

G18 ELECTRICITY AT WORK

SUMMARY

The objective of this policy is to establish effective arrangements to avoid contact with live conductors and to provide and maintain safe electrical installations and portable/transportable electrical equipment.

Electricity at normal mains voltages can cause serious injury, and potentially fatal injury - particularly when used in low resistance situation, such as outdoors, in workshops, laboratories, garages, kitchens or anywhere with wet/damp floors etc.

APPLICATION

All County Council Directorates and their Establishments

RESPONSIBILITIES

Directors and Assistant Directors

Responsible for ensuring the effective arrangements are in place in their Directorates to ensure the health and safety of employees, who use, operate or maintain electrical equipment

All Managers

Are responsible for ensuring:-

- That all electrical risks are assessed, and control measures are incorporated into departmental procedures. Where appropriate these measures to include the avoidance of contact with overhead lines and underground cables
- that persons authorised to carry out work on electrical equipment are competent and records are kept of their training and expertise
- that suitable electrical installations and equipment are provided i.e. meeting the criteria set out in the relevant Industry Standards, and that additional safeguards are provided for vulnerable situations e.g. splash proof switches and connectors, residual current device (RCD) protection for any socket supplying equipment used in low resistance areas e.g. outdoors, garages, workshops, laboratories, kitchens and anywhere the floor is damp or likely to be wet
- any alterations, additions, or maintenance to installations of portable/transportable equipment are carried out by competent persons
- that battery powered portable tools are provided where possible to eliminate the risks of serious electric shocks and trips over cables, e.g., cordless drills
- fixed electrical installations and other electrical equipment are inspected and tested by a competent person at suitable intervals and maintained to prevent danger
- that staff only use their own/ personal electrical equipment while on LCC property after prior permission/agreement has been sought **AND** a portable appliance test (PAT) of the equipment has taken place (regardless of the equipment age)

Making Arrangements for Portable Appliance Testing

PAT is arranged through Business Support. VINCI can carry out the PAT testing via the property contract. The undertaking of PAT testing can be achieved in 3 ways: -

- For the main/larger offices (e.g., County Offices/Newland campus) around the county, dates are set by Property services and shared via MSO's and Int Comms for staff to attend that site with their portable electrical equipment (this includes staff who are Hybrid/home workers) Managers should share these dates with their teams, and encourage their Hybrid working staff to attend as required
- For Office bases (e.g., Sleaford, Keily House) testing will be arranged by the Site Manager/Responsible Person via the Property Service Centre (PSC) in line with their own site schedule and dates shared with local teams (Office based or Hybrid workers). Managers should encourage all their Hybrid workers to attend with their portable electrical equipment.
- Small sites/single team sites (Family Centres, Childrens Centres) testing will be arranged by the Site Manager/Responsible Person via the PSC in line with their own site schedule and dates shared with the team.

Contact the Property Service Centre on (01522) 555555 Option 3 or email [Property Service Centre](#) to get this completed within relevant timescales. (Please see the table below for further guidance on PAT testing frequencies)

N.B Managers may need to make alternative arrangements and/or contact the Property Service Centre should any staff have work equipment at home that they are unable to bring into one of the above sites (e.g., if too large/heavy)

For further advice and guidance please contact [Property Service Centre](#)

Suggested Portable Appliance Testing (PAT) Frequency

Risk Level	Definition	PAT requirement	Examples
High	<p>Items that are used/plugged in/out regularly i.e., daily</p> <p>Items that get heavily soiled/are exposed to the elements</p> <p>Items that are impacted/take impacts on a regular basis</p> <p>Items that are taken in/out of bags/containers/packages on a regular basis</p>	To be tested annually as a minimum, maybe more if excessive use or wear and tear is identified	<p>Laptops power cables/packs</p> <p>Surveying equipment</p> <p>Mobile phone chargers/cables</p> <p>Kitchen equipment</p> <p>Portable fans/heaters</p>
Medium	<p>Item used/plugged in/out occasional i.e., weekly</p> <p>Items that are rarely moved and are in a fixed position most of the time</p> <p>Items that may be exposed to the elements</p>	To be tested every 2/3 years depending on usage, wear and tear or damage.	<p>Fixed Desktop PC power/cable packs</p> <p>Small office/personal printers</p> <p>Portable Projectors</p> <p>Laminator</p> <p>Mobile lighting</p>
Low	<p>Items that are rarely used or plugged in/out. i.e., Monthly, or less.</p> <p>Very little light use, minimal wear and tear</p> <p>Items that are never moved and are located in a fixed position.</p> <p>Items that are never exposed to the elements or soiled</p>	To be tested every 3-5 years depending on usage, wear and tear or damage	<p>Large, fixed office printer</p> <p>Fixed/mounted projectors/ monitors</p> <p>Fixed desk lights</p>

Managers of staff who work from home

In addition to the responsibilities of [All managers](#), those managers who have staff working from home must ensure:-

- All staff complete the Shine Smarter Working DSE assessment, to support with highlighting any potential issues regarding electrical safety, whilst using LCC provided equipment, when in the home working setting

- Any issues that are identified in the Shine Smarter Working DSE assessment are discussed with staff and/or resolved at the earliest opportunity, and the resolution is recorded in the staff members Shine assessment report
- Any unsafe/faulty electrical equipment (that is provided by LCC for the purpose of working from home) is repaired/replaced/made safe, at the earliest opportunity

The Shine Smarter Working DSE assessment platform can be found at:-

<https://go-shine.co.uk/login/index.php?c=shine>

(Copy and paste into your Chrome web browser)

Employees

- Visually checking any LCC supplied portable electric equipment before use and reporting faulty equipment to their manager
- Not carrying out repairs or modifications on electrical equipment unless trained and authorised to do so

Corporate Health and Safety Team

Review and Revision of the Policy

FURTHER INFORMATION

Appendix 1 Electrical Safety – Guidance for Carrying Out Risk Assessments

Appendix 2 Portable Appliance Inspection and Test Checklist/Record Sheet

POEL 38 Electrical Safety

POEL 38a How to test a Residual Current Device (RCD) and/or Residual Current Breaker with Overcurrent (RCBO)

The above Appendix and POEL's can be found at:-

<https://professionals.lincolnshire.gov.uk/downloads/download/121/electricity?downloadID=121>

(Copy and paste into your web browser)

ADVICE AND SUPPORT

Please contact the Corporate Health and Safety team [Here](#)

Further information is also available from the Health and Safety Executive at www.hse.gov.uk.

LEGISLATION

The Health and Safety at Work etc. Act 1974

The Management of Health and Safety at Work Regulations 1999

The Electricity at Work Regulations 1989