

MR06 - Electrical Safety Policy and Procedure

Category: Health and Safety Sub-category: Residential Services






Policy Review Sheet

Last Reviewed: 08/06/19 Last Amended: 08/06/18

Next planned review in 12 months, or sooner as required.

Note: The full policy change history is available in your online management system.

Business Impact:	Low	Medium	High	Critical
		X		
Changes are important, but urgent implementation is not required, incorporate into your existing workflow.				

 Reason for this review:	Scheduled review
 Were changes made?	Yes
 Summary:	Policy converted to new QCS format and reviewed to reflect changes in current legislation with the inclusion of further legislation in order to meet the requirements of best industry practice.
 Relevant Legislation:	<ul style="list-style-type: none"> Electricity Safety, Quality and Continuity Regulations 2002 Electrical Equipment (Safety) Regulations 1994 Provision and Use of Work Equipment Regulations 1998 Control of Substances Hazardous to Health Regulations 2002 The Electricity at Work Regulations 1989 The Health and Social Care Act 2008 (Regulated Activities) (Amendment) Regulations 2015 Health and Safety at Work etc. Act 1974 Management of Health and Safety at Work Regulations 1999 The Regulatory Reform (Fire Safety) Order 2005 Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) The Workplace (Health, Safety and Welfare) Regulations 1992 The Health and Safety (Miscellaneous Amendments) Regulations 2002
 Underpinning Knowledge - What have we used to ensure that the policy is current:	<ul style="list-style-type: none"> HSE, (2017), <i>Health and Social Care - Frequently asked questions</i>. [Online] Available from: http://www.hse.gov.uk/healthservices/faqs.htm#fire-electrical [Accessed: 08/06/2018] HSE, (2014), <i>Health and safety in care homes (HSG220)</i> [Online] Chapter 4 - Equipment safety and Page 61 Fire safety. Available from: http://www.hse.gov.uk/pubns/priced/hsg220.pdf [Accessed: 08/06/2018] HSE, (2013), <i>Maintaining portable electrical equipment (HSG107)</i> [Online] Available from: http://www.hse.gov.uk/pubns/priced/hsg107.pdf [Accessed: 08/06/2018] HSE, (2012), <i>Electrical safety and you A brief guide (INDG231)</i> [Online] Available from: http://www.hse.gov.uk/pubns/indg231.pdf [Accessed: 08/06/2018]

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 Suggested action:	<ul style="list-style-type: none">• Encourage sharing the policy through the use of the QCS App• Develop training sessions for relevant staff• Ensure the policy is discussed in planned supervision sessions with relevant staff
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1. Purpose

1.1 To maintain health and safety compliance and adhere to best industry practice guidelines.

1.2 To comply with statutes, regulations and quality standards.

1.3 To support 4SocialCare Ltd in meeting the following Key Lines of Enquiry:

Key Question	Key Line of Enquiry (KLOE)
SAFE	S2: How are risks to people assessed and their safety monitored and managed so they are supported to stay safe and their freedom is respected?
RESPONSIVE	R2: How are people's concerns and complaints listened and responded to and used to improve the quality of care?
WELL-LED	W2: Does the governance framework ensure that responsibilities are clear and that quality performance, risks and regulatory requirements are understood and managed?

1.4 To meet the legal requirements of the regulated activities that 4SocialCare Ltd is registered to provide:

- Electricity Safety, Quality and Continuity Regulations 2002
- Electrical Equipment (Safety) Regulations 1994
- Provision and Use of Work Equipment Regulations 1998
- Control of Substances Hazardous to Health Regulations 2002
- The Electricity at Work Regulations 1989
- The Health and Social Care Act 2008 (Regulated Activities) (Amendment) Regulations 2015
- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999
- The Regulatory Reform (Fire Safety) Order 2005
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)
- The Workplace (Health, Safety and Welfare) Regulations 1992
- The Health and Safety (Miscellaneous Amendments) Regulations 2002

2. Scope

2.1 The following roles may be affected by this policy:

- All staff

2.2 The following people may be affected by this policy:

- Service Users

2.3 The following stakeholders may be affected by this policy:

- Family
- Commissioners
- External health professionals
- Local Authority
- NHS

3. Objectives

3.1 All electrical appliances and electrical installations on premises owned or controlled by 4SocialCare Ltd are safe, tested and well maintained.

