



CONTROL OF ELECTRICITY AT WORK

Introduction

The Electricity at Work Regulations 1989 requires persons in control of work place electrical systems to ensure that they are safe to use and maintained in a safe condition. This document has been developed to ensure that LSHTM complies with these Regulations.

It is the responsibility of the Deans of Faculty, Heads of Professional Services and the Director of Estates to ensure that any activity within their area involving the use of electrical installations is subjected to a risk assessment. The risk assessment shall cover design and installation, maintenance and modification of the system and supervision of work activities. All of these aspects must be undertaken by a competent person. The document provides guidance on factors that must be taken into account during the installation/modification activities, which must be recorded.

The document also provides information on the circumstances under which work on a live system may be carried out (where possible the system should always be isolated before being worked on).

The document is accompanied by guidelines for carrying out inspection and testing of portable appliance equipment and the inspection intervals for general low-risk office equipment.

LSHTM requires that all electrical appliances and systems are maintained in good condition and safe working order, and testing/inspections of such appliances and systems are carried out as required and appropriate.

With regard to the use of electrical appliances and systems, LSHTM will adopt the provisions of the Electricity at Work Regulations 1989 as setting minimum standards.

Application

This document applies to:

Any contractor that LSHTM hires to apply, suitable controls to ensure compliance with the relevant legislation and good practice guidance during all activities associated with electrical appliances and systems. Routine maintenance requirements of such appliances and systems shall be determined by risk assessment and shall include, where the risk assessment highlights the need, regular visual inspections and/or electrical testing, at appropriate intervals.

The Director of Estates and

Those in managerial positions (i.e. Deans of Faculty, Heads of Professional Services and their Managers and Supervisors) as their duties include ensuring that electrical appliances and systems are maintained in good condition and safe working order.

Responsibilities

Director of Estates, Deans of Faculty and Heads of Professional Services

The Director of Estates, Deans of Faculty and Heads of Professional Services are responsible for:

- The implementation of this procedure within their area of responsibility

- Ensuring that risk assessments are undertaken for all tasks involving the use of electrical appliances or systems, including:

 - Installation

 - Procurement of all electrical equipment, ensuring all equipment complies with UK and EU standards

 - Commissioning and acceptance testing

 - Maintenance, regular inspection and performance testing

- Ensuring that risk assessments will address the risks of damage, injury or death from electrical causes, including the following risks:

 - Electric shock

 - Electrical burns

 - Fires of electrical origin

 - Electrical arcing

Maintaining the Register, Schedule, Visual Inspection and other test Reports,

The environmental conditions under which the equipment could be used
The suitability and mechanical strength of connections
The requirements for electrical insulation, protection or placing of conductors in order to prevent danger
The provision of means of cutting off the supply and isolation
The manner in which commissioning, testing and subsequent maintenance may need to be carried out

Ensuring that electrical system design or modification activities are recorded (in the building health and safety file), in order to aid future activities on the system

Recommending appropriate control measures, in the form of a written report, to remedy any problems revealed. When making recommendations for control measures, the general preferred hierarchy of risk control principles must be followed.

Definitions

Guidance for Undertaking Visual Inspections of Portable Electrical Appliances

NB: It must be remembered that **NO** member of staff is to repair any piece of electrical

