

Electrical Safety Policy

This policy outlines the Trust's management arrangements for electrical systems within its properties including operational procedures to ensure it meets its statutory obligations.

Key Words:	Electrical, Safety	
Version:	4	
Adopted by:	Quality Assurance Committee	
Date adopted:	21 May 2019	
Name of originator/author:	Health and Safety Compliance Team	
Name of responsible committee:	Health and Safety Committee	
Date issued for publication:	November 2022	
Review date:	April 2023	
Expiry Date	October 2023	
Target audience:	All staff	
Type of Policy	Clinical	Non Clinical √
What Relevant CQC Fundamental Standards?		

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Version Control and Summary of Changes

Version number	Date	Comments (description change and amendments)
1	January 2011	New policy
2	September 2013	No Amendments
3	March 2016	Policy extended due to no legislative updates or changes to arrangements
4	May 2019	Inclusion of Privacy Impact Assessment

All LPT Policies can be provided in large print or Braille formats, if requested, and an interpreting service is available to individuals of different nationalities who require them.

Did you print this document yourself?

Please be advised that the Trust discourages the retention of hard copies of policies and can only guarantee that the policy on the Trust website is the most up-to-date version.

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Definitions that apply to this Policy

All procedural documents should have a definition of terms to ensure staff have clarity of purpose (refer to Policy for Policies for assistance)

In this Electrical Safety Procedures Document, unless the context otherwise requires, the following words shall have the following meanings.

Shall	Where 'shall' is used in these Electrical Safety Procedures with no qualifications, this indicates a mandatory requirement with no discretion permitted and no judgement to be made.
Reasonably Practicable	Where a statement is qualified by the words 'reasonably practicable', a slightly less strict standard is imposed. This means that an assessment must be made considering, on the one hand, the magnitude of the risks of a particular work activity or environment and, on the other hand, the cost in terms of the physical difficulty, time, trouble and expenses which would be involved in taking steps to eliminate or minimise these risks. The greater the degree of risk, the less weight that can be given to the cost of measures needed to prevent that risk.
Authorising Engineer (LV)	An Authorising Engineer (LV) is appointed in writing by the Designated Person to take responsibility for the effective management of the safety guidance (LV). The person appointed should possess the necessary degree of independence from local management to take action within this guidance.
Authorised Person (LV)	An Authorised Person (LV) is appointed in writing by the management on the recommendation of the Authorising Engineer (LV) in accordance with the safety guidance (LV) and is responsible for the implementation and operation of the safety guidance with regard to work on, or the testing of, defined electrical equipment.
Accompanying Safety Person (LV)	<p>An Accompanying Safety Person is a person not involved in the work or test who has received training in emergency first-aid for electric shock and who has adequate knowledge, experience and the ability to avoid danger, keep watch, prevent interruption, apply first-aid and summon help.</p> <p>The person is to be familiar with the system or installation being worked on or tested, and is to have been instructed on the action to be taken to safely rescue a person in the event of an accident.</p>
Charged	When the electrical equipment has acquired a charge either because it is live and/or has retained/regained a charge even though it may be disconnected from the rest of the system.
Competent Person	A Competent Person (LV) is approved and appointed in writing by an Authorised Person (LV) for defined work, possessing the necessary technical knowledge, skill and experience relevant to the nature of the work to be undertaken, who is able to prevent danger or, where appropriate, injury, and who is able to accept a permit-to-work from an Authorised Person.

Complex Circuit	A circuit which is normally operated at low voltage and which requires more than one point of isolation from known voltage sources to ensure safety at the point-of-work.
Conductor	Means a conductor of electrical energy.
Connected Equipment	Equipment connected into the low voltage system utilising electrical power to perform its dedicated function.
Danger	Means a risk of injury or death.
Dangerous Condition	A condition that is likely to lead to a dangerous occurrence.
Dangerous Occurrence	An incident which involves a source of electrical energy which may be dangerous to any person, whether or not an accident has occurred.
Dead	A conductor that is neither "live" nor "charged".
Department	Department of Health or its appointed agent.
Designated Person	The Designated Person is an individual appointed by a healthcare organisation (a board member or a person with responsibilities to the board) who has overall authority and responsibility for the low voltage electricity system within the premises and who has a duty under the Health and Safety at Work etc Act 1974 to prepare and issue a general policy statement on health and safety at work, including the organisation and arrangements for carrying out that policy. This person should not be the Authorising Engineer (LV).
Duty Holder	A person on whom the Electricity at Work Regulations impose a duty in connection with safety.
Earthing	<p><u>Earth</u> - The conductive mass of the earth, whose electric potential at any point is conventionally taken as zero.</p> <p><u>Earthed</u> - Connected to the general mass of earth in such a manner as will ensure at all times an immediate discharge of electrical energy without Danger.</p> <p><u>Circuit Main Earth</u> – safety earthing connection of an approved type applied by an Authorised Person and its position recorded before the issue of a safety document.</p> <p><u>Additional Earth</u> - Earthing equipment of an approved type which is applied after the issue of a safety document (for example, an earth applied at a point of work).</p>
Electrical Equipment	Includes anything used, intended to be used or installed for use in order to generate, provide, transmit, transform, rectify, convert, conduct, distribute, control, store, measure or use electrical energy.
Emergency Disconnection	The operation of switchgear or other methods of breaking circuit conductors to prevent injury without the need to alter the schematic diagram.

Employer	Any person or body who: Employs one or more individuals under a contract of employment or apprenticeship; Provides training under the schemes to which the Health & Safety (Training for Employment) Regulations apply.
Equipment	Abbreviation of electrical equipment.
Injury	Means death or personal injury from electric shock, electric burn, electrical explosion or arcing, or from fire or explosion initiated by electrical energy, where any such death or injury is associated with the generation, provision, transmission, transformation, rectification, conversion, conduction, distribution, control, storage, measurement or use of electrical energy.
Isolate	To disconnect and separate electrical equipment from every source of electrical energy in such a way that its disconnection and separation is secure.
Isolation and earthing diagram	A diagram attached to a permit-to-work illustrating the safety measures taken.
Key Cabinet	A cabinet for the sole purpose of retaining all keys relative to the site's LV system(s) to which the Authorised Person (LV) has control.
Live	Implies connection to a source of electricity.
Live functional testing	The testing of electrical equipment while live which does not involve live working. The connection/disconnection of electrical equipment while live.
Live working	The connection/disconnection of electrical equipment while live.
Lockable document cabinet	A lockable cabinet suitable for storing the electrical safety documents, temporary safety signs, distribution system records etc used in the application of the safety guidance (LV). The cabinet should not be used to store anything not associated with these safety procedures.
LV Logbook	A book in which all matters relating to the electrical system should be recorded.
Management	The owner, occupier, employer, general manager, chief executive or other person in a healthcare organisation, or their appointed responsible contractor, who is accountable for the premises and who is responsible for issuing or implementing a general policy statement under the HSW Act 1974.
NEMA 3S	Enclosures constructed for either indoor or outdoor use to provide a degree of protection to personnel against incidental contact with the enclosed equipment; to provide a degree of protection against falling dirt, rain, sleet, snow, and windblown dust; and in which the external mechanism(s) remain operable when ice-laden.

Operational Procedure Manual	A ring binder containing information relating to the control and operation of the low voltage system.
Operational Restriction	A specific written safety instruction, issued via the Authorising Engineer (LV), modifying or prohibiting the normal operating procedures associated with a particular make and type of equipment.
Prove Dead	To demonstrate with the use of approved test equipment designed for the purpose that no electrical potential, liable to cause danger, is present.
Safety Documents	
Certificate of authorisation for live working	This is a safety document, which is a form of declaration, signed and issued by an Authorised Person (LV) to the Competent Person (LV) in charge of work to be carried out live. It makes known to that person exactly what equipment should be worked on, with details of the work to be undertaken live, what safety equipment is to be used, and the safety precautions to be taken
Limitation-of-access	This is a safety document, which is a form of declaration, signed and issued by an Authorised Person (LV) to a Person in charge of work to be carried out in an area or location which is under the control of an Authorised Person (LV) and for which a permit-to-work (LV) is not appropriate.
Permit-to-work (electrical LV)	This is a safety document which is a form of declaration, signed and issued by an Authorised Person (LV) to a Competent Person (LV) in charge of work to be carried out. It defines the scope of the work to be undertaken and makes known exactly what equipment is dead, isolated from all live circuit conductors and safe to work on.
Safety Locks	These are padlocks having only one key, which is different from all other keys in use on the electrical distribution system. Safety locks are to be indelibly coloured red, and each safety lock and its key are to have the same unique serial number for ease of identification. They are used for securing the means of isolation
Safety Signs	
Caution Sign	This is a temporary, non-metallic sign bearing the words “caution – persons working on equipment” and “do not switch on” which is to be used at a point-of-isolation.
Danger Sign	This sign is a temporary sign, non-metallic sign bearing the words “danger live equipment” and “do not touch” which is to be used where there is adjacent live equipment at the place of work.

Senior Authorised Person	Where there is more than one Authorised Person appointed to carry out AP duties a Senior Authorised Person (SAP) should be appointed to be responsible for the administrative organisation of the LV System management including ensuring on call cover at all times, system records update i.e. schematic diagram, record drawings & distribution cable site plan, plus further duties as stated in the Trust Electrical Safety Policy.
Switchroom sign	This is a permanent, non-metallic sign bearing the words “electrical switchroom” and “no unauthorised access”.
Supervision	
Immediate Supervision	Supervision by a person (having adequate technical knowledge, experience and competence) who is continuously available at the location where work or testing is in progress, and who attends the work areas as is necessary for the safe performance of the work or testing.
Personal Supervision	Supervision by a person (having adequate technical knowledge, experience and competence) who is, at all times, during the course of the work, in the presence of the person being supervised.
Switching	The operation of circuit breakers, switchgear or other methods of making (closing) or breaking (opening) circuit conductors and/or the application and removal of circuit main earth connections.
Switching Devices (switchgear)	Equipment which is designed and manufactured specifically for the task of switching.
System	An electrical system in which all the electrical equipment is, or may be, electrically connected to a common source of electrical energy, and includes such source and such equipment.
Voltage Categories	<u>Low Voltage (LV)</u> - the existence of a potential difference (rms value for ac) not exceeding 1000 volts ac or 1500 volts dc between circuit conductors, or 600 volts ac or 900 volts dc between circuit conductors and earth. (This definition for low voltage incorporates the extra low voltage range as defined under the IEE Wiring Regulations). <u>High Voltage</u> - the existence of a potential difference (rms value for ac) normally exceeding 1000 volts ac between circuit conductors or 600 volts ac between circuit conductors and earth.
Due Regard	Having due regard for advancing equality involves: <ul style="list-style-type: none"> • Removing or minimising disadvantages suffered by people due to their protected characteristics. • Taking steps to meet the needs of people from protected groups where these are different from the needs of other people. • Encouraging people from protected groups to participate in public life or in other activities where their participation is disproportionately low.