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4. Policy

4.1 The main electrical installation will be subject to a statutory inspection by an appropriately qualified electrician at a maximum period of every 5 years. A Certificate of Compliance will be subsequently issued, and a current certificate will always be in place.

4.2 At 4SocialCare Ltd's premises, small electrical appliances are subject to unusually high rates of wear and the consequences of malfunction are unusually severe. Because of the dangers, all small electrical appliances defined as those having flying leads attached to fixed sockets, will be regularly checked for correct operation and electrical safety.

4.3 All new equipment brought into 4SocialCare Ltd, whether by 4SocialCare Ltd or by staff, will be checked to ensure that it is electrically safe before being used.

4.4 In Service Users' homes, risk assessments will be undertaken where electrical items are to be used by staff. Support Workers will be trained to undertake a visual inspection of equipment before they use it and report any concerns immediately. Support Workers should not use any electrical item or electrical source if they have concerns.

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5. Procedure

5.1 4SocialCare Ltd's buildings and offices will have their mains electrical installation checked every 5 years (maximum) by a suitably qualified electrician, who will issue a Certificate of Inspection. The most widely used Standard in the UK covering installation and maintenance is BS 7671:2008-2011, 'Requirements for Electrical Installations', (also known as the 17th Edition of the IET Wiring Regulations). Following the BS 7671 Standard is not a legal requirement, but it is the widely accepted standard in the UK and compliance with it is likely to achieve compliance with the Electricity at Work Regulations 1989. NICEIC is the recognised professional body for electricians and their membership can be checked on <http://www.niceic.com/>.

5.2 All electrical appliances must be CE marked to comply with consumer protection legislation and the requirements of the Electrical Equipment (Safety) Regulations 1994.

5.3 All small electrical appliances will be checked by the maintenance person or other competent person each year, using suitable test equipment. This is known as Portable Appliance Testing (PAT). Records will be kept of the tests and results.

5.4 Equipment which does not pass the test will be removed from service and will remain out of service until it has been repaired and checked for correct functioning.

5.5 All computer equipment should have surge protection.

5.6 Electrical equipment used by contractors should be connected to an RCD unit which automatically cuts out if there is a power surge. Where possible, power tools should be cordless.

5.7 During the weekly office checks by Mrs Jody-Ann Jones, visual checks of electrical appliances will be carried out, in particular checking:

- For damaged sockets and plugs
- That no wires are exposed, particularly at each end of the cable i.e. where the cable goes into the appliance and where the cable goes into the plug
- That any extension leads are in good condition and are not overloaded, e.g. kettles must not be plugged into an extension lead with other appliances such as televisions, radios etc.
- That all appliance wires are attached to a plug and no other wires enter the sockets
- For trailing cables which could be a trip hazard
- That there are no combustibles near electrics as this poses a potential fire risk

Cube type plugs which allow 2 or more other plugs to be attached pose a significant fire risk and should be removed.

5.8 Where external contractors are on site, the safety of staff and visitors is 4SocialCare Ltd's highest concern. Electricity is not only dangerous in terms of electric shock; it is also a significant fire hazard if poorly managed. Where electrical works are being undertaken by contractors, barriers will be required to ensure that only authorised personnel have access. Easy access to a suitable fire extinguisher will also be required.

5.9 All electrical work, other than routine wiring, will require a "Permit to Work" system in place. Examples of when permits will be required are for main installation systems i.e. 415 volts T&E units, live electrics, electrics whilst working in confined spaces and work at height etc.

