



Electrical Safety Policy

Electrical Safety Policy

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- Appendix 9 outlines the procedures for live testing including fault finding.
- Appendix 10 outlines the Personal Protective Equipment and Electrical Test Equipment requirements relating to this policy
- Appendix 11 refers to the issue and control of publications which form part of the Competent persons' Technical Operational Procedures)

1. AIM

This document forms part of the Trusts policy framework and reinforces the trusts policy on Health and Safety from an electrical perspective. It details the policy for and refers to safe working practices relating to electrical services and equipment provided and used by the Trust. The aim of the policy is to show how Weaver Vale Housing Trust will satisfy its statutory responsibilities under the Electricity at Work Regulations 1989 and other regulations as they may apply.

The Electricity At Work Regulations have wide applicability to all electrical systems and equipment and aim to provide a safe environment from electrical hazards in all workplaces. Regulation 4 (3) requires that every work activity will be undertaken in such a way as not to give rise, as far as reasonably practical, to danger, Regulation 5 requires that no electrical equipment shall be put into use where its strength and capability may be exceeded in such a way as may give rise to danger and Regulation 16 requires that any person who may be exposed to the risk of danger will have adequate technical knowledge or experience, or is under a degree of supervision.

The design of systems and equipment, their construction, operation, use, maintenance and work are also covered.

Duties are imposed on employers, self-employed persons and employees, who are required to comply with the Electricity At Work Regulations as far as they relate to matters within their control. Employees are required to co-operate with their employer to enable any duty placed on that employer by the regulations to be complied with.

Duties in some of the Regulations are "absolute" where compliance is a requirement irrespective of cost. In others the requirement is of "reasonable practicability" where the

risk considered on one hand is assessed against the cost and physical difficulty of reducing the risk to an acceptable level on the other.

The Electricity at Work Regulations 1989 were made under The Health and Safety at Work Act etc 1974. There are 33 regulations in all, 13 of which apply to mines only.

Memorandum of Guidance on the Electricity at Work Regulations (HSR25) sets out technical and legal guidance in regard to the regulations based on a Health & Safety Executive view. (Only the courts can provide an interpretation). This guidance, together with Electricity At Work – Safe Working Practices (HSG85), has been used in the preparation of this policy.

Other statutory instruments which apply to this policy include;

The UK Provision and Use of Work Equipment Regulations 1998 (PUWER) which is applicable to Portable Appliance Testing (PAT Testing) and requires *'every employer will ensure that work equipment is so constructed or adopted as to be suitable for the purpose for which it is used or provided'* (Reg 4 (1)).

The Management of Health and Safety at Work Regulations 1999 which state *'Every employer will make a suitable and sufficient assessment of:*

- (a) the risks to the health and safety of his employees to which they are exposed whilst they are at work and*
- (b) the risks to the health and safety of persons not in his employment arising out of or in connection with the conduct by him of his undertaking (Reg 3 (1))*

Building Regulations Part P impose a notification duty on persons undertaking electrical work.

Also the IEE Wiring Regulations, BS 7671:2008, 17th Edition, applies as the non statutory UK IEE/BSI joint standard for the design, selection, erection, inspection and testing of electrical installations under 1000V ac or 1500V dc in industrial, commercial and domestic premises. It is generally recognised that conformity with this code of practice achieves compliance with relevant aspects of the Electricity At Work Regulations.

2. POLICY STATEMENTS

This Policy provides for a safe system of work to be in place for the management of work activities on or near electrical installations and equipment. The main elements of this policy are:

- 1) Management of Work Activities**
- 2) Identification of Roles and Responsibilities**
- 3) Risk Assessments**
- 4) Accident Prevention and Investigation**
- 5) Training, Competence and Authorisation of Staff**
- 6) Monitoring and Supervision**

2.1 MANAGEMENT OF WORK ACTIVITIES

Before any individual can be put to work or placed in an environment which has the risk of electrical hazards the level of training, experience and competence must be formally assured so as to prevent or eliminate, so far as reasonably practical, the risk of danger.

This Policy, therefore, exists to prevent death or personal injury to any person from electrical causes in connection with Weaver Vale Housing Trust work activities. Injury or death may result from; electric shock (or consequential reaction, i.e. falling off ladder), electric burn, fires of electrical origin, electric arcing; or explosions initiated or caused by electricity.

2.1a Membership of an Independent Body

(approved by the Electrical Safety Council for Approving Electrical Contractors and Conforming Bodies.)

The Trust will maintain membership of such a body (currently NICEIC, The National Inspection Council for Electrical Installation Contracting). This is generally recognised as an industry wide requirement and through enrolment and annual assessments provides independent verification that the business (Weaver Vale Housing Trust) has the required arrangements in place and conforms to the standards for undertaking electrical work.

Membership through the competent person's scheme also facilitates 'notification of electrical work to local Building Control' as required by Part P of the Building Regulations (since April 2005).

Furthermore, membership underpins the arrangements in this policy and provides advanced warning of changes (statutory requirements and electrical standards) which may impact upon these arrangements and electrical working in general.

2.1b Contractors

Contractors and Sub-contractors must fully comply with this Policy, either through compliance with their own approved policy or through full integration into the Trusts' policy. It will also be a prerequisite of any electrical tender, or otherwise, that electrical contractors are members of an approved electrical body (NICEIC, ECA) and that such contractors comply with the principles set out in this Policy. The control of work undertaken by subcontractors and its supervision will be the same as for direct staff.

2.1c Procurement, Design, and Installation of Electrical Systems and Equipment.

The Design and Installation of Systems and Equipment will be to standards not less than those contained in the current edition of the Weaver Vale Housing Trust Electrical Specification, which will be updated as required to reflect compliance with British and European Standards, Codes of Practice and the Institution of Electrical Engineers (IEE) Wiring Regulations (current edition).

- The electrical design specification for new works and for alterations to existing installations will be carried out by suitably qualified and experienced persons. Major / complex electrical work involving the development of design specifications will be developed / validated by an appropriately chartered electrical consultant in conjunction with the Weaver Vale Housing Trust Manager responsible for the work and / or the Senior Electrical Technician.

- Complete records of design and acceptance tests, or alternatively as installed drawings and tests results, will be maintained and made available, as required to those responsible for the operation and maintenance of all electrical systems, plant and equipment.
- Electrical equipment, fittings, materials, and components specified, procured and installed by the trust will comply with appropriate British and / or European standards.
- All Electrical Installation work will comply with the recording and notification requirements covered by 2.1f of this policy.

2.1d Personal Protective Equipment (PPE).

