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|  **Review Sheet** |
| Last Reviewed Last Amended Next Planned Review in 12 months, or07 Oct '20 07 Oct '20 sooner as required. |
| Business impact | Changes are important, but urgent implementation is not required, incorporate into your existing workflow.**MEDIUM IMPACT** |
| Reason for this review | Scheduled review |
| Were changes made? | Yes |
| Summary: | This policy details how to ensure that electrical safety is maintained by the service. It has been reviewed and additional references and updates added to the content that staff should familiarise themselves with. |
| Relevant legislation: | * The Electrical Equipment (Safety) Regulations 2016
* Electricity Safety, Quality and Continuity Regulations 2002
* Provision and Use of Work Equipment Regulations 1998
* Control of Substances Hazardous to Health Regulations 2002
* The Electricity at Work Regulations 1989
* Health and Safety at Work etc. Act 1974
* Management of Health and Safety at Work Regulations 1999
* The Regulatory Reform (Fire Safety) Order 2005
* The Workplace (Health, Safety and Welfare) Regulations 1992
* The Health and Safety (Miscellaneous Amendments) Regulations 2002
* Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)
* The Health and Social Care Act 2008 (Regulated Activities) (Amendment) Regulations 2012
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| Underpinning knowledge - What have we used to ensure that the policy is current: | * Author: HSE, (2014), *Health and safety in care homes (HSG220)*. [Online] Available from: <https://www.hse.gov.uk/pubns/priced/hsg220.pdf>[Accessed: 7/10/2020]
* Author: HSE, (2020), *Health and Social Care - Frequently asked questions*. [Online] Available from: <https://www.hse.gov.uk/healthservices/faqs.htm#fire-electrical> [Accessed: 7/10/2020]
* Author: HSE, (2013), *Maintaining portable electrical equipment (HSG107)*. [Online] Available from: <https://www.hse.gov.uk/pubns/priced/hsg107.pdf>[Accessed: 7/10/2020]
* Author: HSE, (2013), *Electrical safety and you A brief guide (INDG231)*. [Online] Available from: <https://www.hse.gov.uk/pubns/indg231.pdf>[Accessed: 7/10/2020]
* Author: The Institute of Engineering and Technology (IET), (2020), *BS 7671 - 18th Edition The IET Wiring Regulations*. [Online] Available from: <https://electrical.theiet.org/bs-7671/>[Accessed: 7/10/2020]
* Author: HM Government, (2013), *Approved Document P (Electrical Safety - Dwellings)*. [Online] Available from: [https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\_d](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/441872/BR_PDF_AD_P_2013.pdf) [Accessed: 7/10/2020]
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| Suggested action: | * Encourage sharing the policy through the use of the QCS App
* Develop training sessions for relevant staff
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| Equality Impact Assessment: | QCS have undertaken an equality analysis during the review of this policy. This statement is a written record that demonstrates that we have shown due regard to the need to eliminate unlawful discrimination, advance equality of opportunity and foster good relations with respect to the characteristics protected by equality law. |

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**1. Purpose**

* 1. To maintain health and safety compliance and adhere to industry best practice guidelines.
	2. To comply with statutes, regulations and quality standards.
	3. To provide a safe environment for all people at Holbeach & East Elloe Hospital Trust, free from harm caused by electricity, with robust systems in place.
	4. To support Holbeach & East Elloe Hospital Trust in meeting the following Key Lines of Enquiry:

# Key Question Key Lines of Enquiry

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| RESPONSIVE | R2: How are people’s concerns and complaints listened and responded to and used to improve the quality of care? |
| SAFE | S2: How are risks to people assessed and their safety monitored and managed so they are supported to stay safe and their freedom is respected? |
| SAFE | S6: Are lessons learned and improvements made when things go wrong? |
| WELL-LED | W2: Does the governance framework ensure that responsibilities are clear and that quality performance, risks and regulatory requirements are understood and managed? |

* 1. To meet the legal requirements of the regulated activities that {Holbeach & East Elloe Hospital Trust} is registered to provide:
		+ The Electrical Equipment (Safety) Regulations 2016
		+ Electricity Safety, Quality and Continuity Regulations 2002
		+ Provision and Use of Work Equipment Regulations 1998
		+ Control of Substances Hazardous to Health Regulations 2002
		+ The Electricity at Work Regulations 1989
		+ Health and Safety at Work etc. Act 1974
		+ Management of Health and Safety at Work Regulations 1999
		+ The Regulatory Reform (Fire Safety) Order 2005
		+ The Workplace (Health, Safety and Welfare) Regulations 1992
		+ The Health and Safety (Miscellaneous Amendments) Regulations 2002
		+ Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)
		+ The Health and Social Care Act 2008 (Regulated Activities) (Amendment) Regulations 2012

**2. Scope**

* 1. The following roles may be affected by this policy:
		+ All staff
	2. The following Service Users may be affected by this policy:
		+ Service Users
	3. The following stakeholders may be affected by this policy:
		+ Family
		+ Commissioners
		+ External health professionals
		+ Local Authority
		+ NHS

**3. Objectives**

**3.1** All electrical appliances and electrical installations on premises owned or controlled by Holbeach & East Elloe Hospital Trust are safe, tested and well maintained.

