this type of work out on behalf of Teign Housing. Ian Williams will manage this process on behalf of Teign Housing. However, Teign Contract(s) manager(s) must check CDM Plans, risk assessments and method statements before works can commence. If in doubt contact the safety team.

Ensure all contractors and employees have the relevant information about locations/ depths and that they are aware of the risks. Service plans should be available from the utilities, regional electricity companies, and local authorities or highways authorities.

### **Using portable electrical appliances**

Equipment must be chosen that is suitable for the working environment, the task and the individual staff member. When working on construction sites or sites that come under the CDM Regulations use centre tapped to earth equipment of 110 voltage and consideration should be given to using battery powered equipment, especially when working outside and in

adverse weather conditions. Consideration should also be given to any other hazards such as working at height or lone working which may increase the risk and the hazard. Wandering light, hand-lamp equipment MUST be battery, 110v or SELV. (Separate Extra Low Voltage) type. If you have any doubt about the appropriateness of the equipment, consult your Line Manager. Alternatively contact the Safety Team.

Do not handle any equipment with wet hands and do not work in close proximity to water supplies or other earthed metalwork where there may be a risk of putting one hand on earthed metal and the other on live equipment. If equipment is suspected of being live, switch off, and have its electrical status tested by a competent person.

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 are free from physical damage and that the PAT or new product 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 are 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).

It is the responsibility of each member of staff to ensure that his/her own personal electrical items are not used at work until tested and cleared for use. These checks also apply to extension leads and associated plugs and sockets.

Any defective equipment must not be used and must immediately be reported to the line manager.

If using a 230v piece of equipment, this may include vacs, scrubbers and other cleaning equipment use an RCD at all times. If an RCD switch trips regularly, test with another piece

of equipment. If it continues to trip use another RCD and send the suspected faulty one for repair. If it does not trip there is a fault with the equipment so send the equipment for repair. In no circumstances take the RCD out of the system it is protecting.

Ensure equipment and sockets are switched off prior to plugging in and unplugging the equipment and prior to carrying out the changing of blades, discs etc.

Ensure the equipment can be easily disconnected in the event of a fault by a nearby switch that can be easily accessed.

### **Adaptors and Extension Sockets**

The potential hazards when using extension leads include:

**Tripping** - Cable damage due to wear and tear, particularly where they are walked over, constantly flexed at a single point or worn by hanging over a support, leading to risk of electric shock.

**Electric Shock** - A reduction in the effectiveness of the earth connection resulting in greater risk of electric shock. Always check cables before use to ensure no damage is apparent.

**Overloading of a circuit** - A greater capacity for overloading circuits with a consequent fire risk if adaptors are used. ***Adaptors are not to be used within Teign Housing.***

**Extension Leads** - An extension lead should not be used whenever it is possible to reach a wall socket without placing any strain on the equipment cable. When the use of an extension cable is unavoidable, use only an extension lead which has been issued by Teign Housing, is fused and has a switched socket which allows the equipment to be isolated quickly and 30 mA RCD in circuit.

The socket must be nearby and accessible to the person using the equipment. The extension lead should be routed so as to prevent a trip hazard and any risk of damage to the cable. Check visually before use that leads, plugs and sockets are undamaged.

Check that the extension lead plug contains a correctly rated fuse for the equipment to be used. Care must be taken to ensure that the extension cable is not in standing water and that the socket and the plug of the equipment are protected from water, including rain.

Never use a coiled extension cable without first fully un-reeling the cable. The heat generated in a coiled cable carrying power can lead to the insulation melting.

Extension leads with multiple outlets may be used in conjunction with a 30mA RCD where appropriate, provided they are fused at max 13 Amps and the manufacturers recommended maximum safe electrical load is not exceeded. ***Extension leads must never be plugged into other extension leads; a longer extension lead must be used.***

**Permanent flexible leads** - to portable equipment should be as short as possible and fixed to the wall wherever possible; they should not cross walkways and under no circumstances are flexible leads to be taken under doors. Wherever possible, trailing cables should be located within an appropriate cable duct, in order to achieve good housekeeping standards and minimise trip hazards.

**Hot Surfaces** - Rubber and plastic covered cables should be kept well away from hot surfaces. If there is no alternative to taking permanent flexible leads across a floor, then they should be protected with a suitable cable guard in pedestrian routes. The general rule should always be to look for the safest solution available. A permanent wired solution provided by a competent electrician should be sort when looking for a power supply not an extension lead. ***Extension leads should only be used for short durations and as a temporary solution.***

### **Fixed Installation Testing**

All buildings occupied and managed by Teign Housing staff from the main office to DDZ's and communal areas will be tested by THB on a five yearly cycle. This includes all fixed installations in Teign Housing's dwellings, this could include properties managed by Teign Housing, dependant on contract in place.