Equality Statement

Leicestershire Partnership NHS Trust (LPT) aims to design and implement policy documents that meet the diverse needs of our service, population and workforce, ensuring that none are placed at a disadvantage over others.

It takes into account the provisions of the Equality Act 2010 and promotes equal opportunities for all.

This document has been assessed to ensure that no one receives less favourable treatment on the protected characteristics of their age, disability, sex (gender), gender reassignment, sexual orientation, marriage and civil partnership, race, religion or belief, pregnancy and maternity.

In carrying out its functions, LPT must have due regard to the different needs of different protected equality groups in their area.

This applies to all the activities for which LPT is responsible, including policy development and review.

Analysis of Equality

An analysis of equality review found the activity outlined in this policy to be equality neutral.

This policy describes the Trust's health and safety arrangements. The factors on page 7 of the policy will be taken into account in identifying staff to undergo the required training and may disadvantage on the grounds of disability. Steps being taken and implemented to remove any perceived or actual barriers are that the following factors are and will be taken into account in identifying staff to undergo training.

1.0 Introduction

This policy has been written to ensure that all electrical safety is managed appropriately.

The Trust is committed to providing for the safe operation and maintenance of the electrical systems, to monitor these procedures, to ensure its effectiveness, and ensure all electrical systems are managed without giving rise to danger.

This Electrical Safety Procedures document has been made for the protection of those persons, whose employment involves them in using or carrying out work on the Trusts electrical systems and equipment and any person, who may be affected by the activities of all employees of the Trust.

This Electrical Safety Procedures Document is in accordance with the requirements of: -

- The Trust Electrical Safety Policy 2008.
- The Health and Safety at Work etc. Act 1974
- The Electricity at Work Regulations 1989.
- The Electricity Safety, Quality & Continuity Regulations 2002.

- RIDDOR 2013.
- Workplace (Health, Safety and Welfare) Regulations 1992.
- HTM 06-02.
- BS7671 17th Ed IEE Wiring Regulations.
- IEE Code of Practice For The In-Service Inspection & Testing of Electrical Equipment:
- The Trust's Code of Practice for the Management & Testing of Portable & Transportable Appliances.

It is the duty of all persons, who may be concerned with the operation of, or work upon the electrical systems and equipment of the Trusts to: -

- Comply with this Electrical Safety Policy
- Comply with the requirements as outlined in the Electrical Operational Procedures
- Be thoroughly conversant with all legislation governing the work they may be called upon to undertake.

No employee will work on any Electrical Low Voltage Systems (50v - 1000v ac.) unless authorised or instructed to do so by an Authorised or Competent Person. Only employees with the appropriate knowledge, skills and training will be authorised or instructed to work on LV electrical systems. All work on LV systems will be carried out in accordance with electrical Low Voltage Safety Rules and Local House Rules.

Where appropriate, safety training and instruction will be given, together with the provision of safety devices, equipment and instruments to carry out the work in a safe and proper manner.

2.0 Organisational Responsibilities

Everyone is responsible for complying with the organisations arrangements for electrical safety. In order to comply with this procedure, all staff must be aware of the lines of communication and levels of responsibility, which exist to ensure that all matters of electrical safety are dealt with appropriately.

In order to ensure that electrical safety is successfully managed within the Trust, the following organisational responsibilities have been allocated.

2.1 Associate Director of Estates and Facilities

The Associate Director of Estates and Facilities has overall responsibility for all matters relating to electrical safety. This responsibility includes ensuring that all electrical safety matters are seen as an important priority for the Trust and addressed through comprehensive policies and procedures that are effectively implemented and appropriately resourced within the overall financial position of the Trust.

The Associate Director of Estates and Facilities will ensure that financial resources are made available to support this Policy based upon a risk assessment of priorities.

The Associate Director of Estates and Facilities is responsible for ensuring that the aims and objectives of the Trusts electrical safety policy are implemented and will nominate a lead officer with specialist expertise to coordinate all aspects of electrical safety.

2.2 Employing Manager

Managers of the Trust, UHL Estates and Facilities (outsourced) have, under the requirements of the Health and Safety at Work Act 1974 and the Electricity at Work Regulations, to ensure so far as is reasonably practicable the following are adhered to: -

- a) Provision of adequate information, supervision and instruction to ensure that work with electrical systems can be carried out safely.
- b) Provision of a safe place of work, including adequate working space, access and lighting.
- c) The design and purchase of new equipment and extensions to existing equipment and extensions to existing electrical systems shall be carried out by persons with the appropriate technical knowledge, experience and understanding of current regulations, standards, (British or Harmonised European), and established Codes of Practice.
- d) All items of Electrical Equipment shall be selected to take account of the environment in which they are to be installed / used.
- e) All new electrical installation work shall be inspected and tested prior to handover or putting into service. The inspection and test results shall be recorded on forms as shown in Appendix 3 and 4.
- f) All equipment shall be clearly labelled, particularly switchgear and fuse boards, for circuit and identification purposes.
- g) Circuit diagrams and plans shall be maintained to provide a comprehensive record of all electrical systems, and arrangements shall exist for updating following systems modifications.
- h) All electrical systems shall be periodically inspected and tested and appropriate records maintained as shown in Appendix 3 and 4.
- i) All electrical systems shall be maintained as appropriate to prevent danger so far as is reasonably practicable.
- j) Strict guidelines shall be established for the purchase, use and maintenance of portable electrical equipment.
- k) All portable electrical equipment shall be periodically inspected and tested and records maintained as shown in Appendix 5.

Temporary Electrical Installations

Temporary electrical installations shall be managed as follows:

- a) Temporary electrical installations shall conform to the safety standards of permanent installations.

- b) Temporary electrical installations shall be in the charge of an Authorised Person. Such installations shall be inspected at intervals not exceeding 3 months.
- c) A register of all Temporary Electrical Installations as shown in Appendix 1 shall be maintained by an Authorised Person. The register shall include:
 - i Designation of installation and date when installed.
 - ii The Authorised Person in charge of the maintenance of the temporary electrical installation.
 - iii Date of last Inspection.

Personnel

The employer recognises there are different levels of competency in relation to electrical work. Accordingly:

- a) No person shall be engaged in any work activity for which they do not possess the appropriate technical knowledge or experience necessary to prevent danger.
- b) It is the policy of the employer to authorise only such employees as possess the appropriate technical knowledge necessary to prevent danger.
- c) Duty holders shall receive such training as is appropriate to the work they are required to do. From time to time, such persons shall receive refresher training as is deemed necessary by the employer.
- d) Only Authorised or Competent Persons shall undertake work on any electrical system.
- e) Any Authorised or Competent Person carrying out work on an electrical system shall adopt approved safe working procedures so as not to give rise to danger.

Appointment of Duty Holders

Management shall appoint in writing the following designated staff:

- a) Designated Person
- b) Authorising Engineer
- c) Authorised Persons
- d) Competent Persons

Definitions/functions of the above can be found in HTM 06-02 Electrical Safety Guidance for Low Voltage Systems & in this document.

2.3 Employee Responsibilities

The duties placed on the employee are equivalent to those placed on the employer in situations which are in his / her direct control. Employees must not put themselves in

danger as a result of their lack of competence to carry out the tasks they are attempting. Employees are responsible for the safety of themselves and others at the place of work.

It shall be the duty of every employee while at work:

- a) To comply with the provisions of the specified statutory regulations so far as they relate to matters within their control.
- b) To co-operate with the employer, through the management and supervisory staff so far as is necessary to enable the employer to perform on and comply with the provisions of the Electricity at Work Regulations 1989.
- c) To undertake work in connection with electrical systems only where competent to do so.
- d) Appreciate the dangers involved in the work being undertaken.
Recognise when such dangers are present.
Undertake and implement safe working practices which remove the danger.
Understand the different types of injury that could occur if the working methods used are faulty or ineffective.
- e) Receive sufficient first aid training so as to treat injuries caused by contact with electricity and electrical plant and machinery.

REMEMBER

NO PERSON SHALL WORK ON ELECTRICAL SYSTEMS UNLESS THEY HAVE RECEIVED THE NECESSARY TRAINING, HAVE THE APPROPRIATE QUALIFICATIONS & EXPERIENCE AND HAVE BEEN AUTHORISED TO UNDERTAKE THE WORK.

2.4 Contractors

Other employers, contractors or individuals providing goods and/or services to the Trust shall be required to comply with Trust policies and procedures with regard to the management of electrical systems.

2.5 Patients and Visitors

Patients and visitors will be alerted of all procedures in place for the safe management of electrical systems and will be expected to comply with all reasonable requests, relevant guidance and procedures that are pertinent to them whilst on our sites.

3.0 Electrical Safety Arrangements

3.1 Electrical Safety Rules for All Employees

It shall be the duty of all persons under the control of the employer to comply with these rules.

Only employees who are competent shall carry out work on electrical systems and equipment.

All portable electrical equipment purchased or donated from whatever source shall be inspected and/or tested by the Estates and Facilities Function (outsourced) prior to its use.

The Head of Department/Ward Manager/Site Services Manager shall be responsible for ensuring compliance with the Electrical Safety Policy.

Portable electric equipment shall be checked and inspected as follows:

All equipment shall be checked and tested by a competent person prior to being brought into use and a record maintained.

Details, including serial number and manufacturer of the equipment are to be recorded.