**4. Policy**

* 1. The main electrical installation will be subject to a statutory inspection by an appropriately qualified electrician (18th Edition) at a maximum period of every 5 years to BS7671:2018. A Certificate of Compliance (known as an Electrical Installation Condition Report) will be subsequently issued and a current certificate will always be in place.
	2. At the premises of Holbeach & East Elloe Hospital Trust, small electrical appliances are subject to unusually high rates of wear and the consequences of malfunction are unusually severe. Because of the dangers, all small electrical appliances (defined as those having flying leads attached to fixed sockets) will be regularly checked for correct operation and electrical safety.
	3. All new equipment brought into Holbeach & East Elloe Hospital Trust, whether by Service Users or by staff, will be checked to ensure that it is electrically safe before being used.

**5. Procedure**

* 1. The buildings and offices on each site of Holbeach & East Elloe Hospital Trust will have their mains electrical installation checked every 5 years (maximum) by a suitably qualified electrician who will issue a Certificate of Inspection, known as an Electrical Installation Condition Report (EICR). The most widely used standard in the UK covering installation and maintenance is BS 7671:2018 (2018) 'Requirements for Electrical Installations', (also known as the 18th Edition of the IET Wiring Regulations). Following the BS 7671 Standard is not a legal requirement, but it is the widely accepted standard in the UK and compliance with it is likely to achieve compliance with the Electricity at Work Regulations 1989. NICEIC is the recognised professional body for electricians, and their membership can be checked

at <http://www.niceic.com/>.

* 1. All electrical appliances must be CE marked to comply with consumer protection legislation and the requirements of the Electrical Equipment (Safety) Regulations 1994. All new equipment from 8 December 2016 is governed by [The Electrical Equipment (Safety) Regulations 2016.](http://www.legislation.gov.uk/uksi/2016/1101/contents/made)
	2. All small electrical appliances will be checked by the maintenance person or another competent person each year, using suitable test equipment. This is known as Portable Appliance Testing (PAT). Records of the tests and results will be kept on a PAT Register.

The training certificate of the maintenance person who has undergone training will be held on file and periodic refresher training will take place to maintain best practice.

* 1. Equipment which does not pass the test will be removed from service and will remain out of service until it has been repaired and checked for correct functioning.
	2. All computer equipment should have surge protection.
	3. The Registered Manager will require Service Users who bring equipment onto the premises which has not previously been tested by the Maintenance Team to hand over the equipment to the maintenance person before use. Staff can discuss any safety concerns with Registered Manager. The maintenance person will:
		+ Ensure that the equipment is correctly functioning before it is handed over for use
		+ Ensure that the equipment is noted on the schedule used for regular maintenance
		+ Ensure that there is a fully updated PAT register
	4. Electrical equipment used by the maintenance person should be connected to an RCD unit, which automatically cuts out if there is a power surge. Where possible, power tools should be cordless.
	5. During the weekly room checks by maintenance staff, visual checks of electrical appliances will be carried out, in particular checking:
		+ For damaged sockets and plugs
		+ That no wires are exposed, particularly at each end of the cable (i.e. where the cable goes into the appliance and where the cable goes into the plug)
		+ That any extension leads are in good condition and are not overloaded, e.g. kettles must not be plugged into an extension lead with other appliances such as televisions, radios etc.
		+ That no extension lead goes into a further extension lead as this is a significant fire risk (there may be a need to provide additional fixed hard wired sockets where needed)
		+ That all wires of appliances are attached to a plug and no other wires enter the sockets
		+ For trailing cables which could be a trip hazard
		+ That there are no combustibles near electrics due to the potential fire risk
		+ That portable appliances are not located near sinks or water splash areas which can cause an arc fault Cube type plugs which allow 2 or more other plugs to be attached pose a significant fire hazard and should be removed. Alternative arrangements must then be made to ensure that the Service User has their needs

adequately met.

* 1. Where external contractors are on site, the safety of Service Users, staff and visitors is the highest concern of Holbeach & East Elloe Hospital Trust. Electricity is not only dangerous in terms of electric shock; it is also a significant fire hazard if poorly managed. Where electrical works are being undertaken by contractors, barriers will be required to ensure that only authorised personnel have access. Easy access to a suitable fire extinguisher will also be required.
	2. All electrical work, other than routine wiring, will require a "Permit to Work" system in place. Examples of when permits will be required are for main installation systems, i.e. 415 volts T&E units, live electrics,

electrics whilst working in confined spaces, and work at height etc.