A procedure is in place to ensure that suitable personal protective equipment is made available for the work being carried out by direct employees. The procedure will also clearly identify how the suitability of electrical safety protective equipment is to be assessed and approved. Personal protective equipment must be maintained in good condition, correctly used and routinely inspected. Records will be kept of protective equipment issued together with routine inspections undertaken and any comments on condition.

2.1e Control of Electrical Safety Tools and Equipment.

Portable appliance testing and test equipment calibration procedures are in place for the control of tools and test equipment used for the work to be carried out for the purpose of providing a safe environment for operatives.

The procedure will identify the responsibility for the approval, supply, control and issue of tools and equipment used by direct employees. The methods used to assess the suitability of tools and equipment will also be identified.

The responsibility for carrying out routine inspections and formal testing / calibration will be identified together with the test standards to be used.

A suitable register will be maintained identifying test equipment by unique serial numbers, the location where the equipment is held and / or the individual to whom it has been issued. The register will also record dates of routine inspections and calibrations together with comments on condition and a repair history.

Provision must also be made for tools and equipment that are not fit for service to be held in quarantine, which must be a separate area to serviceable tools and equipment, and not generally accessible to operatives. The procedure will also identify how tools and equipment, no longer serviceable, are to be replaced. A list of Electrical Test Equipment is given in appendix 10.

2.1f Electrical Work Records.

A record must be kept of all work (including alterations to systems) and tests carried out on electrical systems, plant, and equipment. In addition to Weaver Vale Housing Trust job tickets, the NICEIC Electrical Installation Completion Certificate (BS 7671:2008) and Minor

Electrical Installation Works forms provide for this. These forms will be retained in the Electrical Housing File.

- Electrical Installation work will be notified to NICEIC to satisfy the self certifying requirements of the Building Regulations Part P

2.2 IDENTIFICATION OF ROLES AND RESPONSIBILITIES

Regulation 3 of the Electricity At Work Regulations imposes duties on employers, employees and the self employed. All duties are limited by the phrase 'to matters which are within their control', and all employees are required to co operate with their employer to enable the provisions of these regulations to be complied with.

Furthermore the 'Regulations' are subject to the following qualifying terms:-

Absolute This level requires the Regulation to be met in full at all times, regardless of cost or other considerations.

It applies to the following regulations - 4(4), 5, 8, 9, 10, 11, 12, 13, 14,15,16 and, if disregarded, may involve **criminal** prosecutions of those involved.

Reasonably Practical This is a reduced level which applies to the following regulations 4(1),(2) & (3), 6 & 7 and requires the duty-holder to assess the practicality and reasonableness of applying the regulations. The duty-holder will assess the risk of danger or injury and balance this with the practical and physical difficulty, time penalty or expense etc which may result from applying the regulations.

In the event of an accident involving death or injury it is likely that the Health and Safety Executive would prosecute the Employer for failure to comply with the Electricity At Work Regulations and the employee with regard to the specific offence.

If a prosecution is brought, it will be a defence for any duty holder to **prove** that all reasonable steps were taken and all due diligence exercised.

The following specific roles apply as a requirement of NICEIC registration;

- NICEIC Duty Holder - Director of Property Services.
- NICEIC Qualifying Supervisor(s) - Senior Electrical Technician Senior Tradesman – Electrician

Appendix 1 defines the responsibilities and requirements for these roles. It also details the responsibilities of other duty holders as they may apply from time to time.

2.3 RISK ASSESSMENTS

There will be written risk assessments for all electrical installation, maintenance and testing activities, in particular those carrying a risk of danger or injury to personnel. These will contain good engineering and safety practices and will be reviewed and updated annually or on the introduction of any changes to plant / equipment, services, working standards, legislation, or anything which changes the working environment.

All electrically competent persons must have available access, in the field, to these procedures and be briefed / trained in their application. These procedures are intended to complement skills and knowledge gained through programmes of education and training appropriate to the task.

All electrical work will be subject to risk assessment (see appendix 3) and such assessment will be considered, understood and taken into account by the person performing the work activity prior to commencement of the work.

Given the composition, scale and geographical spread of electrical work, there may be occasions where the electrical work is out of the scope of existing generic risk assessments. In these circumstances a task specific risk assessment must be completed before the work proceeds. The results and requirements of the Assessments will be recorded.

Furthermore it will be the responsibility of the competent person on site to ensure the activity can be carried out safely with due regard for the work area which:

- a) Must have adequate access and space,
- b) Must be adequately lit and protected from any hazards (weather, traffic, corrosive materials and fire hazards etc.),
- c) Must provide notices giving warning of danger or hazardous conditions.

Where the above cannot be satisfied the work must not proceed and the competent person will seek advice from a Qualifying Supervisor and / or manager.

Notwithstanding the responsive nature of some electrical work, work on electrical equipment will be planned in advance and as it progresses. When planning work, electricians and Qualifying Supervisors will take the following factors into account:

1. The work to be done
2. The hazards of the system or equipment to be worked on
3. The people doing the work and the level of supervision necessary.
4. The precautions to be taken.
5. The system of work to be employed.
6. Safe access to and at the work area.

Normal working practices and procedures will not involve activities which are inherently dangerous, (i.e. work on live electrical systems). Where it is essential that work is carried out in these circumstances or conditions, the 'Permit to Work' Procedure (see Appendix 4) will be followed.

Also, where electrical systems / equipment are required to be shut-down to allow safe working to be carried out, and where it may have an effect on safety or critical systems, authorisation to proceed will be subject to the 'Permit to Work' Procedure. (See Appendix 4)

2.3a Inspection & Testing

The Trust must make adequate provision for electrical inspection and testing. The Weaver Vale Housing Trust Maintenance Policy details the type and frequency of such inspection and testing. (Note: this is over and above any inspection and testing associated with commissioning and verifying the integrity of any electrical work just completed).

2.3b Hard Wired Equipment

The periodic maintenance of hard wired electrical equipment must be undertaken by Competent Persons in accordance with the guidance given in the IEE Wiring Regulations BS 7671: 2008. (*Weaver Vale Housing Trust Competent Persons will be issued, and work in accordance, with the NICEIC's Inspection, Testing and Certification practical advice and guidance booklet*). The results of the Inspection will be recorded on NICEIC' Periodic Inspection Report for an Electrical Installation form. This will be retained in the Electrical Housing file.

2.3c Portable Equipment

The term "portable" is not restricted to equipment which is normally moved around; it refers to all equipment which can be attached to an electrical system by a cable and plug.

All work on portable electric equipment must be carried out in accordance with the Institute of Electrical Engineers (IEE) document "Code of Practice for In-Service Inspection and Testing of Electrical Equipment" (current edition).