The equipment is to be labelled with its own unique identification marking and the date on which it is next due for examination and testing.

A comprehensive Asset Register is to be maintained which shall be used to identify each item of equipment and to instigate the mandatory periodic inspections and safety tests by appropriately trained staff.

All portable appliances are to be inspected & tested in accordance with the Trusts Code of Practice.

Employees and patients privately owned electrical equipment shall be tested and examined at a frequency stated in the Trusts Code of Practice. This would include mobile phone chargers, e-cigarette chargers, etc.

All portable tools shall be operated at a voltage of 110v or less, supplied via a safety isolating transformer (centre tapped to earth).

All hand-lamps operating at mains voltage are forbidden.

All items of portable equipment such as luminaries shall be inspected each time they are returned to stores. No such equipment may be removed from stores unless it has been visually inspected.

All employees shall watch out for any patent defects in electrical equipment, and report such to their Manager. Equipment known to be defective must not be used and must be kept in a secure place or immobilised pending repair or replacement.

Extension leads are deemed not appropriate for supplying electricity to portable equipment. Where extension leads are used, they shall be visually inspected and mechanically protected for the environments in which they are put to use.

IF IN DOUBT ASK YOUR MANAGER

3.2 Electrical Safety Rules for Competent Electrical Staff

3.2.1 Injuries or Dangerous Occurrences

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) requires certain dangerous occurrences and accidents to be reported to the Health and Safety Executive.

A dangerous occurrence is to be reported to the Authorised Person (LV) by the Competent Person (LV) as soon as reasonably practicable

The Authorised Person (LV) is, without delay or as soon as practicable, to send a preliminary report of the dangerous occurrence to the Authorising Engineer (LV) and Designated Person.

Any notifications and reports required to satisfy statutory or other management requirements are to be issued.

The Authorising Engineer (LV) is to investigate each dangerous occurrence and issue a report to the Designated Person. The report is to be sufficiently detailed to enable the sequence of events leading to the occurrence to be determined. Where reasonable practicable, the report is to include photographs taken before any items of equipment involved in the dangerous occurrence are disturbed.

To alleviate potential problems or criticism which may arise at any enquiry into a dangerous occurrence or incident, management should consider:

1. The questionable conflict of interests and impartiality of any investigation or subsequent report where it is carried out by those directly involved.
2. The reliability of evidence involving self-judgement

3.2.2 Failure of Supply

During failures of supply, all equipment and circuit conductors shall be regarded as being LIVE until ISOLATED and shall be proved dead with a potential indicator.

3.2.3 Switching Methods

Safety Switching

Planned switching on any complex circuit or switching in preparation for the issue of a permit-to-work should be in accordance with the following sequence of events:

- a) Write a safety programme (which details all switching operations and requires notification to users of any disconnections) and arrange for another Authorised Person (LV) to check the programme if reasonably practical.
- b) The programme should be written a reasonable period in advance of the proposed start of the job.
- c) Complete necessary switching and issue of safety documents as detailed in the safety programme. Record times of each switching action/documents issue.
- d) Enter summary details of switching undertaken and safety documents issued in the logbook. Reference serial numbers of safety programme and permit(s).

- e) On completion of work, cancel safety documents (destroy permit original) and complete switching to restore supplies to normal as detailed in the safety programme. Record times of each action.
- f) File completed safety programme (which shows times of each switching action and issue / cancellation of permit(s)) in the operational procedures manual.
- g) Place permit-to-work book containing cancelled permit in the key cabinet (or agreed store).

Fault-switching

Fault-switching is the switching of the LV network to disconnect a faulty part of the network and restore supply to the remaining healthy part of the system that was affected by the fault. Fault-switching is not emergency switching. Healthcare premises should have stand-by generators and uninterruptible power supply systems (UPS) to enable them to cope with a sudden unexpected loss of supply without an immediate life-threatening situation being created. However, loss of supply is a serious problem which could develop into an emergency, prompt action is therefore required to restore supply.

If more than one person is switching, one Authorised Person (LV) should be in overall command of the fault-switching and should maintain an accurate record of the operational state of the network. This person will act as a control engineer and will direct and sanction all fault-switching.

The essential steps in fault-switching are:

- a) Remain calm and assess the situation as it develops.
- b) Record in writing what protection operated as the result of the initial fault.
- c) Inspect all switchgear for signs of distress before operating it.
- d) Plan fault-restoration switching a few steps at a time and write down planned switching before carrying it out. Record all switching times.
- e) Reset lifts, pumps etc. as required.

Emergency Switching

Emergency switching is switching that is required to remove an immediate threat to life, for example, opening an incoming switch to disconnect supplies to an LV board in which an electrician has accidentally made contact with live bus bars.

Emergency switching, when required, may be undertaken without the need to complete any of the sequence of steps detailed for planned or fault-switching.

Persons who undertake emergency switching should do so in a manner that does not put themselves or others at risk of injury.

3.2.4 Treatment of Electric Shock posters

Where persons are at a greater risk from electric shock, "Treatment for Electric Shock" posters shall be displayed e.g. main switch rooms and sub-stations.

3.2.5 First Aid for Electrical Personnel

All personnel working on or providing assistance on electrical systems shall have an adequate knowledge of, and within the last three years have successfully completed, an emergency first aid training course to included CPR, control of bleeding and treatment of burns.

3.2.6 Admittance to Switch rooms

1. All access doors to each switch room must be kept securely locked when unattended.
2. Locks are to be identified so that a single key will enable access to be gained to any switch room over which the Authorised Person (LV) has control or a degree of control on a site.
3. Each Authorised Person (LV) and Competent Person (LV) should be issued with a key; when a safety document is issued, the recipient of the document may also be issued with a key.
4. No person other than an Authorised Person (LV) or Competent Person (LV) may enter a switch room unless they are accompanied by an Authorised Person (LV) or have receipt of a safety document issued by an Authorised Person (LV).
5. The exception to Para (iv) is when the switch room is provided with “automatically controlled fire protection” when the person must be trained for entry into switch rooms.

3.2.7 Security of Electrical Equipment

All electrical equipment should be secured against unauthorised operation. If the electrical equipment is not located within a switch room, access & operation of such equipment should only be by the use of a tool or key.

3.2.8 Availability of Electrical Supplies

If the supplies of electricity are to be made unavailable or are to be put at risk via working on stand-by generators or uninterruptible power supplies, the Authorised Person (LV) or Competent Person (LV) responsible for the work should contact the person in charge of the area, and a signed “authorisation for interruption of engineering services” form should be obtained before the equipment is isolated.

3.2.9 Safety Key Boxes

1. The number of safety key boxes provided for each site for which Authorised Persons (LV) have been appointed is to be decided by the Authorising Engineer (LV)
2. Each safety key box is to bear the name of the site and a serial number ensuring positive identification within the site;
3. When in use, each safety key box is to contain the keys to safety locks associated with only one permit-to-work;
4. After the safety locks have been applied, and before a permit-to-work is issued, the keys to all the safety locks are to be placed in a safety key box, and both locks of the box are to be secured. When the permit is issued, the Authorised Person (LV) is to retain the Authorised Person (LV) key and give the Competent Persons (LV)'s key to the Competent Person (LV);

5. The Competent Person (LV) is to retain the Competent Person (LV)'s key until the permit-to-work is cancelled;
6. When not in use, the keys to safety key boxes are to be kept in the working key cabinet.

3.2.10 Operational Restrictions

An operational restriction is a written instruction issued via the Authorising Engineer (LV) or the Department of Health in the form of a "hazard notice", "safety action bulletin" or similar official instruction modifying the normal operating procedures associated with a particular type of equipment. Where the operational restriction is initiated by the Authorising Engineer (LV), it should, when relevant, be forwarded to the Department of Health for circulation nationally.

Further actions to be taken can be found in HTM 06-02 Electrical Safety Handbook.

3.2.11 Location of underground cables

Where it is proposed to carry out excavation work on sites for which Authorised Persons (LV) have been appointed, it is the responsibility of the Authorised Person (LV) when advised to ensure that all underground power cables within the proposed areas of excavation are located and their positions marked before the ground is disturbed.

No person should use cable location and tracing devices unless they are competent to do so and have been specifically trained in their use. A certificate should be issued by the instructor on successful completion of the training. A copy of this should be placed in the operational procedure manual.

3.2.12 Action in an Emergency

If a mimic diagram is provided, the duty Authorised Person on a site shall display the *Work on low voltage system in progress* notice and lock the *Authorised Person on site* sign in the exposed position.

If there is no mimic diagram provided other means shall be taken to notify other AP's that a duty AP is working on the system.

All other staff shall take no action until contact has been made with the Authorised Person who displayed the notice.

3.2.13 Coolant and Arc Extinguishing Medium

Work on any equipment containing alternatives to hydrocarbon insulating oil should be carried out in accordance with any special instructions specified by the manufacturer.

3.2.14 Fire Protection Equipment

Any precaution taken shall be noted on any safety document being issued.

Portable extinguishers - only CO₂ or Dry Powder extinguishers are to be discharged in an enclosed space after an explosion or fire. The space must be thoroughly ventilated before entry of personnel, unless suitable breathing apparatus is worn.

3.3 Authorisation

Appointments

The role of Designated Person in relation to this policy will be incorporated in the Managing Director of Corporate Strategy & Finances job description.

The Designated Person shall on behalf of the Trust Board appoint an Authorising Engineer and Authorised Persons.

Duties of the Associate Director of Estates and Facilities

It shall be the duty of the Designated Person is to advise the Trust Board on all matters relating to electrical safety and to ensure compliance with the Electrical Safety Policy. It shall further be the duty of the Designated Person in conjunction with the Authorised Persons to nominate and appoint in writing such Duty Holders as are necessary to enable the Employer to comply with the provision of the relevant statutory duty. For the Duty Holder Family Tree, see Appendix 1.

3.4 Safe Working Procedures

Work Activities

The Electricity at Work Regulations require that all work activities shall be carried out in ways which do not give rise to danger. This covers the whole range of work that may be carried out whether electrical or not.

The duty of employees to comply with the Electricity at Work Regulations applies to all work activities without exception, and includes work to an electrical system from which danger could arise.