Where the main electrical distribution panel is 415 volts T&E, an anti-static mat (e.g. SwitchRib Electrical Rubber Insulating Matting) must be provided which meets BS EN61111 standard (Class 0).

* 1. All main electrical rooms, plant rooms etc. must be free from combustibles. These rooms must be compartmentalised and have a fire door rated for 60 minutes (FD60S) to BS EN 1634-1:2014.
	2. All staff should have basic electrical safety awareness training covering the dangers of electricity and how to deal safely with electric shock.

**6. Definitions**

# Permit to Work

* + - This is a system of highly supervised control measures for high-risk work which must only be completed by highly skilled professionals who are competent in the specific tasks required. This work is never done in isolation and will require at least 2 people

# Live Electrics

* + - This is highly dangerous and should be avoided if at all possible. However, there may be emergency situations where this is not possible. The safety of Service Users, staff and visitors is paramount. Such areas must be supervised at all times by highly skilled professionals and the works will be completed by highly skilled professionals who are competent in the tasks required. A "Permit to Work" will be in operation for such works which will include emergency control measures, locked areas to prevent unauthorised access, and designated keyholders

# PAT

* + - This is Portable Appliance Testing. All electrical appliances will be PAT checked to ensure that wires, plugs etc. are safe. A special machine is used by a trained operative who is competent in the task. This is a task which is routinely done and guidance can be found on the HSE website, though most insurance companies will require an annual test and a 3-month test on construction work

# Fixed Appliance Testing

* + - This is testing the electrical installations and must be done by a highly qualified electrician who is competent in the scope of these works. Completion of these works will provide the Registered Manager with a certificate of conformity or a list of works that need to be completed for compliance (known as an Electical Installation Condition Report) or a list of works which need to be completed for compliance (known as minor works).This testing is a legal requirement and must be completed. Managers are reminded that this will be required for insurance purposes and failure to comply could result in not being insured as well as possible prosecution

# Competent

* + - Suitable technical knowledge or experience in the context of electrical safety includes:
			* Adequate knowledge and understanding of the nature of electricity
			* Adequate experience of electrical work
			* Understanding and practical experience in the type of electrical system upon which work is to be carried out
			* Understanding of the hazards and the precautions necessary to avoid danger from the use of electricity
			* The ability to recognise, at all times, whether it is safe for work to continue on electrics and or electrical systems
			* The ability to recognise own skills and experience which includes recognising areas of work that are outside your scope and getting assistance whilst ensuring the area is safe at all times

# ARC Fault

* + - The term arc fault refers to a situation in which loose or corroded wiring connections create an intermittent contact that causes electrical current to spark, or arc, between metal contact points. When you hear a light switch or outlet buzzing or hissing, you are hearing arcing as it happens. This arcing translates to heat, which can break down the insulation surrounding individual conducting wires, providing the trigger for electrical fires. Hearing a switch buzz does not mean the fire is necessarily imminent, but it does mean there is a potential danger that should be addressed

**Key Facts - Professionals**

Professionals providing this service should be aware of the following:

* + - Managers must ensure that all electrical installations are compliant by sourcing competent professionals to inspect and service as required by law
		- Managers and staff must report any electrical concerns in the Maintenance Log Book and at handover. Any imminent danger must be reported to the duty manager immediately so that action can be taken swiftly
		- Managers must monitor and ensure that weekly room checks are completed and that any electrical non-conformance issues are closed out as soon as possible, dependent on their severity
		- Staff and managers will keep an open line of communication between each other to prevent harm caused by electricity

**Key Facts - People affected by the service**

People affected by this service should be aware of the following:

* + - You are reminded that all kettles, radios, televisions or other electrical items must be checked by Maintenance before you have them in your room. This is in the interests of keeping you safe in the home
		- You are asked to raise any electrical concerns with your Care Worker
		- You are asked to follow all safety notices provided by Holbeach & East Elloe Hospital Trust for your own safety and the safety of others

**Further Reading**

There is no further reading for this policy, but we recommend the 'underpinning knowledge' section of the review sheet to increase your knowledge and understanding.

**Outstanding Practice**

To be ‘ outstanding ’ in this policy area you could provide evidence that:

* + - Managers ensure that all those who complete electrical works at Holbeach & East Elloe Hospital Trust are professionally qualified and competent to undertake the scope of works required
		- Staff and management keep an open line of communication between each other at all times to ensure the safety of all on site during electrical works and also to report any electrical concerns
		- Managers consider having hard-wired plug sockets where extension leads are in significant use to reduce the likelihood of overload and the potential for fire risk. Hard wiring through the provision of additional plug socket outlets also reduces the number of trailing wires

**Forms**

Currently there is no form attached to this policy.