Supplementary to pre-use checks, Weaver Vale Housing Trust portable electric equipment is tested on a quarterly basis. A separate Weaver Vale Housing Trust policy covers the use of Tools and Equipment (including hand held power tools). This provides details about use and pre-use checks to be performed by the Operative. (i.e. use of battery / 110v equipment / a power breaker / residual current protected safety plug, visual inspections on cables and plugs).

Electrical testing of portable equipment must be carried out by a Competent Person using a portable appliance tester (PAT Tester).

Contractors working on behalf of Weaver Vale Housing Trust should ensure that any of their own portable electric equipment has been tested in line with the IEE Code of Practice. Any 240V equipment that contractors use must be Class II double insulation compliant and must be used with a Residual Current Device (RCD) plug.

The Electricity At Work Regulations require that the results of electrical safety tests are recorded. Equipment will be identified with a unique number and PAT test results will be recorded against this in a database. Additionally, the Trust will operate a system requiring the labeling of equipment as a means of indicating to the user that a satisfactory inspection has been carried out. This will also indicate the date of next inspection.

All "failed" equipment will be labeled as such and removed immediately for repair or disposal and marked with a "Not For Use" label.

2.4 ACCIDENT PREVENTION AND INVESTIGATION

The Trust's Accident Reporting Procedure and Accident Investigation Policy describe the reporting requirements for accidents / incidents involving personal injury, electrical

flashover, electric shock, loss of supply or any breach of the relevant safety rules and details the responsibility for accident investigations involving electricity. Furthermore, the methods for recording accident investigations and the responsibility for ensuring that recommendations are implemented and that learning points are communicated to managers and employees will be included.

All accidents and investigations of a serious nature will be notified to the Health & Safety Executive as highlighted in the Trust's policies and under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)

2.5 TRAINING, COMPETENCE AND AUTHORISATION OF STAFF

Regulation 16 of the Electricity At Work Regulations states 'No person will be engaged in any work activity where particular technical knowledge or experience is necessary to prevent danger unless that person possesses such technical knowledge or experience.'

A Competent person must therefore possess the necessary technical knowledge, skills and experience for the nature of Electrical Work undertaken to prevent danger and, where appropriate, injury.

Appendix 2 details the Trusts' qualification requirements for electrically competent persons, including Qualifying Supervisors, and the class of electrical work they may undertake on behalf of the Trust. Evidence of such training, in the form of qualification certificates, must be obtained and retained by the Trust.

In accordance with Appendix 2, electrically competent persons, subject to completing an appropriate induction programme and 2 years relevant experience, are authorized to undertake electrical work, without increased levels of supervision unless that work is subject to 'permit to work' authorization to avoid danger (Appendix 4).

Furthermore **all** employees who may encounter electricity in performing their duties (including users of, or persons working close to, electrical equipment) will receive regular education and training on the particular hazards and dangers that may be met.

The training needs of all persons affected by the Electricity At Work Regulations will be assessed by their line manager / supervisor annually and details of the assessment recorded. The Trusts' appraisal policy reflects this requirement.

Additionally, electrically competent persons will be assessed through a programme of Quality Control (see 2.6 – Monitoring and Supervision). Where 'training under personal supervision' is undertaken as part of this process, the duration, level of responsibility and scope of work activities will be clearly defined. The progression of ability gained during personal training will be monitored and records maintained. The person providing the personal supervision will have the necessary experience.

All persons to be affected by any changes to electrical procedures, plant, equipment and / or relevant legislation, must be briefed / trained as appropriate (prior to those changes taking effect wherever possible).

All attendance to electrical training sessions in whatever form they take (refresher training / briefings / training sessions) will be recorded and the records held by the Human Resources Section.

As a responsible Landlord, the Trust will provide advice to Tenants on matters of electrical safety. (See Appendix 11)

2.6 MONITORING AND SUPERVISION

Throughout employment electrically competent persons will have their competence verified. This is in addition to and complementary to the Trusts annual appraisal process. Furthermore, individuals may be subject to NICEIC annual assessment process.

A procedure will be in place which describes the responsibility for and the process of how competence and safety management monitoring is undertaken for both directly employed and subcontract staff. The responsibility for undertaking such monitoring and assessment will be identified and the staff assigned these duties will have the necessary knowledge and experience.

The frequency of assessment will be defined and a programme produced to ensure that all individuals are audited within a review period, the review period will be a maximum of 1 year. The review period will be shorter for newly authorised staff or those found to have an area of weakness in knowledge or skill from either routine supervision, site safety audits or an operational incident.

The procedure will outline a range of remedial actions that are matched to the severity of any non-conformances that are identified during assessment. These may include on-the-job coaching, retraining, and / or increased frequency of assessment. Assessments, including detailed inspections of work, will monitor the level of conformity with this Policy, work instructions, generic / site specific risk assessments, safety documents, PPE, electrical tools and test equipment.

The procedure will contain a sample assessment sheet together with a non-conformance close-out procedure and a process for monitoring trends of quality and safety. A review process will be in place, which monitors the overall effectiveness of the audit procedure. Records will be maintained of audits, audit findings, close-out actions and reviews.

The Trust will provide an appropriate level of supervision to prevent danger or injury taking account of:

- a) the users of electrical equipment and the type of electrical equipment they use and;
- b) persons performing non-electrical work tasks in the vicinity of electrical systems / equipment
- c) the number and competency of persons engaged on electrical work, with due consideration for the scope and nature of that work and peripatetic working.

Supervision will be provided by Senior Trades staff and line management, and in the case of competent persons, by NICEIC Qualifying Supervisors.

Additionally, where electrical work is undertaken 'on site', the Site Manager will provide supervision appropriate to the nature of the electrical work, working arrangements and

environmental conditions as they apply, in accordance with Construction (Design and Management) Regulations (CDM Regulations).

Supervision of Trainees (includes young non-competent persons) will be in accordance with the Trusts Young Persons Policy. Additionally, trainees (includes other non-competent persons) must never work unsupervised and must never work on live installations and / or equipment. It is essential all persons with responsibility for and working with a trainee ensure that the trainee fully understands the safety requirements and limitations of the work they undertake.

All managers with responsibilities under the EAWR will maintain a file, for monitoring and audit purposes, of all competent persons (DLO & contractors) who work on electrical installations for the Trust. The file will include;

- Relevant experience
- Ongoing training
- Training requirements
- Quality checks
- Safety reports

3. OUTCOMES FOR CUSTOMERS

Customers will benefit from the quality of service and safety of electrical work undertaken by Trust staff working in line with this policy. Customers can be assured that the competency of electrical workers is more than satisfactory due to the level of qualifications attained by all operatives. Customers will benefit by having electrically trained staff adhering to this policy, safe systems of work and risk assessments with regards to any work being undertaken of an electrical nature. Customers visiting any properties owned and controlled by the Trust can do so safe in the knowledge that the Trust has done all that can practically be done to ensure their safety.

