

SAFETY OF ELECTRICAL EQUIPMENT POLICY

Date	Purpose of Issue / Description of Change	Equality Impact Assessment Completed
January 2009	Issued	
28 th October 2022 (reviewed)	Reviewed and approved by the Health, Safety and Emergency Management Task Group	16 th April 2020

Policy Officer	Senior Responsible Officer	Approved By	Date
Head of Health & Safety	Chief Operating Officer	Health & Safety Committee	January 2009

This Policy will be reviewed in 2025

1. INTRODUCTION

Electricity has the potential to kill or cause severe injuries and can also cause damage to property. Therefore, it is imperative that suitable systems are put in place to ensure that all equipment is suitable and safe for its intended use, i.e. the task and environment it is intended to be used, operated correctly and is maintained as required to ensure it remains in safe working order.

2. POLICY STATEMENT AND SCOPE

It is the policy of Bangor University, so far as is reasonably practicable, but in accordance with the relevant statutory requirements and good practice, to ensure the health and safety of staff, students and visitors to the University.

This Policy provides information on requirements for maintaining portable and movable electrical equipment and fixed electrical equipment.

The Policy applies to:

- Electrical appliances connected to the mains or a locally generated supply (producing alternating current exceeding 50 V AC and direct current exceeding 120 V DC).
- The University and its Colleges and Professional Services.
- Staff, students, contractors and visitors and electrical equipment owned or operated by them.

The Policy does not apply to:

- The electricity supply up to the socket/outlet.
- Extra low voltage equipment, alternating current not exceeding 50 V AC and direct current not exceeding 120 V DC (ripple free).

3. RELATED POLICIES AND LEGISLATION

In addition to those general duties in law, the University and its constituent Colleges and Professional Services, have a specific obligation under the Electricity at Work Regulations to ensure the safety, suitability and maintenance of electrical equipment.

4. DEFINITIONS / TERMINOLOGY

For the purposes of this Policy the following definitions apply:

- Electrical Equipment: Any item of equipment which is or can be connected to mains electricity or to a generator producing 50V AC or 120V DC or more, be this through a plug or a fixed wiring system (such as three-phase).
- Suitable for Purpose: Equipment must be used in a way in which it was intended to be used and in accordance with manufacturer's instructions and / or which a risk assessment proves to be a 'suitable and safe manner'.

5. DUTIES OF THE UNIVERSITY

Under its Health and Safety Policy the University has delegated day to day managerial responsibility for health and safety to each College and Professional Service. It is the responsibility of these to implement this Policy and to ensure the safety of electrical equipment in the workplace.

6. RESPONSIBILITY OF COLLEGES / PROFESSIONAL SERVICES

Each College and Professional Service is required to introduce and monitor systems to ensure electrical equipment used within their area of responsibility is suitable for purpose, is maintained in safe working order and is operated correctly. Each College and Professional Service is required to:

- a. Risk Assess the use and maintenance of electrical equipment.
- b. Keep a register of all electrical equipment used.
- c. Provide suitable instructions to members of staff and students in the safe operation of electrical equipment and how to undertake basic user safety checks, to a level appropriate to the risk.
- d. Ensure equipment purchased or used by the College / Service is suitable for purpose and safe.
- e. Maintain, through competent persons, equipment to ensure its continued safety and suitability.
- f. Appoint, train and instruct competent member(s) of staff to undertake formal visual inspections and testing of electrical equipment, or out-source this task to another competent service or contractor.
- g. Inspect, and where required, test electrical equipment periodically and in accordance with university guidance, using appropriate specialist testing equipment, to ensure its safety and to identify any possible faults that may cause a risk to the user or others.
- h. Keep records of formal visual inspections, testing and maintenance of electrical equipment.
- i. Ensure those items of College / Professional Services equipment that are 'hard-wired' to the electrical supply are tested periodically, via Campus Services.
- j. Implement systems to ensure 'unsafe' equipment is removed from service and made safe or suitably disposed of.
- k. Review its own performance in complying with this Policy and address any weaknesses identified.

7. RESPONSIBILITY OF STAFF AND STUDENTS

As with those responsibilities placed upon the University and its Colleges / Professional Services each member of staff also has responsibilities in law and under the University's Health and Safety Policy, to comply with the requirements of this Policy. Staff and students must therefore:

- a. Only use equipment they are competent to use safely and with appropriate permission where applicable.
- b. Not misuse or interfere with any electrical equipment used for work / study.
- c. Visually inspect electrical equipment before use for signs of obvious damage or faults.
- d. Report all defects / damage with electrical equipment to a responsible person immediately to ensure unsafe equipment is removed from service.
- e. Ensure personal electrical equipment brought on site or used on university business is safe.
- f. Ensure equipment brought onto campus and used on university business is added to the College/Professional Services' electrical safety testing and inspection regime.

- g. For students in Halls of Residences: students are required to follow rules and controls put in place by Halls of Residences (Campus Services).

8. CONTRACTORS AND VISITORS

Construction contractors are required to follow protocols stipulated by Campus Services' Contractor Working Practices document, which includes controls for electrical equipment.

Non-Construction Contractors are required to follow controls stipulated by their client College or Professional Service and must always ensure that electrical equipment brought on-site is both safe and suitable for use at the University.

Visitors to the University shall follow any controls stipulated by the College or Professional Service they are visiting and ensure electrical equipment are safe to use.

9. EQUALITY IMPACT ASSESSMENT

This Policy statement and its associated guidance should have no detrimental impact on any person with a protected characteristic.

10. REVIEW AND AUDIT PROCEDURES

Health and Safety, Campus Services may undertake periodic audits or reviews to assess the effectiveness of and compliance with, this Policy.

Colleges / Professional Services must periodically review their own procedures to ensure the requirements of this Policy are implemented, suitable and effective.

The Health, Safety and Emergency Management Task Group will review this Policy in accordance with the agreed Review Schedule, with any significant changes considered by the University Health and Safety Committee.

End.