



Windsor Park C.E. Middle School

Electrical Safety policy

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1. APPLICATION

This policy applies to Windsor Park CofE[C] premises and all work activities which take place on site.

2. INTRODUCTION

This document outlines WPM's policy and the arrangements in place to ensure that electrical systems and equipment are safe.

3. AIMS & OBJECTIVES

- Ensure the risks associated with electricity are adequately controlled.
- Ensure that all fixed electrical systems at WPMS are tested within the specified frequency
- Ensure electrical appliances are tested at suitable intervals.

4. DEFINITIONS

4.1 Fixed electrical systems:

Electrical systems which are normally part of the structure of the building or wired into the building circuit and are not portable. E.g. emergency lighting systems, fuse boards and fire alarms.

4.2 Electrical appliances (also called Portable Electrical Equipment):

- Electrical equipment which does not form part of the fixed system is considered to be an electrical appliance.
- They may be fitted with a plug but not be very portable e.g. washing machines
- Some electrical appliances may be wired directly into the fixed electrical system via an electrical spur or isolator e.g. air conditioning units, wall heaters, washing machines, projectors and hand driers.

4.3 Competent Person:

Any person contracted or employed to carry out electrical work must be competent and have a suitable level of training and experience to undertake the task in a safe manner and leave the equipment or system in a safe condition. The level of competency required will vary according to the task to be completed. E.g. appliances wired directly into the fixed electrical system or equipment which is 3 phase must be tested by a qualified electrician. If a County Council "Pre - qualified Contactor" (a list is available from the Property Consultancy) is not used you must contact the Risk and Compliance Manager to confirm the competency required.

4.4 User checks:

An external visual examination to identify defects in equipment, which can be undertaken by the employee who will use the equipment. (E.g. checking condition of the electrical lead or plug). It is not expected that Service users will undertake these checks.

4.5 Formal visual inspection:

Detailed formal inspection the results of which are recorded and undertaken by trained competent person at specified intervals.

4.6 Combined visual inspection and testing:

Detailed formal inspection and testing undertaken by a competent person at specified intervals.

4.7 Responsible Person (This is usually the Premise Manager):

A designated person who has responsibility for the premises and the people and systems contained within it or for a team that operates outside of the premise. They are responsible for the activities as described in Section 6 (Key Accountabilities).

4.8 Live Working:

Working on or near equipment that is at a voltage as a result of being connected to a source of electricity. The live parts are accessible so that they can be touched either directly or indirectly by means of some conducting object.

5. ARRANGEMENTS FOR APPLYING THE POLICY

The school's arrangements for applying the electrical safety policy are detailed below.

No works, repairs or modifications to fixed electrical equipment or electrical appliances may be undertaken unless they are undertaken by an authorised and competent person.

5.1.1 Risk Assessments

- Where the normal use of electrical equipment presents a significant risk a risk assessment must be undertaken.
- The use of well maintained electrical equipment for the purpose for which it was intended may not require a risk assessment.
- Work on fixed electrical systems may have a number of associated risks with the work and these should be fully considered and controlled prior to the onset of work. A Control of Contractors Hazard Exchange Form HSF 46 should be completed and risk assessments carried out where necessary. Issues such as the presence of asbestos, proximity of service users and alternative accommodation may need to be considered.

5.1.2 Selection of Electrical Equipment

- Electrical equipment should be selected after carefully considering the intended use and the conditions under which it will be used.
- Equipment should be purchased from a reputable supplier, be suitable for the purpose and carry a CE (or equivalent standard) mark.
- The safest available equipment should be selected for the task – it may be possible to eliminate the risk of electric shock from the equipment by selecting battery operated equipment, and where this is not possible by using the lowest voltage equipment available.
- Hand held tools should be battery powered or 110 volt with power supplied through an isolating transformer.
- Where use of mains voltage tools is unavoidable, a residual current device (RCD) is required.
- When adverse environmental conditions or wet weather exist, the use of 240 volt tools or equipment must be avoided

5.2. Electrical Equipment and Appliances

5.2.1 Use of electrical equipment

Electrical equipment must only be used in the manner for which the manufacturer intended. Instructions on the use, correct methods for use and design limitations should be noted and all users should be fully aware of these prior to using electrical equipment.