The Regulations must be followed so far as is reasonably practicable.

Protective Equipment

Equipment provided to protect those working on or near electrical equipment must be:

- a) suitable for its intended use,
- b) maintained in good condition,
- c) correctly employed

Cutting Off Electrical Supplies

If an electrical system is to be made safe for work, the electrical system should be isolated and locked off, thus careful and correct identification of switches is necessary.

As well as switching off, the person working on the system must ensure that the supply is not restored whilst he/she is at work. Therefore, there must be a system of isolation.

Switching & Isolation Of Plant & Equipment

Every electrical installation will have a mains position where switches can be used to cut off supply to the required part of the installation. In small installations, it may be necessary to either remove a fuse or operate a circuit breaker to provide the cut-off.

On larger installations, the switch required may be remote from the area being worked on. In this case it may be necessary to withdraw a fuse or to switch a circuit breaker off to effect removal of the supply, and secured against unauthorised operation.

It is the person concerned who must be quite sure that the correct circuit has been made dead.

Safe to Work On

The worker must not assume that, because a certain fuse has been removed or a circuit breaker switched off, the circuit concerned is dead and is safe to work on. The circuit must be tested to ensure it is dead.

Isolation and testing of a circuit is always a requirement in addition to switching off.

Safe Working Systems

Working with the system 'dead' is the preferred method whilst working on an electrical installation. A circuit must always be assumed 'live' until proved DEAD.

On completion of the work, safety precautions listed should be removed in reverse order once the Competent Person is satisfied that it is safe to do so.

Live Working/Live Functional Checking & Testing

Live working on any electrical installation, which is not made safe by suitable isolation, is not permitted by the Electricity at Work Regulations 1989 unless:

- It is unreasonable in all the circumstances for the system to be dead.
- It is reasonable in all the circumstances for work to be carried out whilst the system is live.
- Suitable precautions, including the provision of suitable protective equipment where necessary, are taken to prevent injury.
- A Competent Person is carrying out 'Testing and Diagnostic' work.

Refer to Table 'Live functional testing – self check safety precautions' on P65 Appendix 3 Electrical Safety Guidance and House Rule 2 & 4.

It is clear that there must never be live working unless there is absolutely no way of avoiding it.

Note: It must be pointed out that inconvenience to others due to the loss of their electrical supply is not a satisfactory defence in the event of a legal action following an accident.

Where live working is really unavoidable, proper precautions must be taken to avoid accidents and injury, and it will be up to the Authorised Person to justify the decision to work live and to demonstrate that all possible precautions were taken. If all the necessary safety precautions cannot be taken, there will be no option but to switch off the supply and to work on a dead system. The Authorised Person must assess the risk and take precautions, which will depend on the level of risk. If he feels he does not have the knowledge and experience to judge the case, he must seek advice from the Authorising Engineer.

Live working is a specialised field, which should not be undertaken by those not fully trained and totally conversant with the dangers.

The following functional tests may be carried out by Competent Persons on a live conductor.

- 1) Removing doors or covers to equipment, distribution boards, bus-bars etc. to check for voltage.
- 2) Attaching current clamp C.T's for load/current monitoring.
- 3) Testing and Diagnostic purposes by a competent person.
- 4) Battery maintenance if under 25v and/or 10 Ampere-Hours or simple maintenance such as topping up electrolyte levels & cleaning.

When live working is carried out, the following precautions should be observed:

- a) only fully trained and competent persons must be involved.
- b) they must be provided with suitable equipment, protective clothing and insulated tools which have been regularly tested.
- c) they must be fully provided with information concerning the task being performed and the system they are working on.
- d) suitable insulating screens and barriers must be provided where appropriate.
- e) suitable and adequate test equipment must be provided, together with suitable probes for connection to live equipment without danger to the user.
- f) the area around the working space must be properly controlled to prevent the entry of unauthorised persons.
- g) consideration must be given to the possible need for a single worker to be accompanied by an Accompanying Safety Person so that prompt assistance is available in the event of an accident.

3.5 Safety Documents

The following safety documents shall be used and issued by Authorised Persons when it is considered justified because of the size or complexity of the system involved.

- 1) Safety Programme.
- 2) Permit-to-Work (LV).
- 3) Certificate of Authorisation for Live Working.

4) Limitation-of-access.

Full description on the use of these safety documents can be found in *HTM 06-02: Electrical Safety Guidance & Electrical Safety Handbook*.

3.6 Contractors Working on Trust Sites

For all electrical works on the Trust Sites each Contractor shall conform to the requirements of this electrical safety policy.

The Electrical Safety Policy shall be issued to all electrical contractors on the Approved List, and for other contractors, when appropriate reference will be made on the official order that the Trust Electrical Safety Policy, Estates Electrical Safety Procedures & Trust's 'Code of Practice for the Management & Testing of Portable and Transportable Appliances' documents are available on request.

Before the commencement of work on any electrical system, the Employer's nominated site representative shall inform the appropriate Employer's Authorised/ Competent Person, who shall specify the safety measures to be adopted by the Contractor.

All Contractors employed by the Employer, and undertaking electrical work, shall be approved by the National Inspection Council for Electrical Installation Contracting (NICEIC), Electrical Contractors Association (ECA) or be duly authorised by an Authorised Person .

When Contractors are using portable tools or appliances, they should ensure compliance with these safety procedures.

3.6.1 Maintenance Work

All Contractors shall adhere to the site access control arrangements applicable to the particular site where the work is taking place.

The site access control shall require Contractors to report their presence and obtain identity badges.

No maintenance work shall be carried out until clearance has been obtained from the Authorised/Competent person responsible for the electrical system or equipment which is to be maintained.

A maintenance service report shall be issued by the Contractor on completion, and the Trust's Authorised/Competent Person is to be notified if any defects are present.

Inspection & Testing of the electrical system shall be carried out in accordance with the Trust's standard specification.

3.6.2 Minor New Works

All Contractors shall adhere to the site access control arrangements applicable to the particular site where the work is taking place.

The site access control shall require Contractors to report their presence and obtain identity badges.

Where any danger to be avoided is under the control of the Employer, the Employer's Authorised Person shall in appropriate cases issue a Permit-to-Work to the Contractor in respect of the work using the safety documents in accordance with HTM 06-02.

Where any danger to be avoided is on a particular Contractor's site, the service isolation and any other safety measures shall be placed under the control of the Contractor. The Contractor shall appoint a Contractor's Authorised Person. The Contractor shall be satisfied that the Contractor's Authorised Person possesses such technical knowledge or experience to avoid danger or where appropriate injury.

A minor works certificate as shown in Appendix 3 shall be issued on completion of the works.

Inspection and Testing of the electrical system shall be carried out in accordance with the Trust's standard specification.

3.6.3 Major New Works

Where any danger to be avoided is under the control of the Employer, the Employer's Authorised Person shall in appropriate cases issue a Permit-to-Work to the Contractor in respect of the work using the safety documents in accordance with HTM 06-02.

Where any danger to be avoided is on a particular Contractor's site, the service isolation and any other safety measures shall be placed under the control of the Contractor. The Contractor shall appoint a Contractor's Authorised Person. The Contractor shall be satisfied that the Contractor's Authorised Person possesses such technical knowledge or experience to avoid danger or where appropriate injury.

Prior to handover, the Employer's Authorised Person shall completely isolate the section of the system on which the Contractor is at work, and complete a Demarcation Certificate to identify precisely where the Employer's & Contractor's responsibilities are. The Contractor will therefore know exactly the means of isolation and where the point of isolation is.

The Contractor's Authorised Person shall then be required to sign a Permit-to-Work issued by the Trust's Authorised Person.

Should it be necessary to change the Contractor's Authorised Person associated with the work to be done, the existing agreement shall be endorsed by the Contractor's new Authorised Person to the effect they fully understand their responsibilities.

On completion or suspension of work, or at the request of the Employer's Authorised Person, the Contractor shall formally return control of any related danger by signing the appropriate section of the Site Safety Agreement. The Employer's Authorised Person shall then, at their discretion, formally cancel the Site Safety Agreement.

Copies of the Site Safety agreement shall be retained by the Employer's Authorised Person for a period of five years after the date of cancellation.

Inspection and Testing of the electrical system shall be carried out in accordance with the Trust's standard specification.

3.6.4 Utilising Trust Electrical Supplies

Contractors, consultants or service engineers visiting the site shall not use the Trust's electrical supplies unless previous authorisation has been obtained from the Responsible Person at the relevant premises. All equipment to be used on Trust premises shall have been inspected and tested in accordance with the Code of Practice for In-Service Inspection & Testing of Electrical Equipment; and also visually inspected prior to being used.

A PAT certificate for each item of equipment shall be available for inspection by the Trust's Authorised or Competent person.

Equipment shall be either battery operated or by use of 110v Transformer, or protected by a known operational RCD of 30mA rating.

3.7 Generating Plant and Batteries

3.7.1 Work on Generating Plant

Work on generating plant and associated equipment shall be conducted in accordance with the relevant sections of this Code of Practice. Prior to the commencement of work, the associated prime mover shall be effectively inhibited from starting. Where practicable, locks shall be employed to prevent inadvertent starting, the keys for which shall be under the control of the person in charge of or doing the work.

Where a more comprehensive procedure exists relating to specific plant or equipment, it shall be read in conjunction with the principles contained in this document.

- i) The generator shall normally be at rest.
- ii) Batteries associated with generator starting shall be physically disconnected or isolated and locked in the off position if provided with an isolator, prior to the commencement of work.

3.7.2 Commissioning of Mobile Generating Plant

Before any mobile generator is commissioned it shall be established that:

- i) Adequate precautions have been taken to prevent inadvertent paralleling of mains and generator supplies.
- ii) System earthing arrangements are adequate. (All three-phase, 415v ac power systems should be earthed, either at the neutral star point of the supply transformer LV winding, or when disconnected from the mains supply, at the neutral star point of only one three-phase 415v ac generator winding – HTM 06).
- iii) The phase sequence of the generator output matches the phase sequence of the installation.
- iv) The characteristics of the generator are compatible with the load to be supplied.