4. OUTCOMES FOR THE TRUST

The Trust will benefit by having a qualified team of electrical professionals competent to undertake their duties and tasks without fear of poor customer relations. The high safety culture within the Trust will ensure that accidents and injuries relating to electrical installations will be reduced if not eliminated, and will ensure access to qualified electricians at all times allowing for higher production levels and increased customer service.

5. EQUALITY AND DIVERSITY

Weaver Vale Housing Trust will strive to ensure that no sections of the community are (or feel) excluded from opportunities to train as electricians or carry out electrical work. The requirement to hold relevant qualifications before carrying out electrical work applies equally to all workers. The Trust will encourage contractors to provide employment opportunities for apprentices and qualified staff from ethnic groups and females who are currently under-represented in the construction industry. A race and diversity Impact assessment has been completed and is appended to this policy.

6. CONSULTATION

Consultation for the review and implementation of this policy has taken place with and between:

- Senior Electrical Technician,
- Qualified Supervisors,
- Electricians,
- Managers,
- Health and Safety Adviser.

7. LINKS AND INTERDEPENDENCIES

This Policy links with the following Weaver Vale Housing Trust policy and documents;

Health and Safety Policy
Maintenance Policy
Policy & Guidance Procedures for Health and Safety Risk Assessment
Policy for the Use of Plant, Machinery and Equipment
Young Persons Policy
Policy & Guidance Procedure for use of Personal Protective Equipment
Job Descriptions / Person specifications for Electricians & Apprentices
Appraisal Policy
Electrical Safe Working Conditions
Accident Reporting Procedure
Accident Investigation Policy
Fire Safety Policy

8. COMPLAINTS, COMPENSATION AND APPEALS

This will link to the Trust's Complaints Policy and Compensation Policy if customers feel that the Trust has failed to deliver the service standards contained the policy.

9. REVIEW

The Trust will formally review this policy in November 2013

Director of Property Services

The Director of Property Services is responsible for the Trusts' electrical infrastructure and will ensure there are adequate Safe Systems of work in place.

NICEIC Duty Holder (Director of Property Services)

A Principal Duty Holder is a person appointed by the business to have responsibility for the maintenance of the overall standard and quality of the electrical installation work undertaken by the business from a particular location. Principal Duty Holders are not subject to assessment by the NICEIC.

The Duty holder must;-

- be responsible for all matters relating to enrolment and is the focal point for communication with the NICEIC.
- be a full-time principal or senior manager of the business having an understanding of, and responsibility for, the health and safety and other legal requirements relating to the range of electrical work undertaken by the business.
- be responsible for the assignment of electrical work to the Qualified Supervisor(s)
- be responsible for ensuring that all work undertaken or arranged is carried out by competent persons who are adequately and appropriately supervised
- be responsible for ensuring that the appropriate certificates and reports are issued for electrical work.

Managers

Other Managers within the Trust, in addition to their Health and Safety responsibilities, also take on 'Duty Holder' responsibilities under the Electricity At Work Regulations where their work and / or the work of their staff either brings them directly or indirectly into contact / close proximity of electrical systems and equipment .

In further detail and for example, managers are responsible for;

- Engaging contractors (in particular electrical contractors)
- Projects / contracts subject to CDM (Planning Supervisor)
- Non electrical Trades staff

- IT equipment infrastructure
- Office facilities (Gadbrook Head Office / Road 3 Depot)
- Sheltered accommodation
- Advice and guidance to users / Tenants

NICEIC Qualifying Supervisor (Senior Electrical Technician / Senior Trades - Electrical)

A Qualified Supervisor is an electrically-competent person with specific responsibility, on a day to day basis, for the safety, technical standard and quality of electrical installation work under his supervision.

Electricians

Electricians, as competent persons are, in so far as the electrical work they are carrying out which is within their control, responsible as 'duty holders' to ensure the Electricity At Work Regulations are complied with.

Individual Users

Individual users of electricity should:

- Ensure to the best of their ability that any electrical equipment they use is undamaged and safe.
- Use electrical equipment correctly and not overload the power supply.
- Notify their manager or supervisor if they bring into service any electrical equipment, including personal equipment.
- Report any defective electrical equipment to their manager or supervisor.
- Not attempt to repair, dismantle or otherwise interfere with electrical equipment unless competent (as defined in Appendix 2) and authorised.

ELECTRICAL COMPETENCE

Appendix 2

Find below a list of the skills and knowledge gained through programmes of education and training (Qualifications) appropriate to the class of work a Competent Electrician may undertake:

17TH Edition Wiring Regulations (C & G 2380) (C & G 2381)

Inspection, Testing & Certification of Electrical Installations (C & G 2391) {including Domestic Installations}

Management of Electrical Maintenance (Periodic) (C & G 2377/11)

Inspection & Testing of Electrical Equipment (PAT) (C & G 2377/12)

Street Lighting (ERG39)

Design, Erection and Verification (C & G 2400)

NVQ / SVQ Level 3 in Electro-technical Installation and Maintenance

City & Guilds A, B, or C Certificates

City & Guilds 236 Part 1, 2, or C Certificates

City & Guilds 2360 Part 1, 2, or C Certificates

City & Guilds 2356 Part 1, or 2

EAL (EMTA Awards Limited) Level 2 Certificate for Domestic Electrical Installers

For Further information regarding these qualifications contact;
City & Guilds, 1 Giltspur Street, London. EC1A 9DD.

NICEIC Qualifying Supervisors will have completed one of the three training programmes shown below:

For those who gained formal training and electrical qualifications before the publication of BS 7671:2008

plus

- City & Guilds 2360 Part 2 (Electrical Installation Competencies) Certificate*

plus

- City & Guilds 2380/2381 (17th Edition) Certificate**

- City & Guilds 2391 (Inspection, Testing and Certification) certificate ***

or

For those who gained formal training and electrical qualifications since the publication of BS 7671:2008

- City & Guilds 2360 Part 2 (Electrical Installation Competencies) Certificate*

plus

- City & Guilds 2391 (Inspection, Testing and Certification) certificate ***

or

For those without formal training or electrical qualifications

- City & Guilds 2380/2381 (17th Edition) Certificate**

plus

- City & Guilds 2391 (Inspection, Testing and Certification) Certificate ***

* NVQ/SVQ Level 3 in Electrical Installation Work, SCOTVEC National Certificate in Electrical Installation or an equivalent electrical installation qualification may be offered instead of City & Guilds 2360.

** The Scottish Qualifications Authority Tailored Award in Design and Verification of Electrical Installations may be offered in lieu of the City & Guilds 2380 and/or the City & Guilds 2391 assessment.