5.2.2 Use of electrical appliances outdoors

Where electrical equipment or appliances are to be used outdoors or in hazardous environments a suitable risk assessment shall be completed.

- All electrical equipment used outdoors is required to have residual current protection (RCD). The RCD used to provide this protection is required to have a residual operating current not exceeding 30mA.
- The socket outlet used to supply equipment used outdoors should have RCD protection and this is normally provided by an RCD installed in the consumer unit or distribution board. A suitable waterproof externally mounted socket outlet incorporating residual current protection may be used where the rating does not exceed 30mA. If there is any doubt a plug-in portable RCD device/RCD adaptor should be used.

5.2.3 Repair of electrical appliances

- No repairs or modifications to electrical appliances are to be carried out unless they are undertaken by an authorised and competent person.
- Where repairs are carried out the equipment must be subjected to combined inspection and testing and the equipment inventory updated.

5.2.3 Privately owned electrical appliances

Privately owned electrical appliances may only be used with the prior approval and authorisation of the Premise Manager and they must be PATested prior to being used in school.

5.2.5 Contractors

- Contractors must not use the schools electrical equipment during their activities.
- Premise managers and those arranging for contractors to undertake work should ensure that all electrical contractors' equipment used on Council property is subject to a programme of inspection and testing.

5.2.6 Lettings

Electrical equipment brought to a council premise for use during a letting or by another agency should be subjected to combined inspection and testing before being used on site. Where it is not possible to establish that the item has been tested the equipment should be used with an RCD or not allowed on to site.

5.2.7 Employees working on sites not under County Council control

- Employees who use electrical appliances provided by others e.g. at training venues should ensure that the equipment they expect to use is subject to a programme of inspection and testing.
- Before using any equipment a brief user check should be undertaken and should there be any defects this should be drawn to the attention of the person in charge of the premises or event and the equipment should not be used.

5.2.8 Servicing and testing of electrical appliances

- Servicing of electrical appliances should be undertaken in accordance with any instructions from the manufacturer.
- All electrical appliances must be routinely examined to ensure that they are safe. There are three levels of examination which should be undertaken; user checks, formal visual inspection and detailed inspection and testing. The frequency of inspection and testing will be based upon an assessment which considers the following:
 - The environment in which the equipment is used
 - Frequency and type of use to which the equipment is subjected
 - The age and condition of the equipment
 - The level of portability of the equipment.

User Checks

Approximately 95% of faults and damage to electrical appliances can be identified by visual inspection. A brief visual inspection should be carried out on frequently used or movable equipment each time it is used. Appendix 1 describes what to look for during user checks which might indicate that the equipment may not be safe to use.

Formal Visual Inspection

- In addition to user checks, equipment which is frequently used or which is used in harsh conditions should receive a formal visual inspection. Examples of equipment that might require formal visual inspection include hand held equipment i.e. cleaners, caretakers equipment and equipment frequently used by pupils. The necessity and frequency of formal visual inspections should be based upon a risk assessment but must not exceed six months.
- A formal visual inspection should be undertaken routinely by a trained and competent person. The inspection should include the items indicated in Appendix 2. The formal visual inspections should be recorded on HSF60
- The formal visual inspection should not include taking the equipment apart. This should be confined, where necessary, to the combined inspection and testing.

Combined visual inspection and testing

- The Premise Manager should ensure that an inventory of all electrical appliances is prepared and maintained with the individual identification number for all equipment is recorded on HSF59.
- Electrical appliances must be inspected and tested on a regular basis and a suitable label affixed. The label should indicate
 - the date of test
 - the date due for re-test
 - the item identification used within the equipment inventory.

The **maximum** intervals for testing are

Equipment used by the public, pupils or service users (excluding desk top computers, fax machines and photocopiers, to be tested as below)	12 months
Permanent office equipment e.g. photocopier, fax machines, desktop computers	2 years
Depot or workshop equipment (not hand held)	Risk assessments should be undertaken but intervals should not exceed 12 months)
Stage equipment and lighting	12 months
Construction site equipment	110v – 3 months 230v (mains) monthly
Hand held and portable equipment that is used extensively or used in harsh conditions.	Risk assessments should be undertaken but intervals should not exceed 12 months
Commercial kitchens e.g. in schools, residential settings	12 months

If as a result of inspection and testing equipment is found to be defective it must be removed from use and effectively repaired and retested or discarded.

