



# **ELECTRICAL EQUIPMENT AND PLANT POLICY AND PROCEDURE**

## **Policy Statement**

Illogan Parish Council acknowledges that working with electrical equipment can be hazardous and wherever possible will eliminate those risks by undertaking risk assessments and producing safe practices.

Illogan Parish Council will take all reasonable steps to secure the health and safety of employees, members of the public and contractors who use or maintain electrical equipment.

Illogan Parish Council will purchase appliances and equipment that is suitable and fit for purpose.

Illogan Parish Council will ensure that all electrical equipment that is in use will be Portable Appliance Tested (PAT) by a competent qualified person as and when appropriate.

Illogan Parish Council will ensure compliance with legislation.

## **Policy Aim**

1. To ensure safe working practice and compliance with health and safety legislation;
2. To ensure that all electrical equipment is used according to manufacturer's instruction; and
3. That all equipment is regularly maintained.

## **Procedure**

Identify the hazards associated with working with electrical appliances and equipment.

Hazards include:

1. Electrical shock;
2. Arcing;
3. Fire; and
4. Explosion.

The risks arise from fixed electrical systems, sockets, plugs, cables and the appliance.

The risks can increase if:

1. The equipment is poorly designed, constructed, installed or maintained;
2. The person working with the equipment is inexperienced, not trained in the use of the equipment;

3. The worker is working on exposed non insulated wires;
4. Working near and making contact with high voltage cable;
5. Sockets are overloaded or wired incorrectly;
6. Plugs are wired with the wrong fuse;
7. Switches over time can develop poor connection causing arcing / sparking;
8. Extension leads are used whilst coiled and overheat; and
9. Outdoor equipment is used without circuit breakers.

## **Controls**

1. Existing electrical wiring and equipment must be sound, properly installed to the standards in the current edition of the Institute of Electrical Engineers Regulation for Electrical Installations.
2. Fixed wiring should be tested and inspected periodically every 5 years by a suitably qualified competent person. A record of the test and inspection will be kept in the Council Office.
3. Any faulty appliance / equipment must be immediately taken out of use and clearly marked "Do Not Use – Faulty".
4. Any faults / faulty equipment will be rectified / repaired by a qualified competent person.
5. All equipment must be used for its purpose.
6. All equipment must be visually inspected for damage prior to use.
7. Extension leads will be avoided, if it is necessary on a temporary basis to use one, it must be fully uncoiled.
8. Extension leads must not become a trip hazard, should not be put under tension or overloaded.
9. Council employees are not permitted to undertake electrical repairs.
10. Any appliance or electrical item that is not safe must be disabled and disposed of in an appropriate manner.
11. All electrical remedial work, electrical maintenance, electrical repairs must be completed by qualified competent persons.

## **Reporting**

All accidents and near miss incidents involving electricity or electrical equipment must be reported and recorded.

## **Legislation**

Electricity at Work Regulations 1989

Management of Health and Safety Regulations 1999

<b>Review Date</b>	<b>Reviewed By</b>	<b>Amendments</b>	<b>Minute Number</b>