In certain instances, it shall be necessary to liaise with the relevant electricity supply authority before connecting generating plant.

3.7.3 Work on Batteries

Work on batteries and associated equipment shall be conducted in accordance with the relevant sections of this Code of Practice. Prior to commencement of work on or near a battery, the following precautions shall be adopted.

- 1) The output from the battery should be isolated when working on the equipment it supplies unless for safety reasons the battery output needs to be instantly and permanently available. The battery charger should be isolated.
- 2) Where it is necessary to use tools for working on a battery they should be of an approved insulated type.
- 3) For work on battery systems of more than 25 volts and/or greater than 10 ampere-hours, the Authorised Person (LV) shall issue a Certificate of Authorisation for Live Working.
- 4) For work on batteries below 25 volts and/or 10 ampere-hours the Authorised Person should undertake a risk assessment of individual installations and issue local instructions as appropriate. When working on any battery, care should be taken to prevent short-circuiting of the terminals.
- 5) Work which may involve a source of ignition must never be undertaken near an enclosed cell or battery unless adequate precautions have been taken to eliminate any risk of danger or injury.
- 6) A supply of sterile water to allow flushing of the eyes should be available during the course of the work.
- 7) Personal protective equipment including face visor, acid-resistant gloves and apron should be worn during the work.
- 8) In all cases of burns, medical attention should be obtained.

3.7.4 Uninterruptible Power Supply Systems

Under normal circumstances, any work or test undertaken on uninterruptible power supply systems (UPS) will be carried out with the equipment completely isolated from all sources of supply in accordance with Table 3 P.27 HTM 06-02 Electrical Safety Guidance.

Equipment of this type is supplied with an internal bypass designed to allow automatic changeover to the mains supply in the event of a UPS failure. In some instances this bypass is arranged to provide a no-break changeover to mains supply for maintenance, which will not allow the complete isolation.

The Authorising Engineer (LV) in conjunction with the Authorised Person (LV), and where considered necessary the manufacturers of the equipment, is to survey each fixed UPS system and carry out a risk assessment to document the risks involved and to develop operating procedures to be applied before routine maintenance, minor repairs or major repairs can be carried out. In some instances this may involve live working or in the longer term, modification to the equipment.

3.8 Permit-to-Work/ Safety Programmes & Isolation & Earthing Diagrams

3.8.1 Permit to Work

A permit-to-work should be issued for work:

- a) on a complex circuit;
- b) on a main or sub-main LV switchboard;
- c) on a cable external to a building;
- d) on standby generators;
- e) whenever the Authorised Persons (LV) deems it necessary to ensure a safe system of work.

Full instructions on the issue of a permit-to-work can be found in HTM 06-02 Electrical Safety Guidance p.24.

3.8.2 Issue of a Permit to a Contractor

A contractor's employee may be issued with a permit to work, providing the Authorised Person (LV) completes the actions required by HTM 06-02 and is satisfied of the capability and competence of the individual.

The manager who approved the issue of the contract to the contractor's company clearly also has a duty to ensure the capability and competence of the company and its employees.

Details of company checks are given in HTM 06-02 Electrical Safety Guidance P.24.

3.8.3 Safety Programme & Isolation and Earthing Diagram

A safety programme together with an isolation and earthing diagram are required for all planned work and/or tests which require the issue of a permit-to-work.

The safety programme and isolation and earthing diagram must be written by the Authorised Person (LV) who is responsible for the issue of the permit-to-work.

If the equipment to be worked on is a complex circuit, the safety programme and isolation and earthing diagram should be countersigned by another Authorised Person (LV) with knowledge of the site and system.

Refer to Tables 1,2, and 3 pages 25, 26 and 27 in HTM 06-02 Electrical Safety Guidance.

3.9 Underground Cables and Overhead Lines

- i) Cable markers shall be positioned at sufficiently frequent intervals to ensure all routes are clearly defined.
- ii) No person within the works area shall drive a stake, rod or other earth-penetrating object, or commence any excavation unless thorough enquiries as to the whereabouts of underground cables have been made, and investigations have been carried out using a cable-locating device.

- iii) No person shall in any way interfere with a cable or remove any cable cover, warning tile or other protection unless specifically authorised by an Authorised Person.

3.9.1 Work on Cables

Before any work is commenced on any cable, it shall be made dead, earthed and either:

- i) Be positively identified by physically tracing from the source of supply by either tracing or signal injection or;
- ii) Be spiked by an Authorised Person using an approved type of cable spiking device.

For work on High Voltage cables, a Permit to Work shall be issued in accordance with the procedure for work on High Voltage Installations.

3.10 Portable Electric Equipment

For the management and testing of portable and transportable appliances refer to the Trust's 'Code of Practice for the Management & Testing of Portable and Transportable Appliances'.

4 Fire Protection Equipment for Electrical Equipment

4.1 Fixed Automatic Equipment

- i) Before work is carried out in any zone protected by automatic halon/carbon dioxide or other chemical extinguisher equipment, the automatic control shall be rendered inoperative and a notice to this effect firmly attached to the control point.
- ii) The automatic control shall be re-commissioned immediately after the protected zone has been vacated.
- iii) Precautions taken to render the automatic control inoperative shall be noted on the document issued for work in the protected zone.

4.2 Portable Extinguishers

- i) Portable water or foam fire extinguishers shall not be used on electrical equipment unless such equipment has been made dead.
- ii) Portable extinguishers that may be used on live equipment shall be readily distinguishable from all other types of extinguishers.

4.3 General

After the discharge of carbon dioxide or other chemical extinguishing equipment in an enclosed space, the space shall be thoroughly ventilated before entry. Suitable breathing apparatus shall be worn if entry is necessary before the gas has been cleared.

5 List of Supporting Documents

The Electricity at Work Regulations 1989

H & S E Booklet HS(R)25 - Memorandum of Guidance on the E.A.W. Regs 1989

H & S E GS 6 - Avoidance of Danger from Overhead Electric Lines

H & S E GS 24 - Electricity on Construction Sites

H & S E GS 27 - Protection against Electric Shock

H & S E GS 34 - Electrical Safety in Departments of Electrical Engineering

H & S E GS 38 - Electrical Test Equipment for Electricians

H & S E PM 32 - The Safe Use of Portable Electrical Apparatus

H & S E PM 53 - Emergency Private Generation Electrical Safety

H & S E PM 64 - Electrical Safety in Arc Welding

H & S E (G) 13 - Electrical Testing

18th Edition of the IEE Wiring Regulations 2008 (BS 7671)

DOH HTM 2007 - Electrical Services, Supply & Distribution

DOH HTM 06-01A - Electrical Services, Supply & Distribution, Design Considerations

DOH HTM 06-01B - Electrical Services, Supply & Distribution, Operational Management

DOH HTM 06-02 – Electrical Safety Guidance for Low Voltage Systems

DOH HTM 06-02 – Electrical Safety Handbook

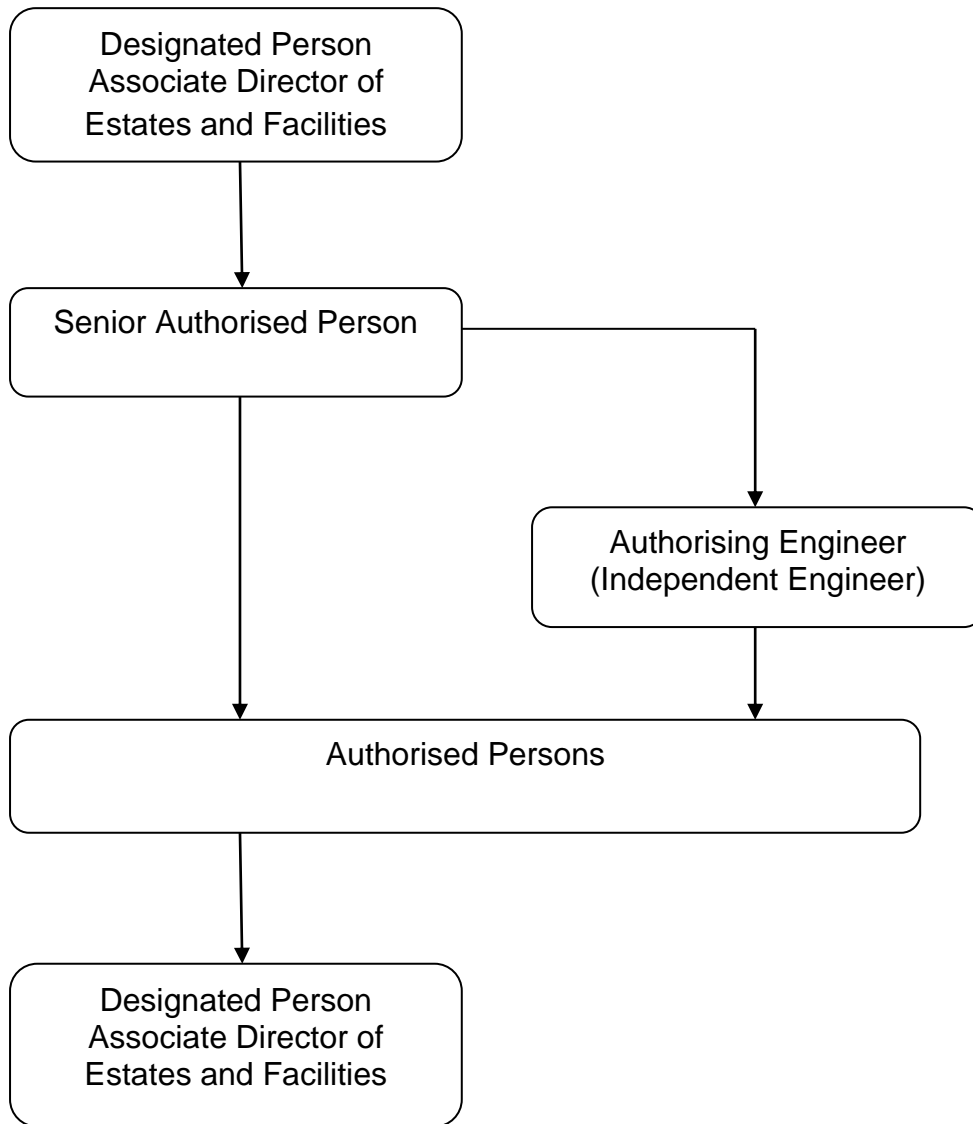
DOH HTM 06-03 – Electrical Safety Guidance for High Voltage Systems

Code of Practice for the In-Service Inspection & Testing of Electrical Equipment

APPENDIX A - Duty Holders

HTM 06-02 ELECTRICAL SAFETY GUIDANCE FOR LOW VOLTAGE SYSTEMS

DUTY HOLDER FAMILY TREE
(see definitions page re: duty holder)



HTM 06-02 ELECTRICAL SAFETY GUIDANCE FOR LOW VOLTAGE SYSTEMS**DUTY HOLDERS**

<u>TITLE</u>	<u>APPOINTEES</u>
Designated Person	Associate Director of Estates and Facilities
Authorising Engineer	TBC
Authorised Persons	TBC
Competent Persons	TBC
Competent Persons with specified limited duties	TBC
Equipment Officers	TBC

Appendix B – Safety Documentation

(1 of 3)

Front-original

Safe-to-work-permit
 (complete precisely and legibly in
 BLOCK CAPITALS)

Serial
 Number

Location

Part 1: Issue

Issued by: _____

I hereby declare that it is safe to work on the following low voltage electrical equipment which has been made dead and isolated.

