

ELECTRICAL INSTALLATION & APPLIANCES POLICY



Policy Statement

SCCS Survey Equipment Limited strives to promote Health, Safety and Welfare, achieved through the management of Health & Safety in accordance with current legislation and approved codes of practice.

The Company aims to eliminate hazards wherever possible & minimise risk so that hazards are not realised.

As part of this commitment the Company will ensure any electrical installation and any portable electrical appliance operated by the Company will be appropriate for its purpose and safe in operation.

Policy Aim & Commitments

Company Commitments:

1. Protection of all SCCS personnel.
2. Protection of visitors to SCCS premises.
3. Protection of any person reasonably affected by the business operations of SCCS.
4. Compliance with all requirements of UK Health & Safety legislation.

Employee Commitments:

SCCS personnel shall be required to observe and comply with the following obligations:

1. Take reasonable care for the health & safety of themselves and other persons who may be affected by their acts or omissions whilst at work in accordance with all Company Health & Safety Policy, training, and other guidance.
2. Not to bring electrical equipment onto SCCS premises without express permission of Management. Once permission is granted ensure the health and safety representative is informed in-order to add to the asset register.
3. To report defective, hazardous equipment or other concerns pertaining to the safety of electrical installations & portable electrical equipment (to Management).

Scope

This policy applies to:

1. All SCCS electrical installations.
2. All SCCS portable electrical equipment.
3. All Personal electrical items used on SCCS premises.

Definitions

1. "Company" shall mean SCCS

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|--------------------------------|---------------|
| Policy Reference: | 014.6.2014.PL |
| Revision No: | 11 |
| Date of 1 st Issue: | 17/03/14 |
| Date of Revision: | 07/03/23 |
| Reviewed by: | Roz Wankling |
| Approved by: | Kevin Smith |

1. Legal Requirements Applicable

The Health & Safety at Work Act 1974
The Management of Health & Safety at Work Regulations 1999
The Electricity at Work Regulations 1989

2. General Responsibilities

The Management Team will take all reasonable steps to ensure that any electrical applicable provided for use will conform to legislative requirements and be fit for purpose.

The Management Team shall have responsibility for ensuring compliance with the remit of this policy.

It is the responsibility of all SCCS personnel to comply with the requirements of this policy.

It is the responsibility of all SCC personnel to ensure, as far as reasonably practicable, that any electrical appliance used by them is in good working order, prior to its use.

Any item found to be faulty, damaged, or unsuitable for use, shall be taken out of service and immediately tagged with an appropriate decommissioning tag and placed on the quarantine shelf in the warehouse goods-in office.

Any decommissioning tag shall remain in place until the item is repaired or disposed of.

3. Premises Fixed Wiring Installations

The fixed wiring installation of SCCS premises is the responsibility of the Management Team.

The Management Team will engage a suitable, competent electrical expert (experienced and qualified) to ensure all electrical sockets, lighting and other wired in equipment shall be fit for use and inspected by a competent person in accordance with legislation.

Wherever any defect exists this will be notified to Management for resolution.

Any defect will be tagged and isolated from use as appropriate.

4. Purchase of new electrical equipment/ electrical tooling

When purchasing new equipment consideration will be given to portable non-electrical alternatives (to reduce potential hazards).

Equipment purchased should be checked for suitable CE/UKCA marking to show conformity with recognised safety standards.

All electrical equipment purchased will be added to the asset register.

Any available manufacturers recommendations will be used to risk assess the item as appropriate and the item shall be operated as recommended by the manufacturer.

All manufacturer recommendations on the use, maintenance and servicing of the item shall be held on file for the duration of its lifespan.

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5. Electrical appliances in operation

General

All SCCS personnel will be responsible for operating electrical equipment in accordance with available risk assessments, Company policy, manufacturer recommendation and training.

Electrical appliances should, where appropriate, be switched off after use and stored away in its designated place.

Whenever possible and appropriate electrical devices shall be used in conjunction with circuit breaker/RCD devices.

Integrity Checking & tagging events

All SCCS personnel will be responsible for ensuring electrical appliances are sound to use (generally and for the purpose intended). A visual integrity check should be made in advance of operation.

Checks will include (but not be limited to):

- Obvious signs of damage or unauthorised modification.
- Signs of excess wear & tear
- Signs of corrosion and/or cracking.
- Burning smells
- Signs of discolouration – particularly at the plug socket.
- Split or taped wiring.
- Loose screws/ bolts.

Wherever a doubt exists regarding the safety of an item this must be reported to Management and the item “tagged”. The item shall be removed from general use and tagged with the following information:

- “Hazard” Do Not Use
- Date of decommission
- Initials of person tagging the item.
- Brief description of nature of hazard

A tagged item will be repaired if appropriate, if repair is not possible, it will be permanently disposed off.

Storage Arrangements

Electrical items will be stored in accordance with manufacturer recommendations.

Electrical items will be stored clear of dirt, grease, dust, water, and other contamination.

Personal Appliances

SCCS personnel shall not bring their own electrical equipment onto site without prior approval of the Management Team.

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6. Repairs & Testing Arrangements

General

Minor electrical repairs (such as fuse changing) may be undertaken by any competent person authorised by the Management Team.

Works (servicing/ repairs or testing) of electrical equipment shall be undertaken by such person or persons appointed by the Management Team who is suitable experienced and qualified to deal with electrical items.

Such person(s) will be expected to belong to an appropriate professional body with the relevant safety standard qualifications.

Portable Appliance Inspection

A portable appliance is generally considered to be an item which can be plugged in and is portable.

Inspection requirements will be determined by equipment type, use, environment of use, manufacturer recommendation, HSE recommendation & legislative requirements

Portable Appliances will be recorded on the Appliance Register.

7. Emergency Arrangements

SCCS has a fire policy which is communicated & tested.

For the avoidance of doubt electrical fires are best tackled with CO2 extinguishers in the first instant or dry powder.

In the event of an electrical incident (shock) staff will be responsible for following the following protocol:

- Do not approach a patient unless you are absolutely certain of your own safety.
- If possible, isolate the source of electricity (turn off) using a non-conductive material such as wood, plastic, rolled up paper (unless fire risk) to knock off switch.
- If you cannot isolate source of electricity do not touch the patient.
- If the patient is unconscious or stops breathing call ambulance immediately.
- Summon first aid assistance.
- Where electrical source is isolated first aid treatment such as CPR and burn treatment may be administered.
- Ensure sources of ignition are extinguished (particularly where source of electricity cannot be isolated).
- Where a fire hazard exists with a high likelihood of realisation raise the alarm for evacuation.
- If patient does not receive paramedic attention, they should seek GP medical advice.

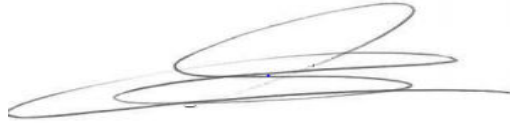
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8. Compliance

Any employee found to be in breach of the requirement to report an accident or incident in accordance with this policy and/or legislation may be subject to disciplinary action as appropriate.

Signed:



Print name: Kevin Smith

Position: Managing Director
Revision No: 11

Date: 07/03/23
Next review: 06/03/24