Asset management maintain the electrical assets list and ensure that regular fixed installation testing is carried out in accordance with the IEE recommendations.

External electrical contractors carry out the Electrical Installation testing and identify faults in accordance with the current regulations (BS 7671). Faults are categorised in priority order as C1 (Danger present), C2 (Potentially Dangerous) or C3. (Improvement required).

Contractors ensure safety and C1 & C2 faults are rectified, if possible, immediately whilst in the property. Or as soon as practicable. See Electrical Safety First - Best Practice Guide 4

C3 faults/recommendations are stored on a data base. Currently improvement works on C3's are not carried out by Teign Housing.

Electrical Installation Condition Reports which do not include C1 & C2 faults are sent to THB to go through their internal QA system and then copies provided to Teign Housing as soon as reasonably practicable.

Asset management are responsible to assess the risks so that works orders are issued and faults are made safe in a timely way either as an immediate emergency, urgent or programmed repair and to retain adequate records.

<b>Code</b>	<b>Meaning</b>	<b>Action required by Electrician or Repairs officer</b>
<b>C1</b>	Danger present.	Electrician carrying out the inspection will close out all C1's wherever possible on the day or make safe the danger and book the works in and complete as soon as is reasonably practicable. Where C1's are present due to customer DIY works. The C2 must be made safe and an Unsatisfactory Cert will be issued. Housing Services will liaise with customer to ensure remedial works are carried out. A re-inspection and cert will need to be issued. .
<b>C2</b>	Potentially Dangerous.	Electrician carrying out the inspection will close out all C2's wherever possible on the day or make safe the potential danger and book the works in and complete as soon as is reasonably practicable. Where C2's are present due to customer DIY works. The C2 must be made safe and an Unsatisfactory Cert will be issued. Housing Services will liaise with customer to ensure remedial works are carried out. A re-inspection and cert will need to be issued.
<b>C3</b>	Improvement recommended.	No action is taken with C3's , the recommendations are added to a database by THB.

#### **Caretakers, Handymen, Cleaners:**

The Safe Systems of Work and working practices detailed in Appendices 1 and 2 relate to employees undertaking work at Teign Housing sites.

### **5. Monitoring audit and review**

Periodic external audit may be commissioned by SMT / Audit Committee / Health and Safety Committee, as required.

## 6. Links with Key Policies

This Procedure supports the principles and standards embodied in

- Teign Housing Health and Safety Policy.

## 7. Customer Involvement and Awareness

This Procedure will be passed to the **Tenants Forum** for approval before final approval by the H&S Committee.

### Appendix 1

#### Guidance Note 1 - Working in Proximity to Electricity



#### General Information

Supplies within buildings may be 230V single phase or possibly in offices and commercial buildings three phase with 430v between phases both of which can cause serious burns, injury or instant death by electrocution if you or a metal tool/conductor you are holding come into contact with an unsheathed live cable or part of an appliance which is live due to a fault. Fires and explosions can also result from an electrical current short circuiting.

Overhead mains supplies are a hazard when using ladders, especially if they are aluminium. Always check when placing or moving ladders and don't allow them to contact cables.

Older properties or newly acquired properties may contain non-compliant electrical installations and therefore additional care is required until such properties have been checked by a competent person and made safe where needed.

Void properties may contain installations carried out incorrectly by others and likewise can be a serious risk until checked by a competent person and made safe.

Special caution is required when working under floors or in roof spaces where fittings may have been altered by others and left with terminals or wiring exposed or when water is present and electrical fittings are wet due to leaks. In these cases, a competent person must isolate supplies.

Be aware of the very serious consequences which can result from electrocution and the risks noted above. Do not take any risks with electricity. Do not work on any electrical equipment or cabling unless you are qualified to do so.

Report immediately any dangerous installations, missing or broken fittings or electrical installations you feel are a risk of electrocution to yourself or others.



E.g. such as those with the old tough rubber sheathed cables and older metal-clad switch boxes.

Before carrying out any work including removing /drilling through fittings or dismantling partitions and the like, check for electrical cables and if found do not carry out that part of the work until they have been safely removed or isolated.

#### Electrocution

If a work colleague is electrocuted, you must not put yourself in danger by touching a person who is still in contact with the electrical supply. Shout for help. Make the area safe by isolating the electrical supply at the main switch. If absolutely necessary knock off the supply to the individual using a non-conducting implement such as a wooden broom handle. Once the area is safe call 999 for assistance. If the individual is unconscious be prepared to utilise your emergency first aid training and resuscitate.