All other electrical equipment is dangerous to work on	
The points of isolation are Note: fix caution notices, always use safety locks, and obtain visible break if reasonably practical	
Danger notices and/or screening of live parts are in place at the following points	
Is automatic fire protection rendered inoperative? If yes, state conditions for restoration	Yes / No / Not Applicable
Presence of any other hazards and precautions taken e.g. fire extinguisher on site etc	
The following works shall be carried out	
No other work shall be carried out	
Authorised Person Signed: _____ Time _____ Date _____	

Note: the back of the original of this form is blank

Front-original

Safe-to-work-permit

(complete precisely and legibly in
BLOCK CAPITALS)

Serial
Number

Location

Part 1: Issue

Issued by: _____

I hereby declare that it is safe to work on the following low voltage electrical equipment which has been made dead and isolated.

All other electrical equipment is dangerous to work on	
The points of isolation are Note: fix caution notices, always use safety locks, and obtain visible break if reasonably practical	
Danger notices and/or screening of live parts are in place at the following points	
Is automatic fire protection rendered inoperative ? If yes, state conditions for restoration	Yes / No / Not Applicable
Presence of any other hazards and precautions taken e.g. fire extinguisher on site etc	
The following works shall be carried out	
No other work shall be carried out	
Authorised Person Signed: _____ Time _____ Date _____	

Back - copy

Part 2: Receipt

I hereby declare that I accept responsibility for carrying out the work on the electrical equipment as detailed on this Safe to work permit and that no attempt will be made by me or person under my control to work on any other electrical equipment.

Signed: _____ Status _____

Time: _____ Date _____

Part 3: Clearance

I hereby declare that the work for which this Safe to work permit was issued is now suspended/completed⁽¹⁾ and that all persons under my charge have been withdrawn and warned that it is no longer safe to work on the electrical equipment specified on this Safe to work permit and that all gear, tools etc have been removed

Signed: _____ Status _____

Time: _____ Date _____

⁽¹⁾ **Delete as appropriate**

Part 4: Cancellation

This Safe to work permit is hereby cancelled. The original has been returned to me and destroyed in the presence of the signatory to Part 3

Signed: _____ Status _____

Time: _____ Date _____

⁽¹⁾ **Delete as appropriate**

APPENDIX C – Example Test Certificates

ELECTRICAL INSTALLATION CERTIFICATE

(1 of 5)

(REQUIREMENTS FOR ELECTRICAL INSTALLATIONS - BS 7671 [IEE WIRING REGULATIONS])

DETAILS OF THE CLIENT	
INSTALLATION ADDRESS	
DESCRIPTION AND EXTENT OF THE INSTALLATION Tick boxes as appropriate Description of installation: Extent of installation covered by this Certificate: (Use continuation sheet if necessary)	New installation <input type="checkbox"/> Addition to anexisting installation <input type="checkbox"/> Alteration to anexisting installation <input type="checkbox"/>
See continuation sheet No:.....	
FOR DESIGN	
I/We being the person(s) responsible for the design of the electrical installation (as indicated by my/our signatures below), particulars of which are described above, have exercised reasonable skill and care when carrying out the design hereby CERTIFY that the design work for which I/we have been responsible is to the best of my/our knowledge and belief in accordance with BS 7671, amended to.....(date) except for the departures, if any detailed as follows:	
Details of departures from BS 7671 as amended (Regulations 120-02,120-05):	
The extent of liability of the signatory or the signatories is limited to the work described above as the subject of this Certificate.	
For the DESIGN of the installation: ** (Where there is mutual responsibility for the design)	
Signature:..... Date:..... Name (IN BLOCK LETTERS):.....Designer No 1	
Signature:..... Date:..... Name (IN BLOCK LETTERS):.....Designer No 2**	
FOR CONSTRUCTION	
I/We being the person(s) responsible for the construction of the electrical installation (as indicated by my /our signatures below), particulars of which are described above, have exercised reasonable skill and care when carrying out the construction hereby CERTIFY that the construction work for which I/we have been responsible is to the best of my/our knowledge and belief in accordance with BS 7671, amended to.....(date) except for the departures, if any, detailed as follows:	
Details of departures from BS 7671, as amended (Regulations 120-02,120-05):	
The extent of liability of the signatory is limited to the work described above as the subject of this Certificate.	
For CONSTRUCTION of the installation:	
Signature: Date: Name (IN BLOCK LETTERS):Constructor	
FOR INSPECTION & TESTING	
I/We being the person(s) responsible for the inspection & testing of the electrical installation (as indicated by my/our signatures below), particulars of which are described above, have exercised reasonable skill and care when carrying out the inspection & testing hereby CERTIFY that the work for which I/we have been responsible is to the best of my/our knowledge and belief in accordance with BS 7671, amended to.....(date) except for the departures, if any, detailed as follows:	
Details of departures from BS 7671 as amended (Regulations 120-02,120-05):	
The extent of liability of the signatory is limited to the work described above as the subject of this Certificate.	
For INSPECTION AND TEST of the installation:	
Signature: Date: Name (IN BLOCK LETTERS):Inspector	

NEXT INSPECTION

I/We the designer(s), recommend that the installation is further inspected and tested after an interval of not more than

(2 of 5)**PARTICULARS OF SIGNATORIES TO THE ELECTRICAL INSTALLATION CERTIFICATE****Designer (No1)**

Name: Company:

Address:

..... Postcode: Tel No:

Designer (No 2)

(if applicable) Name: Company:

Address:

..... Postcode: Tel No:

Constructor

Name: Company:

Address:

..... Postcode: Tel No:

Inspector

Name: Company:

Address:

..... Postcode: Tel No:

SUPPLY CHARACTERISTICS AND EARTHING ARRANGEMENTS Tick boxes and enter details, as appropriate

Earthing arrangements	Number and Type of Live Conductors	Nature of Supply Parameters	Supply Protective Device Characteristics
TN-C <input type="checkbox"/>	a.c. <input type="checkbox"/> d.c. <input type="checkbox"/>	Nominal voltage, $U/U_0^{(1)}$ V	Type:
TN-S <input type="checkbox"/>	1-phase, 2 wire <input type="checkbox"/> 2-pole <input type="checkbox"/>	Nominal frequency, $f^{(1)}$ Hz	
TN-C-S <input type="checkbox"/>	2-phase, 3 wire <input type="checkbox"/> 3-pole <input type="checkbox"/>	Prospective fault current, $I_{pf}^{(2)}$ kA	Nominal current rating.....A
TT <input type="checkbox"/>	3-phase, 3 wire <input type="checkbox"/> Other <input type="checkbox"/>		
IT <input type="checkbox"/>	3-phase, 4 wire <input type="checkbox"/>		
Alternative source <input type="checkbox"/>			
of supply (to be detailed on attached schedules)			

		External loop impedance, $Z_e^{(2)}$ Ohms (Note: (1) by enquiry, (2) by enquiry or by measurement)	
--	--	---	--

PARTICULARS OF INSTALLATION REFERRED TO IN THE CERTIFICATE Tick boxes and enter details, as appropriate

Means of Earthing Supplier's facility <input type="checkbox"/> Installation earth electrode <input type="checkbox"/>	Maximum Demand Maximum demand (load).....Amps								
	Details of installation Earth Electrode (where applicable) <table border="0" style="width: 100%;"> <tr> <td style="width: 33%;">Type</td> <td style="width: 33%;">Location</td> <td style="width: 33%;">Electrode resistance to earth</td> </tr> <tr> <td>(e.g. rod(s), tape etc)</td> <td></td> <td></td> </tr> <tr> <td>.....</td> <td>.....</td> <td>.....</td> </tr> </table>	Type	Location	Electrode resistance to earth	(e.g. rod(s), tape etc)		
Type	Location	Electrode resistance to earth							
(e.g. rod(s), tape etc)									
.....							

Main Protective Conductors

Earthing conductor: material csa connection verified

Main equipotential bonding

Conductors material csa connection verified

To incoming water and/or gas service To other elements:

Main Switch or Circuit-breaker

BS, Type and No. of poles Current RatingA Voltage ratingV

Location Fuse rating or settingA

Rated residual operating current $I_{\Delta n}$ =mA, and operating time ofms (at $I_{\Delta n}$) (applicable only where an RCD is suitable and is used as a main circuit-breaker)

COMMENTS ON EXISTING INSTALLATION (in the case of an alteration or additions see Regulation 743-01-04):

.....

.....

.....

.....

SCHEDULES

The attached Inspection and Test Result Schedules are part of this document and this Certificate is only valid when Test Result Schedules are attached to it.

.....Inspection Schedules andTest Result Schedules are attached.

(Enter quantities of schedules attached).