5.2.13 Stage and Theatre Lighting

- All stage lighting installations should be designed and fitted by competent electrical engineers who have the expertise to carry out such specialist work.
- Temporary wiring should be avoided wherever possible, but where it is necessary for short periods it needs to be routinely examined to ensure it can continue to be used in safety. Permanent wiring installations are to be preferred in every case.
- To avoid the danger of introducing higher voltage (400 volts) into the system, temporary wiring for additional lights etc should never be connected to any part of the existing stage lighting.
- All operation of stage lighting switchboards and other stage electrical apparatus must be in the charge of a competent person and in cases where pupils are allowed to participate; it must be under direct and close supervision of a member of staff.
- Where Premises Licences for Public Entertainment are required for certain activities, Local District Councils will usually impose some restrictions and conditions involving electrical and fire safety matters. In particular, the use of residual current devices (RCD's) is normally specified for all electrical equipment likely to be used on stage.

5.2.14 Battery Charging

- The two most main types of rechargeable battery are lead/acid and alkaline. Lead/acid batteries are the most common large capacity rechargeable batteries normally found in cars and in electric vehicles, such as forklift trucks. Alkaline rechargeable batteries, such as nickel cadmium are widely used in items such as laptop computers.
- Only batteries which are clearly identifiable as rechargeable should be recharged. Charging of batteries must be undertaken using a safe system, which will vary according to the type of battery, and in accordance with manufacturer's instructions.
- Charging of lead/acid batteries must only be completed in designated areas following documented procedures and in accordance with manufacturer's instructions. All ventilation provisions in designated charging areas must be adequately maintained in order to ensure that explosive gases produced as a result of the charging process are maintained at a safe level. Adequate precautions must be taken to reduce the risk of overcharging batteries as it increases the amounts of explosive gases produced and the associated risk of explosion.

5.3. Fixed Electrical Systems

5.3.1 Servicing and testing of fixed electrical system

Premise managers must ensure that all fixed electrical systems at premises are inspected and tested in accordance with the 17th edition of the IEE Wiring Regulations BS7671:2008.

	Maximum interval between testing
Construction site offices	12 months
Swimming pools	12 months
Leisure centres excluding pool	3 years
Permanent offices	5 years
Residential care homes	5 years
Day centres	5 years
Schools	5 years
Public Buildings	5 years
Domestic premises	10 years
Leased properties	In line with property type and at change of tenancy.

The competent person undertaking the testing must provide a certificate and this must be kept along with records of maintenance undertaken

5.3.2 Repair and alteration of fixed electrical systems

No repair or modification to fixed electrical installation may be undertaken unless they are undertaken by an authorised and competent person who is accredited with NICEIC, ECA or an equivalent organisation.

Any alterations must comply with the requirements of the 17th Edition of the IEE Wiring Regulations. On completion of the work a certificate must be issued which must be retained by the premise manager.

5.3.3 Live Working

“Live working” is working on or near equipment that is at a voltage as a result of being connected to a source of electricity. The live parts are accessible so that they can be touched either directly or indirectly by means of some conducting object.

“Live” working must not be undertaken unless there is no other method of undertaking absolutely essential work. If live working is to be undertaken, a safe system of work must be produced and followed and this system will comply with the requirements of HSG 85 Electricity at Work – Safe Working Practices. **This type of work must not be undertaken without prior discussion with Property Services/Surveyor and Strategic Health and Safety Services.**

No person may work on or near live conductors or equipment unless:

- It is not reasonably practicable for it to be dead; **and**
- Suitable and sufficient precautions are in place to prevent injury; **and**
- An electrical permit to work has been issued

5.3.4 Earthing/bonding.

The use of competent contractors will normally ensure that earthing is reinstated or installed where necessary. Adequate earthing of equipment and fittings is required and should be maintained during refurbishment works particularly in kitchens and bathrooms during refits.