*** The City & Guilds 2391 requirement may be waived by the Area Engineer if the proposed Qualified Supervisor is able to demonstrate the ability to inspect, test and certificate electrical installation work in accordance with BS7671.

And will:

- be directly employed by the business and be available on a full-time basis
- have at least two consecutive years' supervisory or managerial responsibility for the standard of electrical installation work.
- satisfy the technical training and/or experience requirements laid down by the NICEIC
- be conversant with the Electricity at Work Regulations, current edition of BS 7671:2001 and the Codes of Practice and guidance documents relevant to the range of electrical work undertaken
- be well versed in the inspection, testing, verification, certification and reporting procedures for the range of electrical work undertaken
- be subject to assessment and acceptance by the NICEIC

Operatives, Craftsmen and Qualifying Supervisors therefore demonstrate differing levels of knowledge as indicated by the skills matrix below:

Qualifying Supervisor	Craftsman	Operative	
			Safety Rules
			Safety Management System
			Health & Safety At Work Act
			Electricity Supply Regulations
			Electricity at Work Regulations
			Basic Electrical Awareness
			Risk Assessment
			Emergency First Aid inc. Resuscitation

Skills Matrix Example

RISK ASSESSMENTS

Appendix 3

The Trust has a standard procedure for undertaking risk assessments. The risk assessments must address safety issues with respect to work being carried out, e.g. live working, manual handling, slips, trips and falls, housekeeping etc.

Competent Persons will perform a dynamic risk assessment to ensure they take account of generic risk assessments and site conditions to ensure that all control measures are in place and that no conditions exist that would compromise the work proceeding safely. Where generic risk assessments are inappropriate or inadequate the Competent Person will not proceed with the work and will seek advice from a Qualifying Supervisor.

Staff undertaking risk assessments will be trained and all risk assessments (except for a dynamic risk assessment) must be documented with records maintained. The responsibility for reviewing the effectiveness of risk assessment process must be identified.

The results of electrically related Risk Assessments will be documented and will include detailed information that records:

- a) The steps that will be taken to ensure and verify that there is adequate means of access/egress, adequate lighting and adequate safe work space at all electrical equipment on which work is being performed.
- b) The means by which the electrical equipment to be worked on will be disconnected from every source of electrical energy.
- c) The steps that will be taken to ensure that electrical equipment to be worked on has been made dead.
- d) The precautions that will be taken to prevent electrical equipment, which has been made dead becoming electrically charged during work.
- e) The personal safety equipment and tools that are required to prevent injury and death.
- f) The steps that will be taken to ensure that electrical equipment is re-instated in a safe manner.

PERMIT TO WORK

Appendix 4

A Permit-to-work is not required for the following work if it is carried out by a competent person (electrician or authorized electrical contractor).

- a) Isolation of electrical distribution systems and equipment to make them safe.
- b) Replacement of electrical outlets, fitting equipment and fuses that have been made safe
- c) Installation of new electrical fittings, outlets and equipment

The replacement of electrical lamps may be carried out by OTHER PERSONS provided that they have the appropriate technical knowledge, training and information to enable them to work safely.

The following works carried out on electrical equipment will be subject to a permit-to-work issue by the Director of Property Services:

- a) Switching off any switch fuse, distribution board, or mains circuit board that may affect critical systems, the safety of employees, tenants or the general public.
- b) Work on live electrical apparatus (other than for testing purposes).
- c) Work on electrical distribution systems that need the installed safety systems / barriers defeated or removed.
- d) Work on electrical distribution systems that expose personnel to shock hazards.
- e) Work on remote and automatically controlled low voltage switch-gear.
- f) Work on any earth system whilst the supply is still live.

PROCEDURE FOR WORKING ON DEAD ELECTRICAL EQUIPMENT

Appendix 5

No person will work on electrical equipment if they are unsure of the requirements for safe working practice as set out in this policy, written procedures and risk assessments undertaken for the work.

The Competent Person (electrician) will ensure before any work is carried out on electrical equipment that may give rise to danger that there is:

- a) Adequate working space
- b) Adequate means of access / egress
- c) Adequate lighting.

All necessary steps will be taken to protect against inadvertent contact with other live parts nearby. This will be done wherever practicable by the erection of physical barriers and / or the use of temporary insulation.

For low voltage and high voltage installations, the following procedure will be used:-

- (i) Identify circuit by reference to up to date drawings and records**
Before disconnecting or isolating any electrical equipment, the circuit to be worked on, or near, will be identified. Electrical equipment will where ever practicable be physically identified. When ever possible, this process will be aided by the use of appropriate drawings, diagrams and other written information. Labelling on circuits and equipment may be used to assist in the identification process, it must however never be assumed that labelling is correct.
- (ii) Cut off supply by switching**
Once the circuit or equipment to be worked on or near has been identified it will be disconnected from every source of electrical energy.
- (iii) Isolate (to prevent being switched on) by locking isolator**
Adequate precautions will be taken to prevent electrical equipment, which has been made dead from becoming electrically charged during the work. Wherever practicable this will be carried out by locking off all isolators. Where such facilities are not available, the removal of fuses or links is permissible.

Fuses or links will be labeled and kept in safe keeping away from the isolator by the Competent Person. Under no circumstances must the fuses or links be left unattended by or near the isolator.

If a plug has been withdrawn, steps will be taken to ensure that it cannot be reconnected to the electrical supply while work is taking place on the circuits or apparatus.
- (iv) Fix caution notices**
Once isolated a notice or label will be put at the place of disconnection. This will be supplemented by 'danger' notices adjacent to the place of work indicating nearby apparatus that is still energized.

(v) Verification, by use of a certified voltage indicator, that the system to be worked on is 'Dead'

Having isolated the circuit, equipment and all parts (including three-phase supplies and / or equipment with more than one supply), to ensure that they are dead, (even if the isolation has been achieved automatically through an interlocking system) it is essential to prove that all supply conductors are dead. The device used for proving dead will itself be proved immediately before and after testing.

(vi) Discharge to earth at point of work

(vii) Apply circuit earth at point of work (Reg 13)

To ensure that the risk to personnel is minimized, even if the above precautions fail, all conductors will be earthed using properly designed earthing devices or earthing leads, usually applied to all points where the circuit or equipment is isolated from the supply. Additional earths at the point of work may also be necessary if this is remote from the point of isolation, but these should be applied only after proving dead at the point of work. These procedures are essential for high voltage apparatus and stored energy equipment. The earthing conductors and their connections should be suitable for the energy that may flow in the event of a failure of the above precautions. Earthing low voltage equipment is particularly desirable if there is a risk of re-energisation. In other low voltage equipment, however, it may be physically impractical to apply earths, or the risk of short circuit from introducing an earth near adjacent live parts may outweigh the benefit of earthing the apparatus being worked on.

