



Risk management of electrical safety

Standard

This is a controlled document whilst viewed at www.leeds.ac.uk/safety. Once downloaded or printed it becomes an uncontrolled copy. Please check the website to ensure you are using the latest version.

PRSG26.1		WELLBEING, SAFETY AND HEALTH MANAGEMENT SYSTEM					
Author:	HSS	Approved by:	GT	Version number:	1	Issue Date:	24/08/2015 09:51

Introduction:

Electrical equipment is used widely throughout the University by most staff and students, but it is important not to become complacent when using it. If electrical equipment is unsafe and in a poor condition it could cause personal injury, workplace fires or even kill. Most of these incidents can be avoided by developing good systems and communicating them.

Definitions

Electrical systems and equipment - includes anything used, intended to be used or installed for use, to generate, provide, transmit, transform, rectify, convert, conduct, distribute, control, store, measure or use electrical energy. It includes every type of electrical equipment, from a 400 kV overhead line to a lamp. Electrical equipment includes conductors used to distribute electrical energy such as cables, wires and leads and those used in the high voltage transmission of bulk electrical energy, as in the national grid.

This covers both the system which supplies electricity to the socket, into which the electrical equipment is then plugged.

System of portable appliance testing – a formal, recorded visual inspection and /or PA test using a PA testing meter (this can be combined). This is usually carried out on any equipment which has a plug, whether or not it is portable. Portable handheld equipment is likely to need more frequent PA testing than equipment which tends to stay in the same place.

Standard:

The University takes a management approach based on the adequate control of the risks backed up by the need for legal compliance, and expects that:

- The hazards associated with workplace electrical systems and equipment are assessed, the risks identified and control measures are implemented through an activity or specific risk assessment.
- A competent individual is appointed to manage electrical safety within the school or service.
- Electrical equipment is in good condition and maintained, including equipment used to carry out PA testing which is also calibrated annually.
- A system is in place to inspect and test electrical equipment regularly including:
 - visual user checks before use,
 - recorded formal Visual Inspection,
 - combined inspection and test,
 - recorded Portable Appliance Test,
 - labelling of tested equipment.
- If defects are identified they are reported and the equipment is taken out of service immediately.
- A register of electrical equipment is kept with records of PA tests, results, defective equipment and repairs.
- Local arrangements specify requirements for any electrical equipment not owned by the University.
- Any accident or incident related to electricity or electrical equipment is reported using the University's accident and incident reporting system Sentinel.
- Where protective equipment is required it is suitable for the job, and information, instruction and training on it is provided for the user.
- People who have had an electric shock seek medical assistance.
- Only contractors or staff authorised by FD Estates install or repair electrical equipment which requires fixed wiring, single or 3-phase.

- The fixed electrical installations (fixed electrical wiring systems) are tested every five years.
- Where there is more than one employer, school or service, local arrangements for PAT testing of electrical equipment are discussed and agreed.
- People carrying out PAT testing are competent.
- Where extension leads are used a maximum of one is used between the plug socket and the electrical equipment.
- Coiled drum extension leads are fully extended before use.
- No items included in the list of prohibited articles (fire safety) are used on campus.
- Disposal of electrical equipment is carried out following the University's processes

Relevant Legislation:

- Health and Safety at Work Act (HSW) 1974
- Management of Health and Safety at Work Regulations (MHSW) 1999
- Electricity at Work Regulations (EWR) 1989
- Provision and Use of Work Equipment Regulations (PUWER) 1998
- Dangerous Substances and Explosive Atmospheres Regulations (DSEAR) 2002.