5.3.5. Electrical distribution boards/cupboards/substations and plant rooms

- Materials must not be stored on or in distribution boards, cupboards and substations as they may present a fire hazard and restrict access for isolation.
- Access to these facilities must be restricted to authorised personnel only and this is normally achieved by them being securely locked.
- Electrical distribution boards/cupboards/substations must display signage to warn of the danger of unauthorised access.

5.3.6 Lightning Protection Systems

Where lightning protection systems have been installed in a premise they must be adequately maintained. Annual inspections of the system should be undertaken and these may be arranged with The Risk Management Team of the Property Consultancy. The main equipotential bonding conductors for the system should be tested every 5 years as part of the fixed electrical system test.

5.4 Other Electrical Installations

5.4.1 Safe Supply Units

These are normally located in school laboratory situations and should be tested as part of the fixed electrical system. The manual test button should be operated on a weekly basis and any faults should result in the system being taken out of use until the system has been repaired and tested by a competent person. Advice regarding these systems is available from the Property Consultancy.

5.4.2 Emergency Generators

Generators used for standby purposes must be compatible with the load they are to supply in voltage, rated output, connections and earthing. These require regular maintenance which normally is part of a standing contract. They should never be connected to the normal mains circuit of any building as proper switch over connections are necessary to ensure that the system cannot accidentally be energised by two sources of supply at the same time.

5.4.3 Portable Generators

Where portable generators are used then detailed information on the correct use of the generator and its electrical connections must be provided by the manufacturer or plant hire company to the user.

5.4.4 Battery Auxiliary Supplies

Where these are in place specialist advice must be obtained from the Property Consultancy regarding maintenance and testing.

5.4.5 Hazardous Atmospheres

In area where flammable or an explosive atmosphere is likely to be present special precautions are necessary in the use of electricity in these situations. There are three classifications of zones of flammability and several different types and classifications of electrical equipment approved for use in flammable atmospheres. Most school situations will not require flameproof or intrinsically safe electrical equipment but some mixing and dispensing of highly flammable paints and thinners will need such specialist electrical equipment. Advice regarding working within a flammable or explosive atmosphere should be obtained from Strategic Health and Safety Services.

6. Key Accountabilities

6.1 Staff with responsibility for arranging works to premises

Staff with responsibility for arranging work to premises (whether carried out by contractors, County Council staff or others) must ensure, as far as is reasonably practicable, that:

- No work will be undertaken until the Control of Contractors Hazard Exchange Form HSF46 has been completed by the "Responsible Person" and contractor.
- Work may only commence when measures to deal with any identified hazards have been agreed.
- Where work to the fixed electrical system is undertaken, that it complies with the 17th Edition of the IEE regulations and is undertaken by competent and qualified persons and a suitable certificate is provided on completion.

6.2 Responsible Person

The Governors and SLT will ensure that the following requirements are met at the premises under their control.

- Adequate funds are made available to meet the costs of the required testing and inspection arrangements.
- Arrangements are in place to ensure that adequate safety precautions exist to ensure that employees and other persons are not exposed to electrical hazards.
- A Control of Contractors Hazard Exchange Form HSF 46 is completed prior to the start of any work.
- A programme of inspection and testing for electrical appliances is in place which considers the frequency of use, environment of use and nature of the equipment and is no greater than the maximum indicated by in section 5.2.12.
- Where the testing of a fixed electrical system or electrical appliance identifies that remedial works are required the remedial work is undertaken in an identified timescale or is taken out of use.
- Where work has been undertaken on the fixed electrical system the appropriate certificate is obtained from the contractor on completion and is retained.
- Each item of electrical appliance is identified and labelled with a reference number, the date of inspection and the date on which it is next to be inspected.
- An inventory of electrical appliances is created and maintained.
- Arrangements are in place to ensure that damaged or defective equipment is taken out of use immediately and use is prevented until suitable disposal or competent repair is arranged.
- No "live" work is undertaken unless absolutely essential and that where it is undertaken detailed arrangements for the work are agreed in advance with the Property Consultancy and Strategic Health and Safety Service.