(viii) If required by Supervisor, apply to authorised person for permit to work.

For large and complex low voltage distribution systems a permit to work system is essential (Reg 12 and 13)

(ix) Record in detail all work carried out (Reg 14)

NB. For 'extra low voltage' installations, items **(ii)** to **(vii)** need not be applied.

APPLYING SAFETY LOCKS, CAUTION AND DANGER NOTICES

Appendix 6

Caution notices will be fixed on all switchgear controlling the electrical installation and / or equipment on which work is to proceed.

Safety locks (differing from any standard locks) of the system will be used to lock-off switches at points where the circuit on which work is to be carried out can be energised.

Danger notices will also be fixed where applicable, on or adjacent to live apparatus.

Safety warning tags are to be attached to each caution and danger notice.

Keys for safety locks will be retained in the possession of the Competent Person carrying out the works.

Where locks and notices are fixed to electrical apparatus or switch-gear and a Permit-to-Work is required a Qualifying Supervisor will fix and remove locks and notices.

When the circuit is controlled only by fuses or links, the Competent Person will remove, retain in a safe place and replace the fuses, links and carriers.

Notices will be placed on distribution boards (origin of circuit) clearly stating which circuit(s) have been isolated – warning personnel not to re-energise the circuits(s) without verifying it is safe to do so. The person placing the notice will indicate on the notice date of isolation and contact details.

OPERATION OF HIGH OR LOW VOLTAGE SWITCHGEAR

Appendix 7

The following items of high or low voltage switchgear will be normally in the service position and operated only by Authorised or Competent Persons:

- a)** Building High Voltage supply transformers circuit breakers / isolators / switchgear
- b)** Low Voltage bus-section switch on main switch boards
- c)** Standby generators switchgear connected (via switchgear) to the low voltage switchboards.
- d)** Uninterruptible power supplies.

High voltage substations and switchgear will be normally in the service position and will be operated only by Competent Persons with the prior agreement of the Building Services Manager / Qualifying Supervisor.

The area / compound containing the high voltage substations and switchgear will be signed over to the authorised contractor before work commences and signed back to the WVHT on completion of the work.

For work on high voltage substations and switchgear a Permit to Work system will be operated by the authorised contractor. No work on high voltage substations and switchgear will be carried out by Weaver Vale Housing Trust employees unless they are suitably qualified and authorised.

REMOTE AND AUTOMATICALLY CONTROLLED SWITCHGEAR

Before work is carried out on remote or automatically controlled equipment, remote control and automatic features must be rendered inoperable.

LIVE WORKING (not including testing & fault finding)

Appendix 8

Work on or near live conductors will only be permitted in exceptional circumstances and only when authorised by the Director of Property Services.

In all other circumstances live working will be strictly forbidden.

In exceptional circumstances and subject to the above, and the satisfactory provision of a Permit to Work, the following will apply;

Unless there is no risk, work on live equipment or near any live conductor (other than those suitably insulated) is prohibited unless **all** the following criteria are met:

- 1) It is decided that it is **unreasonable** in all the circumstances for it to be 'dead' and,
- 2) It is **reasonable** in all the circumstances for him to be at work on or near it while it is 'Live' and,
- 3) Suitable precautions (including where necessary the provision of suitable Personal Protective Equipment) are taken to prevent injury (Regulation 14)

The decision on 'reasonableness' will be made by a Qualifying Supervisor and in consultation with an 'Authorised Person'.

The Qualifying Supervisor will:

- (i) assess the risks involved (include adequate space, access, light)
- (ii) decide whether accompanied working is necessary (see below)
- (iii) where appropriate, produce a method statement (ie, using techniques that minimise the risk of current path through the chest (eg work single handed), reduce the time the equipment is live.
- (iv) nominate a craftsman of 'Competent Person' status to work 'Live'
- (v) issue live working equipment. This may include insulated tools, protective clothing (footwear, clothing covering legs and arms, test probes, insulating mat for conducting surfaces and floor, insulated gloves, eye protection etc.), insulated screens, barriers and danger notices.
- (vi) issue signed instructions, endorsed by the authorised person, to the craftsman, to undertake the work. (Permit to work).
- (vii) record in detail all work carried out (Reg 14)

Consideration will be given to the use of a Safety Observer who's responsibilities include:

- i) be knowledgeable of the task at hand,
- ii) be competent in observation, isolation, & resuscitation

- iii) continuously observe the task, not be distracted by other duties and give appropriate warnings
- iv) provide emergency assistance.

Live Testing including fault finding

Appendix 9

Testing is to be treated as temporary 'Live' working.

Where testing requires a test voltage to be applied which exceeds extra-low voltage the 'Live' working procedure will be used (Regulation 14).

Where testing requires a test voltage to be applied which does not exceed 'extra low voltage', the 'Live' working procedures will not normally be justified.

Circumstances where it may be necessary to work on live equipment or near live conductors include:

- Commissioning or adjusting equipment.
- Fault finding.

This may include large high voltage fixed items of the infrastructure or plant or small low voltage equipment such as gas boilers.

If live testing is carried out a safe system of work is required based on written procedures and risk assessment.

This will include:

- Only allowing the minimum number of people to work on the equipment.
- Having the equipment live for the minimum length of time.
- Using the correct tools and test probes (HSE GN38).
- Ensuring that all equipment is in good condition and calibrated.
- Ensuring that those working are competent.
- Preventing others not involved from getting near the live conductors.
- Indicating the live areas by erecting warning notices.
- Communicate with people potentially affected by the tests.
- Using earth free areas.
- Using residual current devices (RCDs).
- Ensuring adequate access and space around the live areas.
- Ensuring that the floors are not slippery
- Ensuring that there is adequate lighting

Examples of specific live tests that may be undertaken include;

- a) External earth fault loop impedance, Z_e , this entails isolation of the main supply and disconnection of the main earth conductor.
- b) Earth fault loop impedance in sub circuits, Z_s .
- c) Functional testing of RCDs.
- d) Measurement of the Prospective short circuit current at the origin of the supply.
- e) Measurement of the Prospective short circuit current at the origin of the circuit.
- f) Measurement of the Prospective short circuit current at the remote point of a circuit.

Live 'testing' - Fault Finding

In order to ensure that electrical fault finding is carried out safely and efficiently, it is essential to adopt a logical approach to the problem (this is in addition to the foregoing).