5.10 In 4SocialCare Ltd offices all main electrical rooms, plant rooms etc. must be free from combustibles. These rooms must be compartmentalised and have a fire door rated for 60 minutes (FD60) to BS EN 1634-1:2014.

5.11 Where staff are required to use electrical items in the Service User's home, a risk assessment should be in place. Staff should undertake a visual inspection of any electrical items before using them and if there are any concerns the item should not be used. Mrs Jody-Ann Jones should be informed so that any other staff visiting can be made aware and action taken to ensure that the item is repaired or replaced.

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6. Definitions

6.1 Permit to Work

- This is a system of highly supervised control measures for high-risk work which must only be completed by highly skilled professionals who are competent in the specific tasks required. This work is never done in isolation and will require at least 2 people

6.2 Live Electrics

- This is highly dangerous and should be avoided if at all possible. However, there may be emergency situations where this is not possible. Paramount is the safety of staff and visitors. Such areas must be supervised at all times by highly skilled professionals and the works will be completed by highly skilled professionals who are competent in the tasks required. A "Permit to Work" will be in operation for such works which will include emergency control measures, locked areas to prevent unauthorised access and designated keyholders

6.3 PAT

- This is Portable Appliance Testing. All electrical appliances will be PAT checked to ensure that wires, plugs etc. are safe. A special machine is used by a trained operative who is competent in the task. This is a task which is routinely carried out and guidance can be found on the HSE website, though most insurance companies will require an annual test and a 3-month test on construction work

6.4 Fixed Appliance Testing

- This is testing the electrical installations and must be done by a highly qualified electrician who is competent in the scope of these works. Completion of these works will provide Mrs Jody-Ann Jones with a certificate of conformity or a list of works which need to be completed for compliance. This testing is a legal requirement and must be completed. 4SocialCare Ltd will require this for insurance purposes and failure to comply could result in not being insured as well as possible prosecution

6.5 Competent

- Suitable technical knowledge or experience in the context of electrical safety includes:

Adequate knowledge and understanding of the nature of electricity

Adequate experience of electrical work

Understanding and practical experience in the type of electrical system upon which work is to be carried out

Understanding of the hazards and the precautions necessary to avoid danger from the use of electricity

The ability to recognise, at all times, whether it is safe for work to continue on electrics and or electrical systems

The ability to recognise own skills and experience which includes recognising areas of work which are outside your scope and getting assistance whilst ensuring the area is safe at all times



Key Facts - Professionals

Professionals providing this service should be aware of the following:

- Mrs Jody-Ann Jones to ensure that all electrical installations are compliant by sourcing competent professionals to inspect and service as required by law
- All staff to report any electrical concerns. Imminent danger must be reported to Mrs Jody-Ann Jones immediately so that action can be taken swiftly
- Managers to monitor and ensure that weekly office checks are completed and that any electrical non-conformance is closed out as soon as possible, dependent on its severity
- Staff and managers to keep an open line of communication between each other to prevent harm caused by electrics

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Key Facts - People Affected by The Service

People affected by this service should be aware of the following:

- 4SocialCare Ltd will undertake a risk assessment in your home and will ensure that you are involved in the assessment
- Support Workers will not be able to use any electrical item or electrical source that appears defective



Further Reading

There is no further reading for this policy, but we recommend the 'Underpinning Knowledge' section of the review sheet to increase your knowledge and understanding.



Outstanding Practice

To be 'Outstanding' in this policy area you could provide evidence that:

- Managers to ensure that all those who complete electrical works on their site are professionally qualified and competent to undertake the scope of works required
- Staff and management to keep an open line of communication between each other at all times to ensure the safety of all on site during electrical works and also to report any electrical concerns
- Managers to consider having hard-wired plug sockets where extension leads are in significant use to reduce the likelihood of overload and the potential for fire risk. Hard-wiring through the provision of additional plug socket outlets also reduces the number of trailing wires
- The wide understanding of the policy is enabled by proactive use of the QCS App

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