6.3 Managers/Heads of Department

Managers with line management responsibility for employees and equipment must ensure that so far as is reasonably practicable that:-

- Only equipment which is authorised is in use
- The Premise Manager is notified of any additions, deletions or transfers of electrical equipment.
- Electrical appliances are made available for inspection and testing in accordance with the devised programme. This includes County Council owned equipment which is normally used by employees or others in the community.
- Electrical equipment which has not been inspected or tested as required by the programme is taken out of use until it has been inspected and tested.
- Adequate information, instruction and training is provided to employees about the safe use of electrical equipment. Reference should be made to the manufacturer's restrictions and instructions for use.
- Repairs or modifications to electrical equipment and systems are undertaken only by competent and authorised persons.

6.4 Employees

Every employee of WPMS will:

- Take reasonable care for the health safety and welfare of themselves and that of others who may be affected by their activities in relation to any contact or involvement with electrical equipment or systems.
- Co-operate in the implementation of the Electrical Safety Policy, and any organisational arrangements and procedures.

- Only use electrical equipment which is authorised for use at work
- Not undertake any work on electrical equipment or systems unless competent and authorised to undertake the work by your Line Manager.
- Have regard for their own competence prior to and during work on electrical systems and equipment. If they become aware that the work required is no longer within their competency they should make the work safe and obtain assistance.
- Not undertake any work to any electrical system that would require the production of a certificate on completion unless they are able to provide the certificate or are able to complete the necessary documentation that would allow the County Council to obtain the certification.

7. SPECIALIST ADVICE

7.1 Maintenance Team - Property Consultancy

The Property Consultancy can provide specialist advice to council workplaces and to schools where their service is bought in. The principal duties of the Property Surveyors are as follows:

Property Surveyors arranging works must ensure, as far as is reasonably practicable, that:

- Followed the requirements of Control of Contractors Hazard Exchange Form HSF 46
- On completion of works they commission, the correct certification is obtained and a copy of this is left with the premise manager.
- Fixed electrical systems are tested in accordance with the schedule of testing.
- All contractors involved in works that they commission are competent and that they undertake electrical works in a safe manner.

7.2 Risk Management Team – Property Consultancy

The Property Consultancy, Risk Management Team will arrange for the statutory landlord testing to be undertaken of any building and will service plant within WPMS where the County Council retains landlord responsibility. This includes servicing of air conditioning units, generators, fire alarms, emergency lighting, intruder alarms, standby generators, fixed electrical testing, controlled access, lightning conductors, etc.

WPMS must arrange for electrical appliance testing to be undertaken, although SCC will provide a central contract which premise managers are advised to utilise, i.e. premises place their own orders for this element of work

7.3 Strategic Health & Safety Service

Strategic Health and Safety Service can assist with the interpretation and practical application of this policy. It is recommended that you contact the Strategic Health and Safety Service if further advice, guidance and support are required.

8. LEGISLATIVE FRAMEWORK

- a. The Health and Safety at Work etc Act 1974
- b. Electricity at Work Regulations 1989

Also

IEE Wiring Regulations – 17th Edition BS7671: 2008

9. FURTHER ADVICE AND INFORMATION

This policy document is for general guidance only. If you need any further advice on how to apply this policy please contact the Strategic Health and Safety Service.

Further background information on this topic is available on the following Websites:
www.hse.gov.uk

10. RELATED POLICIES

HR104 Safe Use of Workplace Equipment

HR39 Risk Assessment

HR121 Management of Asbestos

11. STANDARD DOCUMENTS

Appendix 1 User visual checks

Appendix 2 Items to look for in Formal Visual Inspection

Appendix 3 Types of certificate

HSF 59 - Inventory of electrical appliances

HSF 60 - Formal visual inspection of electrical appliances log

12. Glossary of Terms

Employee - also includes trainees on government schemes, volunteers, agency workers, temporary workers and casual workers.

Control of Contractors Hazard Exchange Form HSF 46 - the Council's document that must be completed jointly by the Premise Manager and the Contractor prior to the commencement of any work.

HSE – Health and Safety Executive is the body responsible for the regulation of almost all the risks to health and safety arising from work activity in Britain.

Responsible Person (This is usually the **Premise Manager**) - A Designated person who has responsibility for the premises and the people and systems contained within it. They are responsible for the activities as described in Section 6 (Key Accountabilities)

Reasonably Practicable – The degree of risk in a particular job or workplace needs to be balanced against the time, trouble, cost, benefit and physical difficulty of taking measures to avoid or reduce the risk. However, it should not be used as an excuse to avoid taking safety measures, and if unsure you should err on the side of caution.