- a) Find out as much as possible from the user.
- b) Use a systematic and logical approach to diagnosing the fault using appliance manufacturers fault finding instructions as appropriate.
- c) Appropriate wiring diagrams should be studied to make sure the layout, function and purpose of the system and component are understood.
- d) Before any live testing is undertaken the installation / appliance will first be inspected visually (for loose wires, scorch marks, overheated components, and or arcing) when isolated.
- e) Check fuses, mcb's, trips etc are in the correct position.
- f) Check for potential impact from other recent works (nails in walls, floors etc)
- g) Isolate and carry out continuity checks.
- h) Live testing (polarity checks / tracing voltages) will only be applied when the foregoing has failed to identify the fault.
- i) When the fault has been identified and repaired, appropriate testing will be carried out and as required results recorded on the relevant certificate.

Note – Gas Service Engineers have a requirement to perform electrical fault finding on gas appliances and Central Heating Systems. These tests although restricted to preliminary electrical checks involve live testing (polarity checks and tracing voltages). They will be supported by procedures (which include the above principles) and will only undertake work for which they have been trained and are competent.

- 1 **Personal Protective Equipment:** Personal protective equipment will be supplied in accordance with the Trusts' Personal Protective Equipment Policy

Managers will select personal protective equipment which they are required to provide. Prior to the supply, they shall ensure that an assessment is made to determine whether the personal protective equipment they provide is the most suitable to enable employees to properly perform their work duties.

The assessment required shall include:-

- (a) A risk analysis of the work to be performed to determine whether there is any other safer means of avoiding risks to health and safety than by using personal protective equipment.
- (b) The type and kind (i.e., characteristics) of details appertaining to personal protective equipment which are required to make them effective against any risk shown to be present as a result of the risk assessment. The risk analysis must also take account of any additional risk caused by the wearing or using of personal protective equipment.
- (c) A comparison of the type and kind (characteristics) of personal protective equipment available from various manufacturers so that the most suitable is selected for use and which safeguards the user's health and safety

Personal protective equipment shall not be suitable unless:-

- (a) It is appropriate for the risk or risks involved and the conditions at the place where exposure to the risk may occur.
- (b) It takes account of ergonomic requirements and the state of health of the person(s) who may wear it.
- (c) It is capable of fitting the wearer correctly, if necessary after adjustments within the range for which it is designed.
- (d) So far as is practicable, it is effective to prevent or adequately control the risk or risks involved without increasing overall risk.
- (e) personal protective equipment must comply with any European Community Directive which is made by act or statutory instrument in Great Britain. This requirement applies to the design and manufacture of personal protective equipment which must safeguard a person's health and safety whilst at work

- 2 **Electrical Test Equipment:** The Trust will supply and maintain Electrical Test instruments appropriate to the range and scale of electrical work undertaken. Furthermore the Trust will maintain an effective System which enables confirmation of the accuracy and consistency of all test instruments used for certification and reporting purposes.

Electrical Test Equipment will include

- a) Voltage Indicating Device
- b) Earth Continuity Tester
- c) Insulation Resistance Tester
- d) Earth Fault Loop Impedance Tester
- e) Residual Current Device Tester
- f) Suitable Leads (which comply with GN38) for live tests for d) and e)
- g) Proving units (Test Probes)
- h) Calibration checking instruments

1 Issue and Control of Publications and Safety Related Documents:

The Senior Electrical Technician and Senior Tradesman control the issue of safety related documents (internally & externally produced) including identification and withdrawal of superseded documents. Responsibility for reviewing the effectiveness of this arrangement will be monitored by the Health & Safety Adviser whilst conducting the internal audit.

The Trust will hold current 'controlled' copies of the following Reference Publications applicable to this Policy;

Memorandum of Guidance on the Electricity of Work Regulations 1989 HSR 25. Health and Safety Executive. ISBN 0717616029

Electricity at Work-Safe Working Practices, HSG 85. Second Edition. Health and Safety Executive. 2003. ISBN 0717621642

Maintaining Portable and Transportable Electrical Equipment HSG 107. Health and Safety Executive. Reprinted with amended references 1999. ISBN 0717607151

Code of Practice for In-Service Inspection and Testing of Electrical Equipment WR233. Institution of Electrical Engineers. 2001. ISBN 0852967764

BS7671:2008 (IEE Wiring Regulations)
IEE Guidance Note 1 on selection and erection
IEE Guidance Note 3 on inspection and testing

The following Publications together with this policy form the Technical Operational Procedures for Electrically competent persons;

2 Guidance for Users of Electrical Equipment

Employees - Guidance notes are produced and published for the use of Weaver Vale Housing Trust staff to provide information relating to the health & safety issues faced on a day to day basis. These will be issued to staff upon induction at the Trust and are otherwise available for reading, download, printing and understanding via the Trusts' intranet site, Trusttalk.

Electrical work related guidance notes include:

- Guidance Note 1 – Fire Prevention & Precautions
- Guidance Note 2 – Housekeeping
- Guidance Note 3 – Personal Protective Equipment
- Guidance Note 4 – Manual Handling
- Guidance Note 8 – Asbestos
- Guidance Note 10 – Ladders and Access Equipment
- Guidance Note 14 – Plant & Equipment
- Guidance Note 15 – Hand Tools

- Guidance Note 21 – Portable Electric Tools
- Guidance Note 24 – Stress at Work

Tenants - The Trust offers advice and useful information regarding the operation and use of electrical equipment for tenants within the pages of the Tenant Handbook.

The tenancy agreement details what a tenant can and cannot do with regards to electrical repairs and alterations whilst renting a property from the Housing Trust.

Appendix two

Race and Diversity Impact Assessment

The term policy refers to any activity Weaver Vale does – whether that is a policy or procedure we write or review, a service we provide, an OSDP project, or an initiative we run.

Department:	WEAVER VALE HOUSING TRUST (AS A WHOLE)		Officer responsible for the assessment:	IVAN HILDITCH (HEALTH & SAFETY)	
Name of Policy to be assessed:	ELECTRICAL SAFETY	Date of Assessment:	24.10.09	Is this a new or existing policy?	EXISTING
1. Briefly describe the aims, objectives and purpose of the policy.	TO ENSURE THE SAFETY OF STAFF & OTHERS WHO MAY BE AFFECTED BY THE WORK OF THE TRUST BY PROVIDING A POLICY OF SAFETY IN RELATION TO ELECTRICITY				
2. Who is intended to benefit from this policy, and in what way?	TRUST STAFF AND ANYONE POTENTIALLY AFFECTED BY THE UNDERTAKINGS OF THE TRUST. BY COMPLYING WITH THIS POLICY, EVERYONE IS AWARE OF THEIR RESPONSIBILITIES AND THE 'DO'S' AND 'DON'TS' OF ELECTRICAL SAFETY				
When completing the section below consider whether the services made available through the policy are accessible to everyone with the community. Bear in mind any economic, social, environmental, physical, intellectual, cultural, linguistic, technological or other barriers.					
3. Are there concerns that the policy could have a differential impact either positive or negative due to their age?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>				
What existing evidence (either presumed or otherwise) do you have for this? Can any positive/negative impact be justified?	ELECTRICAL SAFETY DOES NOT DISCRIMINATE FOR OR AGAINST AGE				
4. Are there concerns that the policy could have a differential impact either positive or negative due to disability?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>				
What existing evidence (either presumed or otherwise) do you have for this? Can any positive/negative impact be justified?	PEOPLE WHO STRUGGLE WITH COLOUR-BLINDNESS OR IMPAIRED VISION WILL FIND THE INTRICATE WORK OF ELECTRICAL INSTALLATION DIFFICULT DUE TO WIRING COLOURS AND THE FIDDLY NATURE OF THE WORK INVOLVED.				

