



SAFETY OF ELECTRICAL EQUIPMENT

This Policy Standard provides information on requirements for maintaining portable and transportable electrical equipment and fixed electrical equipment. The Standard replaced the previous document OHSU G14 (1995).

Electrical Safety is governed by legislation which requires the University and its Colleges and Professional Services to protect staff, students and visitors from the potential hazards of poorly maintained electrical equipment.

The Policy Standard applies to:

- *All mains electrical appliances on University premises which are used on University business, including fixed wired equipment.*
- *Each College and Professional Service.*
- *All Staff and Students and those members of Staff appointed to carry out portable appliance electrical testing (PAT).*

The Policy Standard does not consider:

- *The actual mains electricity supply up to the socket.*
- *Low voltage equipment.*
- *Electrical generators.*

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1. POLICY STATEMENT

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

2. INTRODUCTION

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

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 Standard and ensure the safety of electrical equipment in the workplace.

Definitions:

- *'Electrical Equipment' means any item of equipment which is, or can be connected to a mains electricity supply.*
- *'Suitable for purpose' means the equipment must be used in a way the manufacturer intended it to be used and / or which a risk assessment proves to be a 'suitable and safe manner'.*

3. BACKGROUND & GENERAL INFORMATION

Electricity can not only cause electric shocks, electrical burns and fires, it can also kill, therefore it is imperative that suitable systems are introduced to ensure a high safety standard.

Failure to ensure the safety of electrical equipment can be critical and extremely dangerous.

Great care must be taken when using electrical equipment and this Policy Standard and its associated Information Sheets explain what is required and the action to take.

4. COLLEGE AND PROFESSIONAL SERVICE RESPONSIBILITIES

Each College and Professional Service is required to introduce and monitor systems that ensure the safety of electrical equipment used within their area of responsibility and ensure such equipment is maintained and suitable for the environment in which they are to be used.

Electrical equipment, in respect of this Policy Standard, means any item of electrical equipment that connects into the mains power supply, be this through a 'three-pin' plug or fixed wiring system (such as three-phase) or which is connected to a generator producing more than 110volts.

In respect of electrical equipment, each College and Professional Service is required to:

- a) Risk Assess its use and maintenance of electrical equipment.
- b) Keep a register of all electrical equipment used (above 110volts).
- c) Instruct 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 and or used by the College / Professional Service are safe and suitable for purpose.
- e) Maintain equipment to ensure its continued safety and suitability.
- f) Train and instruct member(s) of staff in formal visual inspection and testing of electrical equipment or out-source this duty to another Professional Service or Contractor.

- g) Inspect and where required test electrical equipment periodically, 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) Implement systems to ensure 'unsafe' equipment is removed from service and made safe or suitably disposed of.
- i) Review its own performance in complying with this Policy Standard and address any weaknesses identified.

5. RESPONSIBILITIES OF STAFF AND STUDENTS

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

- i. Only use equipment they are competent to use safely and with appropriate permission where applicable.
- ii. Visually inspect electrical equipment before use for signs of obvious damage or faults.
- iii. Not misuse or interfere with any electrical equipment used during the course of work / study.
- iv. Report all defects / damage with electrical equipment to a responsible person immediately to ensure unsafe equipment is removed from service.

6. EQUALITY ASSURANCE

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

7. FURTHER INFORMATION AND PRACTICAL GUIDANCE

The following Information Sheets are available which provide practical guidance on the action Colleges / Professional Services need to take to meet the requirements of this Standard:

- Inspection and Test of Portable and Transportable Electrical Equipment.
- Frequencies of Electrical Equipment Inspection and Test.
- Using the Seaward Primetest 100 Portable Appliance Tester.
- Testing Hard-wired and Three-phase Electrical Equipment.
- PAT Testing – Hints and Tips.

8. REVIEW AND AUDIT PROCEDURES

Colleges / Professional Services must periodically review their own procedures to ensure they are implemented, they are suitable and effective and they comply with this Policy Standard.

Health and Safety will also carry out periodic audits to assess the general level of compliance with and the appropriateness of this Policy Standard.

In addition, the University's Health and Safety Committee may from time to time review the effectiveness of the University's system for the management of electrical equipment.

End.