MINOR ELECTRICAL INSTALLATION WORKS CERTIFICATE

(REQUIREMENTS FOR ELECTRICAL INSTALLATIONS - BS7671 [IEE WIRING REGULATIONS])

To be used only for minor electrical work which does not include the provision of a new circuit

<p>PART 1 : Description of minor works</p> <p>1. Description of the minor works</p> <p>2. Location/Address</p> <p>3. Date minor works completed</p> <p>4. Details of departures, if any, from BS 7671 (as amended)</p>
<p>PART 2 : Installation details</p> <p>1. System earthing arrangement (where known) TN-C-S <input type="checkbox"/> TN-S <input type="checkbox"/> TT <input type="checkbox"/></p> <p>2. Method of protection against indirect contact</p> <p>3. Protective device for the modified circuit Type RatingA</p> <p>Comments on existing installation, including adequacy of earthing and bonding arrangements: (see Regulation 130-09)</p>
<p>PART 3 : Essential Tests</p> <p>Earth continuity satisfactory <input type="checkbox"/></p> <p>Insulation resistance:</p> <p>Phase/neutral.....M<input type="checkbox"/></p> <p>Phase/earthM<input type="checkbox"/></p> <p>Neutral/earthM<input type="checkbox"/></p>

Earth fault loop impedance□

Polarity satisfactory □

RCD operation (if applicable). Rated residual operating current $I_{\Delta n}$mA and operating time ofms (at $I_{\Delta n}$)

PART 4 : Declaration

I/We CERTIFY that the said works do not impair the safety of the existing installation, that the said works have been designed, constructed, inspected and tested in accordance with BS 7671 (IEE Wiring Regulations), amended to and that the said works, to the best of my/our knowledge and belief, at the time of my/our inspection, complied with BS 7671 except as detailed in Part 2.

Name:.....

Signature:

For and behalf of:.....

Position:

Address:

.....

.....

.....

Date:

PERIODIC INSPECTION REPORT FOR AN ELECTRICAL INSTALLATION

(REQUIREMENTS FOR ELECTRICAL INSTALLATIONS - BS 7671 [IEE WIRING REGULATIONS])

DETAILS OF THE CLIENT

Client:

Address:

Purpose for which this Report is required:

DETAILS OF THE INSTALLATION Tick boxes as appropriate

Occupier:

Installation:

Address:

Description of Premises: Domestic Commercial Industrial
 Other

Estimated age of the Electrical years

Installation

Evidence of Alterations or Additions: Yes No Not apparent

If "Yes", estimate age: years

Date of last inspection: Records available Yes No

EXTENT AND LIMITATIONS OF THE INSPECTION

Extent of electrical installation covered by this report:.....

.....

.....
Limitations:

.....
.....
.....
This inspection has been carried out in accordance with BS 7671 (IEE Wiring Regulations), as amended. Cables concealed within trunking and conduits, or cables and conduits concealed under floors, in roof spaces and generally within the fabric of the building or underground have not been inspected.

NEXT INSPECTION

I/We recommend that this installation is further inspected and tested after an interval of not more thanmonths/years, provided that any observations >requiring urgent attention= are attended to without delay.

DECLARATION

INSPECTED AND TESTED BY

Name:

Signature:

For and on behalf of:

Position:

Address:

Date:

.....

.....

SUPPLY CHARACTERISTICS AND EARTHING ARRANGEMENTS Tick boxes and enter details, as appropriate

Earthing arrangements	Number and Type of Live Conductors	Nature of Supply Parameters	Supply
TN-C <input type="checkbox"/>	a.c. <input type="checkbox"/> d.c. <input type="checkbox"/>	Nominal voltage, $U/U_0^{(1)}$ V	Protective Device Characteristics
TN-S <input type="checkbox"/>	1-phase,2 wire <input type="checkbox"/> 2-pole <input type="checkbox"/>	Nominal frequency, $f^{(1)}$ Hz	Type:
TN-C-S <input type="checkbox"/>	2-phase,3 wire <input type="checkbox"/> 3-pole <input type="checkbox"/>	Prospective fault current, $I_{pf}^{(2)}$ kA	Nominal current ratingA
TT <input type="checkbox"/>	3-phase,3 wire <input type="checkbox"/> other <input type="checkbox"/>	External loop impedance, $Z_e^{(2)}$ <input type="checkbox"/>	
IT <input type="checkbox"/>	3-phase,4 wire <input type="checkbox"/>	<small>(Note:(1) by enquiry, (2) by enquiry or by measurement</small>	

PARTICULARS OF INSTALLATION REFERRED TO IN THE REPORT Tick boxes and enter details, as appropriate

Means of Earthing	Details of Installation Earth Electrode (where applicable)		
Supplier's facility <input type="checkbox"/>			
Installation <input type="checkbox"/> earth electrode	Type (e.g. rod(s), tape etc)	Location	Electrode resistance to earthΩ

Main Protective Conductors

Earthing conductor: material..... csa.....

Main equipotential bonding
conductors material..... csa.....

To incoming water service To incoming gas service To incoming oil service To structural steel

To lightning protection To other incoming service(s) (state details

Main Switch or Circuit-breaker

BS, Type and number of poles Current ratingA Voltage ratingV

Location Fuse rating or setting.....A

Rated residual operating current $I_{\Delta n} = \dots\dots\dots$ mA, and operating time of $\dots\dots\dots$ ms(at $I_{\Delta n}$) (applicable only where an RCD is available and is used as a main circuit-breaker)

OBSERVATIONS AND RECOMMENDATIONS Tick boxes as appropriate

Recommendations
as detailed below

Referring to the attached Schedule(s) of Inspection and Test Results, and subject to the limitations specified at the Extent and Limitations of the Inspection section

No remedial work is required The following observations are made:

.....
.....
.....
.....
.....
.....
.....

One of the following numbers, as appropriate, is to be allocated to each of the observations made above to indicate to the person(s) responsible for the installation the action recommended.

1 requires urgent attention **2** requires improvement **3** requires further investigation

4 does not comply with BS 7671 (as amended). This does not imply that the electrical installation inspected is unsafe.

SUMMARY OF THE INSPECTION

Date(s) of the inspection:

General condition of the installation:.....

.....
.....
.....

Overall assessment: Satisfactory/Unsatisfactory

SCHEDULE(S)

The attached Inspection and Test Result Schedules are part of this document and this Report is only valid when Test Result Schedules are attached to it.

..... Inspection Schedules and Test Result Schedules are attached

(Enter quantities of schedules attached)

APPENDIX D – Audit Report Sheets**SUBSTATIONS & SWITCHROOM AUDITS** HTM06-02 & HTM06-03

Trust

Auditors Name Accompanied By Date

Hospital/Premises Name Substation/Switchroom ID/Number

SUBSTATION EXTERNALS

		Y/N	Action
1	Is there a safety sign (P1) displayed at the entrance?		
2	Is the sign legible?		
3	Is the name of the substation exactly the same as the switchgear schedule?		
4	Is the sign securely fixed?		
5	Is the correct contact telephone number shown?		

SUBSTATION SECURITY

		Y/N	Action
6	Is the door secure/sound?		
7	Is there an emergency escape door?		
8	If so, is it accessible and can it be opened from the inside?		
9	Is there a clear escape route outside the substation?		
10	Is there a 24-hour telephone point inside?		

11	Are any non-AP items or rubbish stored in the substation?		
12	a) If so, are the access arrangements correctly controlled? b) Are the door locks on AP/CP suite?		

SUBSTATION STRUCTURE

		Y/N	Action
13	a) Is the substation dry? b) Is the substation clean?		
14	Are duct covers fully in place?		
15	a) Are there any signs of rain ingress? b) Are there any signs of water ingress?		
16	Are there any visible defects in the structure?		
17	Are there any signs of rodents in the substation?		
18	a) Is the working space adequate? b) Is the lighting adequate?		
19	Is emergency lighting installed?		
20	If so, is it included in the planned maintenance programme?		

SUBSTATION POSTERS & LABELS

		Y/N	Action
21	Is there an up to date resuscitation poster? Is there an Extract from Safety Rules Poster? Is there a schematic diagram?		
22	Is each item of switchgear clearly labelled?		
23	Do the labels agree exactly with the switchgear schedule/schematic?		
24	Are labels displayed at the rear of the switchgear?		

HV/LV SWITCHGEAR

		Y/N	Action
25	Is the operating mechanism locked?		
26	Does the switchgear condition agree with the maintenance record?		
27	Is there excessive noise or heat from the switchgear?		
28	Are there any signs of leakage from visible compound-filled cable terminations?		
29	Is the condition of the tripping battery installation satisfactory?		
30	Are there any operational restrictions in place?		
31	If so, are warning notices displayed?		

FIRE PRECAUTIONS

		Y/N	Action
32	Is any rubbish or fire hazardous materials stored outside the substation?		
33	Is a suitable fire extinguisher provided in the substation?		
34	Has it been inspected?		
35	Is there a "gas flooding" system installed?		
36	If so, are there clear instructions displayed on how to inhibit the system when entering the substation?		

I confirm that, where actions are required, a report has been submitted to the Designated Person

Signature of AE/AP

Other items observed which require further investigation:-

Fixing Wiring Inspection Report

Job No:

Instrument Details:

Test Date:

Premises:

Insulation Tester:

Type of Supply

TN-C—S/TN-S/TT

Continuity Tester:

Ze at Dis Board

RCD Tester:

PFC at Dis Board

Loop/Imp Tester

Tick ok

Tick ok or report defects

Polarity Check		Ring Main Continuity	
----------------	--	----------------------	--

Equipment vulnerable to testing	RCD Test		
	RCD Rating		

	Designation	Points Served	Wiring Type	Phase Size	CPC Size	Disc Time (Seconds)	BSC No	Type Rating	R1+R2 Ω	P/E M Ω	P/N M Ω	N/E M Ω	Earth Loop Ω
1													
2													
3													
4													
5													
6													
7													
8													
9													
10													

APPENDIX D –Portable Equipment, Inspection and Test Record

Refer to Code Of Practice For In-Service Inspection And Testing Of Electrical Equipment published 2001 by The Institution Of Electrical Engineers (ISBN 0 85296 844 2)

and to the Trust's 'Code of Practice for the Management & Testing of Portable and Transportable Appliances'.