<p>5. Are there concerns that the policy could have a differential impact either positive or negative on people with literacy issues?</p>	<p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>	
<p>What existing evidence (either presumed or otherwise) do you have for this? Can any positive/negative impact be justified?</p>	<p>STAFF WHO NEED TO UNDERTAKE THE QUALIFICATIONS NECESSARY TO BE CLASSED AS COMPETENT IN THE FIELD OF ELECTRICAL WORK, NEED A LEVEL OF INTELLIGENCE TO READ, LEARN, UNDERSTAND AND WRITE THE ANSWERS TO UNDERTAKE THE EXAM WHICH WOULD BE DIFFICULT WITH LITERACY ISSUES</p>	
<p>6. Are there concerns that the policy could have a differential impact either positive or negative due to gender?</p>	<p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p>	
<p>What existing evidence (either presumed or otherwise) do you have for this? Can any positive/negative impact be justified?</p>	<p>ELECTRICAL SAFETY DOES NOT DISCRIMINATE FOR OR AGAINST GENDER</p>	
<p>7. Are there concerns that the policy could have a differential impact either positive or negative on racial groups?</p>	<p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p>	
<p>What existing evidence (either presumed or otherwise) do you have for this? Can any positive/negative impact be justified?</p>	<p>ELECTRICAL SAFETY DOES NOT DISCRIMINATE FOR OR AGAINST RACE</p>	
<p>8. Are there concerns that the policy could have a differential impact either positive or negative due to their faith or religious belief?</p>	<p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p>	
<p>What existing evidence (either presumed or otherwise) do you have for this? Can any positive/negative impact be justified?</p>	<p>ELECTRICAL SAFETY DOES NOT DISCRIMINATE FOR OR AGAINST FAITH OR RELIGIOUS BELIEF</p>	
<p>9. Are there concerns that the policy could have a differential impact either positive or negative due to any other equality issues? (e.g. people with dependents and or/ caring responsibilities or people with a criminal record)</p>	<p>Yes <input type="checkbox"/></p>	<p>No <input checked="" type="checkbox"/></p>

What existing evidence (either presumed or otherwise) do you have for this? Can any positive/negative impact be justified?		ELECTRICAL SAFETY DOES NOT DISCRIMINATE FOR OR AGAINST ANY OTHER IDENTIFIED EQUALITY ISSUES			
10. Are there concerns that the policy could have a differential impact either positive or negative due to sexual orientation?		Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>		
What existing evidence (either presumed or otherwise) do you have for this/ Can any positive/negative impact be justified?		ELECTRICAL SAFETY DOES NOT DISCRIMINATE FOR OR AGAINST SEXUAL ORIENTATION			
11.	Could the differential impact identified in 3-10 amount to there being the potential for adverse impact in this policy?	NO - RELEVANT CONTROL MEASURES AND PROCEDURES ARE ESTABLISHED AND IMPLEMENTED TO NEGATE ANY ADVERSE IMPACT THE POLICY MAY PRESENT			
Can this adverse impact be justified on the grounds of promoting equality of opportunity for one group? Or any other reason?		N / A			
Should a full impact assessment to be carried out?		Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>		
Area of Negative Impact	Action	Target Date	Responsible	Outcomes for Customers	Progress

<p>COLOUR BLIND OR VISION IMPAIRMENT</p>	<p>PRESCRIPTION SAFETY GLASSES PROVIDED FOR STAFF WITH REQUIREMENT</p> <p>DECLARATION OF COLOUR BLINDNESS SHOULD BE UNDERTAKEN AT INDUCTION BY EMPLOYEE.</p>		<p>THE TRUST AS A WHOLE</p> <p>HR DEPT & LINE MANAGER AT INDUCTION</p>	<p>ABILITY TO UNDERTAKE THE WORK WITHOUT FEAR OF ELECTROCUTION</p> <p>IDENTIFICATION OF STAFF UNABLE TO UNDERTAKE WORK FOR FEAR OF MIS-WIRING ELECTRICAL SYSTEM</p>	
<p>LITERACY ISSUES</p>	<p>HELP AND SUPPORT FROM LINE MANAGER AND EXTERNAL TRAINING SOURCE</p>		<p>LINE MANAGER & EXTERNAL TRAINING CONSULTANTS</p>	<p>NECESSARY QUALIFICATIONS TO ENSURE QUALITY AND CRAFTSMANSHIP OF WORK TO BE CARRIED OUT</p>	

Fundamental	Significant	Merits Attention
ACTION IS IMPERATIVE TO ENSURE THAT THE OBJECTIVE FOR THE AREA UNDER REVIEW IS MET	REQUIRES ATTENTION TO AVOID EXPOSURE TO SIGNIFICANT RISK IN ACHIEVING THE OBJECTIVE FOR THE AREA UNDER REVIEW	ACTION IS ADVISED TO ENHANCE CONTROL OR IMPROVE OPERATIONAL EFFICIENCY

Ref:	Recommendation:	Categorisation:	Action to be taken:	Implementation Date:	Manager Responsible:
1.0	Continued Implementation of the Electrical Safety Policy	Fundamental	Policy already in place. In need of review and update due to qualification revision Continued implementation	November 2009	EMT
1.1	Distribution and Publication of Updated Policy	Significant	Post new policy on Trusttalk and Distribute to team leaders for distribution to trade staff	December 2009	IH
2.2	Continued Review of Risk Assessments	Merits Attention	Continued review and update of risk assessments. Required annually or where significant change of circumstances	Ongoing	All Managers
2.6	The procedure describing the responsibility for and process of how competence and safety management monitoring is undertaken needs to be written.	Significant	Procedure is currently undertaken as a part of the role of Senior Electrical Technician but is not written down or recorded. Write down and record the procedure	January 2010	SL