

Electrical Safety Policy – High and Low Voltage

Statement of Intent

The Intent of this policy is to set a framework for ensuring, so far as is reasonably practicable, that all electrical installations within Derby City Council controlled buildings and outdoor /indoor events are safe to operate and that all work is carried out in accordance with current legislation. The framework seeks to manage risks associated with electricity, including high voltage, and the effects of shock and static electricity and to ensure compliance with all current legislation, regulations, official guidance and good practice. This policy and the associated Electrical Safety Procedures LV and HV, set out the Council's arrangements for achieving compliance and ensuring that the Council fulfils its duties.

Derby City Council regards electrical safety at work as also being a responsibility of every employee to safeguard themselves, their colleagues and other persons within the sphere of Derby City Council's interests.

The effectiveness of the electrical safety policy and procedures depends, to a large extent, on the full co-operation and active participation of all employees to implement safe working practices and to report any perceived risk of danger arising from the use of the electrical systems and equipment.

This electrical safety policy will apply wherever any Council employees and contractors are working, and to all electrical equipment belonging Derby City Council, wherever it is located.

Suitable and sufficient safe systems of work (LV and HV) shall be managed by Derby City Council competent persons.

Management shall ensure that employees are competent to undertake tasks involving electrical safety.

Derby City Council is committed to protecting the health, safety and welfare of our employees, customers and contractors. We set high standards and aim to go beyond the minimum legal requirements set by health and safety legislation. We believe that colleague health, safety and welfare are at the heart of what we do.

Document Control

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Key stakeholders / contributors	Property & Consultancy Services
Lead Directorate	Corporate Resources
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Accountable Service Director	Derby City Council Chief Executive

Supporting information

Policy or strategy type (<i>statutory/non statutory and/or internal or external</i>)	Statutory
Equality impact assessment date completed	3 rd September 2020
Safeguarding implications / assessment date completed	
Policy and Improvement review completed (Y/N)	
Revised / updated date	
Next Review date	April 2024
Reviewing officer	Simon Taylor

Scope

This Policy applies to all Council buildings and workplaces whether owned or occupied by Derby City Council.

The Council's property portfolio is varied and includes commercial and public buildings. The Council also provides a significant quantity of sheltered housing for elderly people needing support.

This policy covers all of these buildings in addition to the Council's workplaces, including offices, and any other locations including event spaces and/or parts of building/s for which the Council has a legal responsibility.

Key Objectives

Prevention of incidents and accidents relating to electricity,
Protection of Life - in the event of an unsafe electrical condition arising and
Intervention – if an incident or accident relating to electricity should occur

Prevention Objectives:

- Maintaining a suitable and sufficient electrical testing and inspection process to identify risk
- Carrying out regular inspections of all premises in the Council's portfolio at intervals specified in 3.5 and 3.6



- Providing relevant electrical safety information to persons occupying Council premises
- Ensuring all electrical equipment in the Council's portfolio is regularly maintained, and records kept
- Using processes to ensure higher voltage plant and equipment is substituted for lower voltage equipment where appropriate and effective protection measures are put in place if this is not possible

Protection objectives:

- Providing sufficient means of notification and information relating to electrical installations
- Providing relevant signage to common parts to assist occupants and others to avoid electrical hazards
- Providing adequate lighting in locations where electrical maintenance is likely to occur
- Ensuring contractors and employees use only electrical plant and equipment which is safe to use, fit for purpose and are trained to use it
- Ensure co-operation between all persons using or coming into contact with electrical equipment and/or installations on Council premises

Intervention Objectives:

- Implementing management procedures and audits to monitor these plans to ensure effectiveness
- Investigate electrical safety incidents to establish causes and report to senior management and where appropriate report incidents to enforcement agencies and meet/liaise with their representatives.
- To promptly summon medical and other assistance in an agreed manner should an incident occur, providing suitable first aid equipment and trained personnel, where appropriate, to support any individuals involved in such an incident until the medical assistance arrives

Roles and responsibilities

Chief Executive and Directors

Derby City Council's Chief Executive is the statutory duty holder. The Strategic Directors and the Director of Property Services have overall responsibility for ensuring that Derby City Council's premises comply with all statutory requirements and have an overriding duty of care under the Council's Health and Safety Policy which reflects the statutory duties under the Health and Safety at Work etc. Act (HSAWA).

Designated Persons – Head of Service & Technical and Compliance Services Manager

This Policy's implementation is delegated to the Head of Service (HoS) for Property, Projects and Technical Services. To assist with such responsibility, the Technical and Compliance Services Manager (TCSM) shall be tasked with the day-to-day management and control of this electrical safety policy.

The HoS and TCSM shall:

- Be the nominated Designated Persons and will provide a link with the Derby City Council Corporate Leadership Team to ensure that appropriate management systems are put into place to address electrical safety issues and ensure compliance with legislation within Derby City Council.
- Oversee the management arrangements and advise Derby City Council Senior Leadership Team accordingly and ensure that Derby City Council's risk register is maintained with regard to electrical safety management.
- Appoint, in writing, an Authorising Engineer to implement, administer and monitor the safety arrangements for the HV and LV electrical systems.
- Review the appointment of the Authorising Engineer on an annual basis or when there is a change in personnel.
- Ensure that sufficient resources are made available to the Property, Projects and Technical Services team to comply with their duties outlined in this policy.

Authorised Persons

Authorised Persons (AP) for High Voltage will have Authorisation Persons responsibilities from the Authorising Engineer which is time bound to 3 years in line with current industry best practice.

Due to the HV equipment owned and operated by DCC there can be more than one AP on duty at any one time. Transfer of responsibility must be recorded in line with the DCC HV rules set out in Appendix A

The AP shall possess the necessary training, technical knowledge, skill and experience relevant to the nature of the work to be undertaken.