APPENDIX E – Authorisation for the Interruption of Engineering Services
AUTHORISATION FOR THE INTERRUPTION OF ENGINEERING SERVICES

PREMISES/HOSPITAL

Serial No:

PART 1

A To: Status: Date:

Ward/Department:

Permission is requested to interrupt/close down* the following engineering services:

.....

From: am/pm on to am/pm on

Signed: Status: Date:

B To be completed by the Unit Authorised/Competent Person

Areas affected by this interruption/ close down* will be

Signed: Status: Date:

PART 2

To: Signatory to Part 1

Ward/Department:

Permission is hereby granted for the engineering service(s) described in Part 1 of this authorisation to be interrupted/closed down* for the period stated with the following conditions

.....

Signed: Status: Date:

PART 3

To: Status: Date:

The engineering services described in Part 1 of this authorisation are now back in service and normal activities in the areas concerned may be resumed.

Signed:..... Status:..... Date:.....

PART 4

I acknowledge that the engineering services described in Part 1 of this authorisation are now fully restored and that normal activities may be resumed.

Signed:..... Status:..... Date:.....

On completion of the works – Original to Authorised/Competent Person

Duplicate to be retained in book for permanent record. * Delete not applicable

APPENDIX F – Demarcation Agreement

(1 of 3)

**HTM 06-02
DEMARCATIION AGREEMENT WITH CLIENTS OR CONTRACTORS
(ORIGINAL)**

Part 1

Premises:

Issued To:

Location:

The system boundaries or limits of this demarcation are:

.....
.....
.....

Sketch of demarcation limits:

Diagrams applicable to this demarcation:

.....
.....

The demarcation commences: Time Date

The demarcation is for a period of: weeks(s)

month(s)

It is recommended that his demarcation is reviewed annually.

Signed Authorised Person Time Date

This ORIGINAL Demarcation Agreement to be returned to the Trust Authorised Person when responsibility is relinquished.

**HTM 06-02
DEMARCATIION AGREEMENT WITH CLIENTS OR CONTRACTORS
(COPY)**

Part 1

Premises:

Issued To:

Location:

The system boundaries or limits of this demarcation are:

.....
.....
.....

Sketch of demarcation limits:

Diagrams applicable to this demarcation:

.....
.....

The demarcation commences: Time Date

The demarcation is for a period of: weeks(s)

month(s)

It is recommended that his demarcation is reviewed annually.

Signed Authorised Person Time Date

This ORIGINAL Demarcation Agreement to be returned to the Trust Authorised Person when responsibility is relinquished.

Reverse of (COPY)

PART 2

I hereby declare that I accept responsibility for the part of the electrical system detailed on this Demarcation Agreement and that no attempt will be made by me or the personnel under my control to work on any other part of the electrical system.

Signed:..... Status:.....

Time: Date:

PART 3

I hereby declare that responsibility for the part of the electrical system detailed on this Demarcation Agreement is relinquished and that the system has been left in a safe operational condition.

Signed:..... Status:.....

Time: Date:

PART 4

This Demarcation Agreement has been cancelled. The ORIGINAL has been returned to me and destroyed in the presence of the signatory to Part 3.

Signed:..... Authorised Person

Time: Date:

Policy Monitoring Section

NHSLA Criteria Number & Name (if applicable):

Where applicable NHSLA duties outlined in the policy will be evidenced through monitoring of the other minimum requirements.

Reference	Minimum Requirements to be monitored	Evidence for self assessment	Process for Monitoring	Responsible Individual / Group	Frequency of monitoring
Not Applicable	<p>Authorising Engineers Annual Report</p> <p>Authorised Persons Annual Review</p> <p>Appointment of Authorised Person</p> <p>Authorising Engineer Annual Review</p>		<p>Quarterly Statutory Compliance Report received into the Health and Safety Committee from UHL Estates and Facilities who monitor KPIs for compliance and performance on behalf of LPT for the external facilities management contract</p> <p>Annual Statutory Compliance Report</p> <p>Corresponding remedial action plans</p> <p>Authorised Person Annual Review</p> <p>Reports received through Contract Management Panel</p>	NHS Horizons	Quarterly /Annually

			Authorising Engineer Appointment Record Authorised Persons report of annual review		
Not Applicable	Incident Reports		Review of incidents received	Risk Assurance Team	Quarterly

Where monitoring identifies any shortfall in compliance the group responsible for the Policy (as identified on the policy cover) shall be responsible for developing and monitoring any action plans to ensure future compliance.

(please add as many lines as required)

Where monitoring identifies any shortfall in compliance the group responsible for the Policy (as identified on the policy cover)

An explanation of the requirements is as follows:

Reference – NHSLA standard where applicable.

Minimum Requirements to be monitored – for NHSLA policies these are laid out in the standards. For all other policies these will have to be determined by the policy owner.

Evidence for self assessment – the paragraph references and page numbers for the minimum requirements within the policy.

Process for monitoring – how the minimum requirement will be monitored eg audit.

Responsible Individual / Group – usually a group; who is responsible for monitoring the minimum requirements.

Frequency of monitoring- how often the monitoring should be reviewed.

Policy Training Requirements

The purpose of this template is to provide assurance that any training implications have been considered

Training topic:	Electrical Safety Policy
Type of training:	<input checked="" type="checkbox"/> Mandatory (must be on mandatory training register) <input checked="" type="checkbox"/> Role specific <input type="checkbox"/> Personal development
Division(s) to which the training is applicable:	<input checked="" type="checkbox"/> Adult Learning Disability Services <input checked="" type="checkbox"/> Adult Mental Health Services <input checked="" type="checkbox"/> Community Health Services <input checked="" type="checkbox"/> Enabling Services <input checked="" type="checkbox"/> Families Young People Children <input checked="" type="checkbox"/> Hosted Services
Staff groups who require the training:	Mandatory – basic electrical safety awareness for all staff Role specific - Technical Posts as identified within the HTMs within the policy
Update requirement:	Three yearly
Who is responsible for delivery of this training?	To be confirmed
Have resources been identified?	No
Has a training plan been agreed?	No
Where will completion of this training be recorded?	<input checked="" type="checkbox"/> Trust learning management system <input type="checkbox"/> Other (please specify)
How is this training going to be monitored?	Via Annual Review

Due Regard Screening Template

Section 1		
Name of activity/proposal		
Directorate / Service carrying out the assessment	Health and Safety Compliance Team	
Name and role of person undertaking this Due Regard (Equality Analysis)	Neville Clark	
This policy outlines the Trust's management arrangements for electrical systems within its properties including operational procedures to ensure it meets its statutory obligations.		
Section 2		
Protected Characteristic	Could the proposal have a positive impact (Yes or No give details)	Could the proposal have a negative impact (yes or No give details)
Age	No	No
Disability	No	No
Gender reassignment	No	No
Marriage & Civil Partnership	No	No
Pregnancy & Maternity	No	No
Race	No	No
Religion and Belief	No	No
Sex	No	No
Sexual Orientation	No	No
Section 3		
Does this activity propose major changes in terms of scale or significance for LPT?		
Is there a clear indication that, although the proposal is minor it is likely to have a major affect for people from an equality group/s? If yes to any of the above questions please tick box below.		
Yes		No
High risk: Complete a full EIA starting click here to proceed to Part B		Low risk: Go to Section 4.

Section 4
It this proposal is low risk please give evidence or justification for how you reached this decision:
All staff receive appropriate training therefore risks will be eliminated.

This proposal is low risk and does not require a full Equality Analysis:

Head of Service Signed Bernadette Keavney

Date: September 2016

The NHS Constitution

NHS Core Principles – Checklist

Please tick below those principles that apply to this policy

The NHS will provide a universal service for all based on clinical need, not ability to pay. The NHS will provide a comprehensive range of services

Shape its services around the needs and preferences of individual patients, their families and their carers	X
Respond to different needs of different sectors of the population	<input type="checkbox"/>
Work continuously to improve quality services and to minimise errors	X
Support and value its staff	X
Work together with others to ensure a seamless service for patients	X
Help keep people healthy and work to reduce health inequalities	X
Respect the confidentiality of individual patients and provide open access to information about services, treatment and performance	X

PRIVACY IMPACT ASSESSMENT SCREENING

<p>Privacy impact assessment (PIAs) are a tool which can help organisations identify the most effective way to comply with their data protection obligations and meet individual's expectations of privacy. The first step in the PIA process is identifying the need for an assessment.</p> <p>The following screening questions will help decide whether a PIA is necessary. Answering 'yes' to any of these questions is an indication that a PIA would be a useful exercise and requires senior management support, at this stage the Head of Data Privacy must be involved.</p>			
Name of Document:	Electrical Safety Policy		
Completed by:	Bernadette Keavney		
Job title	Head of Trust Health and Safety Compliance	Date	23/04/19
			Yes / No
1. Will the process described in the document involve the collection of new information about individuals? This is information in excess of what is required to carry out the process described within the document.			No
2. Will the process described in the document compel individuals to provide information about themselves? This is information in excess of what is required to carry out the process described within the document.			No
3. Will information about individuals be disclosed to organisations or people who have not previously had routine access to the information as part of the process described in this document?			No
4. Are you using information about individuals for a purpose it is not currently used for, or in a way it is not currently used?			No
5. Does the process outlined in this document involve the use of new technology which might be perceived as being privacy intrusive? For example, the use of biometrics.			No
6. Will the process outlined in this document result in decisions being made or action taken against individuals in ways which can have a significant impact on them?			No
7. As part of the process outlined in this document, is the information about individuals of a kind particularly likely to raise privacy concerns or expectations? For examples, health records, criminal records or other information that people would consider to be particularly private.			No
8. Will the process require you to contact individuals in ways which they may find intrusive?			No
<p>If the answer to any of these questions is 'Yes' please contact the Head of Data Privacy Tel: 0116 2950997 Mobile: 07825 947786 Lpt-dataprivacy@leicspart.secure.nhs.uk In this case, adoption n of a procedural document will not take place until approved by the Head of Data Privacy.</p>			
IG Manager approval name:			
Date of approval			

Acknowledgement: Princess Alexandra Hospital NHS Trust