Electrical Safety

Electricity can kill. Even non-fatal shocks can cause severe and permanent injury. Electrical installations and equipment should be safe and maintained to prevent danger.

Safety point	Why?	How do you do this?				
The fixed electrical installation and electrical equipment must be safe for employees to use.	Contact with live parts at mains voltage can cause shock, burns and can kill. Electrical faults can cause fires	Install new electrical systems to a suitable standard eg. BS 7671 By providing safe and suitable equipment.				
	Overloading sockets by using adaptors can cause fires.	Providing a suitable number of socket outlets.				
We use the following electrical equipment						
For example anything with a plug such as: Vacuum cleaners Kettles Heaters Fans Television Photocopiers/computers Steam/water pressure cleaner Cables and plugs Extension Leads	We have	We use it for				
Staff must be properly trained to use work equipment	Staff need to be aware of possible danger and must be able to identify obvious defects	Do you train your staff in the safe use of electrical equipment? Yes \(\subseteq \text{No} \subseteq \)				
Provide a RCD (residual current device) if equipment greater than 230 volts AC (normal mains voltage) is used	A RCD (residual current device) detects some but not all faults in the electrical systems and rapidly switches off the supply	Is a RCD is built into the main switchboard Yes No A RCD must be used for				
Use an RCD with a steam/water pressure cleaner	As the work area is wet an electric shock from a faulty machine is likely to be dangerous					

Safety point	Why?	How do you do this?
All electrical equipment must be suitable for the job?	The risk of injury from electricity is strongly linked to how it is used e.g. in wet conditions unsuitable equipment can become live and make its surroundings live.	Select equipment that is suitable for the working environment.
The fixed installation should be inspected and tested by a competent person e.g A qualified electrician.	By checking for visible signs of damage most electrical risks can be controlled.	Inspection and testing of the fixed installation was carried out by/date
Electrical equipment must be maintained in a sound condition.	Earthed equipment and leads and plugs connected to the equipment should have an occasional combined inspection and test. This is because some faults cannot be seen such as lack of continuous earths. The frequency of checks will depend on the type of equipment and how it is used. Portable hand held equipment is more susceptible to damage than stationary equipment.	Do you have a system of visual inspection and where necessary testing Yes No Visual Inspection is carried out by: Testing is carried out by: Records of the results of inspection and testing are kept at: We report any damage or defects to: Defective equipment is immediately taken out of use and labelled "Do not use"

Electrical Safety Checks

Equipment	Date of visual Check	Date of inspection and testing	Hazards identified	Person who conducted check