Accompanying Safety Person

The Accompanying Safety Person (ASP) shall be a person not involved in the work or test.

The ASP is to conduct first aid if required and to summon help in an emergency.

Managers

Managers are responsible for ensuring that staff are made aware of this policy and record that they have read and understood it.

Suitable training and information is provided to staff to ensure that they fully understand the policy.

Employees

It is the employees' responsibility to: -

- Ensure that they understand and comply with this and other relevant policies in the area in which they work and bring any problems to the attention of their line manager.
- Ensure that any unsafe and defective electrical equipment or systems are reported to their line manager.
- Make full and proper use of risk assessments and safe systems of work provided when working on electrical equipment.
- Complete a Council incident/accident report or near-miss form, if there is a dangerous occurrence or incident, and report it to their line manager.

Contractors

It is the responsibility of all contractors, employed on Council premises to ensure that: -

- They liaise directly with the Authorised Person to ensure that the work is being undertaken is in accordance with DCC Policy and safe working methods
- They only use 110 volt power tools via a 230V to 110V transformer and/or suitable battery operated power tools.
- All 110 volt portable electrical equipment is tested in line with best working practices and at least annually.



- Contractors must ensure that they provide the relevant information to the AP to allow electrical drawings and system details to be kept up to date.
- All new electrical distribution equipment must be labelled appropriately to satisfy Derby City Councils asset marking system.
- Contractors shall allow for and comply with DCC LV/HV Authorised Person audits of their working procedures, quality of work, and attitude towards the building occupants they are working with. Extra care shall be taken in buildings where there are vulnerable persons.

Training

Training is an essential element of safe work practices and all staff & Contractors must be appropriately trained, prior to being appointed or instructed to undertake duties under the safety procedures.

The training of an individual, which can be by formal education and by on-the-job tuition as appropriate, is to be assessed for suitability by the person responsible for the appointment of the individual to a particular duty.

Training for HV Authorised Person shall be undertaken every 3 years in line with the industry standard. As a minimum the HV qualifications shall be a pass level City and Guilds 5831.

The above HV training shall be complete with Cardio Pulmonary First Aid qualifications.

Records of all training activities are to be uploaded to the DCC MiPeople system. This will include the records of everyone who has received the necessary training, appropriate to the duties to be undertaken. All authorised, competent and accompanying Safety Persons must have been trained in cardiac pulmonary resuscitation.

Governance and Compliance

Derby City Council accepts its responsibility under;

- The Health and Safety at Work etc. Act 1974 (HSAWA);
- The Electricity at Work Regulations 1989 (EAWR);
- Memorandum of Guidance on the Electricity at Work Regulations 1989
- Electricity at Work – HSG 85
- The Management of Health and Safety at Work Regulations 1999 (MHSW);
- Provision and Use of Work Equipment Regulations 1998 (PUWER);
- Electricity Safety, Quality and Continuity Regulations 2002
- BS7671 IET Wiring Regulations (Current edition and amendment);



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- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013;
- Electrical Equipment (Safety Regulations) 1994;
- Low Voltage Electrical Regulations 1997.

That the above documents place a duty on Derby City Council (DCC) to publish, issue and implement a HV and LV electrical safety policy, which outlines the organisation and procedures required to achieve the objectives set out in those legislative documents.

Derby City Council recognises that the lowest acceptable standards of electrical safety are contained in legislation and it is the aim of Derby City Council, as an organisation committed to quality performance, to meet and improve upon these standards. The aim of this policy is to ensure the provision of safe electrical systems and working methods on the Council's LV and HV apparatus. Contractors shall demonstrate competency via training and experience commensurate with the task/role.

Incident Reporting

Any incident which involves a DCC electrical system and which compromises safety, shall:

- Be reported to the Property, Projects and Technical Services Department. The incident shall also be reported according to systems laid out in the DCC accident reporting procedure (accident/near miss forms) who will inform the Authorised Person for the system, and who, in turn will determine what action is to be taken to prevent any risk or danger.
- Ensure that all reported incidents are investigated by the Authorised Person and recorded on a Council incident/accident system.
- Ensure that reporting of injuries or dangerous occurrences, under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR), will be acted upon, as required, by the Corporate Health and Safety Team.
- Any dangerous occurrence is to be reported to the Authorised Person by Competent Persons as soon as reasonably practicable and in line with the requirements of RIDDOR and DCC accident reporting policy.

Equality and Diversity

It is not deemed necessary to produce a full Equality Impact Assessment for this particular Policy as it's about how we comply with already set Health and Safety Legislation. It also covers several areas of related legislation which are listed at paragraph 11. Any Contractors we use have to comply with our Equality, Dignity



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and Respect Policy in carrying out the work for us and we can provide training materials for colleagues in other formats who have English as a second language, including British Sign Language.

Priority will be given for electrical repairs to equipment for disabled people, such as lifts and car park barrier access systems.

Support and information

- The DCC Electrical Safety Policy LV and HV and Rules Documents issued in support of this policy will provide further details on the practical application of the principles outlined above so that site specific stakeholders can identify the procedures and methods to implement this policy.
- The guidance documents are of an electro-technical nature and are for electrically trained and competent engineers. The documents can be found here :
- [Electrical Safety Policy LV & HV Rules Rev 1 30.09.2020.docx](#)
- [Electrical Safety Policy - Operational Procedures Rev 1 30.09.2020.docx](#)
- Further support can be obtained from the Compliance Electrical Engineer of the PP&TS department will provide advice and support on Electrical safety related matters.



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Review

This document shall be subject to annual review and when changes take place to applicable legislation.

Signed

Simon Taylor

Project Supervisor (Electrical)

Leader of the Council

Date

Signed

Chief Executive

Date