## Appendix 2



### Guidance Note 2 - Use of Portable Electrical Tools.

#### General safety.

##### Line Managers

An inventory of all portable tools and equipment and where they are located is maintained by the Assets Team.

This inventory is used to:

- Ensure that tools and equipment and accessories get regular documented checks, repairs and maintenance appropriate to the tool, conditions of use and the amount of use it gets.
- Make regular checks to ensure all safety guards are in place, well maintained and that they operate and adjust correctly within the full limits of their travel.

Ensure that operatives have appropriate training, ability and if appropriate certificates before being allowed use of any equipment. Do not allow operatives under 18 years of age to use machinery.

##### Operatives:

- Do not use any equipment unless you have the training and if appropriate certificates to do so. If unsure don't use it. Check first with your supervisor.

- Use equipment only for the purpose intended in accordance with manufacturer's instructions.
- Always check equipment before each use to ensure it is complete and working correctly. Do not use equipment you know to be defective.
- Always ensure that safety guards are in place and adjust smoothly within the full limits of their travel.
- Always isolate the electrical supply before changing bits/discs or carrying out minor maintenance, Cleaning, oiling or greasing.
- Ensure that you have adequate lighting and a firm footing before use.
- Keep electrical leads tidy and routed so you can complete the task or cut without snagging.
- Use special care to keep control when withdrawing the tool from making a cut and allow rotation or movement to stop before putting it down.

### **Electrical Safety.**

- Use Battery operated tools as first choice when appropriate to the work but remember that battery charging units require inspection and PAT testing in the usual way.
- Mains operated site tools should be 110v wherever possible. in preference to 230v.
- Only if absolutely necessary 230v tools may be used working in property maintenance. If used they MUST be protected by a 30ma RCD at the socket outlet and you must check the RCD device for correct operation using the TEST button before each use. 230v wandering light leads must not be used- Use battery light, 110v or SELV (separate extra low voltage) type.
- You must check portable electrical tools daily before you use them.

### **Before switching on check electrical tools and extension cables.**

#### **Do NOT use if the answer is YES to the following questions.**

- Is the cable sheathing damaged (apart from slight scuffing)?
- Are there any nonstandard or taped joints?
- Is the plug damaged, not screwed together, pins bent or loose?
- Are cable clamps insecure or with cables showing under the out sheath?
- Is the casing broken or are there obvious missing or loose parts or screws?
- Are there signs of scorching or burning on the body or plug?
- Is the tool wet or covered in dust from previous use so as to make it unsuitable?

#### **When switched on check again**

- Does it emit smoke or unusual noise?
- Does it have an intermittent fault?

**DO NOT USE** faulty equipment. Report it to your supervisor who will arrange repair or replacement. Label or mark the equipment as faulty so no-one else will use it.

**Extension leads**

Check as for other portable electrical tools. Keep away from and protect from water. Always extend fully to avoid overheating.

**Portable Appliance Testing**

Portable electrical tools and extension leads are checked and (PAT) every 12 months and a coloured adhesive label affixed to the plug or appliance. It shows the date by which the tool/equipment must be retested. Certain pieces of equipment and tools may need to be checked more frequently than 12 months, generally tools used on construction sites will need to be checked more frequently. If I doubt contact the Assets Team.

On or before the expiry date, bring the tool/equipment back into the office for re-testing or you may be requested to take the tool/equipment to a specific location on a specific date for re-testing.

All contractors must check their own equipment and test and label it to ensure that the equipment they use complies with this Safe Working Practice.

### Appendix 3

#### **Frequency of Inspection and testing of fixed electrical installations**

IEE guidance note 3 recommends 10 years as the maximum period between tests from first installation. The frequency of inspections and tests required may however depend on the location and degree of wear and tear occurring and the type of accommodation.

Teign Housing will adopt the following maximum periods between Electrical Installation Condition Reports:

<b>Type of property</b>	<b>Visual inspection</b>	<b>Electrical Installation Condition Reports</b>
Commercial /offices		5 years
Communal areas	As part of estate inspections and other testing regimes	5 years
Dwellings all		5 years
Dwellings on change of occupancy	Before re-letting - If current certificate is less than 5 years old	Before re-letting – if current certificate is less than 1 year before the previous report expires.

Note, the transition from a ten year cycle to a five year cycle of testing will take five years to complete from July 2017.

Electrical Installation Condition Reports are completed using a standard form and will identify any departures from the requirements of BS 7671 and along with the test results provide an assessment of the suitability of the installation for continued use. Observations on defects are coded as C1, C2 and C3 as discussed above under Fixed Installation Testing.