

ELECTRICAL SAFETY POLICY

Electricity can kill or severely injure people and cause damage to property. However, simple precautions will prevent injury to users of the Village Hall when working with or near electricity and electrical equipment.

The Hazards

The main hazards of working with electricity are:

- electric shock and burns from contact with live parts
- injury from exposure to arcing, fire from faulty electrical equipment or installations

Electric shocks can also lead to other types of injury, for example by causing a fall from ladders or scaffolds etc.

Required Safety Measures

The Village Hall Risk Assessment identifies the risks inherent in electrical systems and equipment. It shows:

- who could be harmed
- how the level of risk has been established
- the precautions taken to control that risk

Practical Considerations

Electrical installations and equipment must be:

- suitable for its intended use and the conditions in which it is operated
- only used for its intended purpose

In wet surroundings, unsuitable equipment can become live and make its surroundings live too. Fuses, circuit-breakers and other devices must be correctly rated for the circuit they protect. Isolators and fuse-box cases should be kept closed and, if possible, locked.

Cables, plugs, sockets and fittings must be robust enough and adequately protected for the working environment.

Maintenance

So far as is *reasonably practicable*, electrical equipment and installations should be maintained to prevent danger. Users of electrical equipment, including portable appliances, should carry out visual checks. Remove the equipment from use immediately and check it, repair it or replace it if:

- the plug or connector is damaged
- the cable has been repaired with tape, is not secure, or internal wires are visible etc

- burn marks or stains are present (suggesting overheating)

Repairs should only be carried out by a competent person (someone who has the necessary skills, knowledge and experience to carry out the work safely).

PAT Testing

PAT testing should be carried out on portable equipment as follows:

Portable items (e.g. kettles) – annually

Transportable items (e.g. electric radiators) – 2-4 years

Fixed portable items (e.g. white goods in the kitchen) – 4-6 years.

Fixed System Testing

The whole building should be tested for electrical integrity every 5 years.