Risk Assessment – A written assessment of the risk involved from undertaking an activity.

Live working - Working on or near equipment that is at a voltage as a result of being connected to a source of electricity. The live parts are accessible so that they can be touched either directly or indirectly by means of some conducting object.

Manager - is any employee who supervises at least one other member of staff or manages the provision of a County Council service including supervisors, team leaders, premise managers and heads of establishment.

Appendix 1

User checks

Look at the equipment critically for signs that it may not be in sound condition, for example:

- 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 were showing;
- the equipment has been subjected to conditions for which it is not suitable, e.g. it is wet or excessively contaminated;
- damage to the external casing of the equipment or there are some loose parts or screws;
- evidence of overheating (burn marks or discoloration).

These checks also apply to extension leads and associated plugs and sockets. The user should make visual checks when the equipment is taken into use and during use. Any faults should be reported to management and the equipment taken out of use immediately.

Appendix 2

Formal Visual Inspections

Formal visual inspections are in addition to user checks and combined inspection and testing. The necessity and frequency of formal visual inspections should be based upon a risk assessment but must not exceed six months. An example of equipment that might be subject to formal visual inspections is a drill in a work shop. A competent person should carry out the formal visual inspections and should include the checks normally undertaken by users in Appendix 1 and the inspection should be recorded on HSF 60.

Visual checks

- 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 were showing;
- the equipment has been subjected to conditions for which it is not suitable, e.g. it is wet or excessively contaminated;
- damage to the external casing of the equipment or there are some loose parts or screws;
- evidence of overheating (burn marks or discoloration).

Additional checks that should be included as part of the formal visual inspection are:

- removing the plug cover and ensuring that a fuse is being used (e.g. it is a fuse not a piece of wire or a nail etc);
- checking that the cord grip is effective and correctly secured;
- checking that the cable terminations are secure and correct, including an earth where appropriate, and there is no sign of internal damage, overheating or ingress of liquid or foreign matter.

N.B. Where a moulded plug is fitted to appliance the additional checks will not be possible. The visual checks undertaken should be recorded on HSF60.

The formal visual inspection should not include taking the equipment apart. This should be confined to the combined inspection and testing.

Appendix 3

Certificates

On completion of any electrical works an appropriate certificate must be obtained. The client should receive the original certificate whilst the contractor retains a copy.

There are three types of certificate:

Electrical Installation Certificate

The Electrical Installation Certificate, often referred to as a Completion Certificate should be issued when new electrical circuits have been installed, this may be the addition of a single new circuit to an existing fuse board or the complete installation of a fuse board, etc.

Minor Works Certificate

A Minor Works certificate shall be issued for any electrical works which is carried out to an existing electrical circuit, e.g. addition of a new socket or light to an existing circuit, changing of a light fitting, relocating of a socket or switch, etc.

Periodic Inspection Reports

Periodic Inspection Reports are issued following a routine inspection of the fixed electrical system, e.g. routine testing of fixed wiring, fuse boards, etc. A central contract has been established which ensures that establishments, where the County Council retains landlord responsibility will receive a periodic inspection at intervals later defined within this policy.

There may be certain circumstances where a fixed wiring check may be required more frequently e.g. in order to satisfy the requirements of entertainment license etc. In such cases the premise manager must ensure that a fixed wiring check has been undertaken in accordance with the current edition of the IEE Wiring Regulations, BS 7671.

Success Indicators

The following indicators will demonstrate the level of compliance with this policy and its procedures:

- a) Documented inspections and tests of fixed electrical systems are undertaken, by a competent person, in accordance with the appropriate testing schedule.
- b) Electrical appliances are inspected and tested in accordance with a documented schedule of testing.
- c) All works on electrical systems and equipment are undertaken by a competent person.
- d) Where building works are undertaken the correct completion and minor works certificates are provided and retained.
- e) Remedial works highlighted as a result of fixed electrical testing, inspections and appliance testing are actioned within identified timescales.

- f) Employees do not work on electrical installations unless suitably trained/competent and authorised by the manager.