



## CONTENTS

1. Introduction.....	3
2. The legal position.....	3
3. Licence to Occupy .....	4
4. Lease Holder .....	4
5. BrisDoc Employees .....	5
6. Live Working.....	5
7. Contractors .....	6
8. Information and Training.....	6
Procedure for Dealing with Health and Safety Issues .....	6
9. Related Policies and Procedures.....	7
10. Change Register .....	7
11. Implementation Record .....	7

# 1. INTRODUCTION

BrisDoc will take all reasonable steps to secure the health and safety of all employees who operate electrical equipment, and will take all reasonable precautions to reduce the risk of injury from electricity in the workplace in accordance with its core values for patient, quality, and workforce care.

BrisDoc is aware of the risks associated with electricity and, where it is responsible, will always contract with suitably competent, qualified and experienced electrical contractors.

BrisDoc recognises there is a difference between being a tenant where it has a licence to occupy premises and where it is the lease holder. In the case where BrisDoc has a licence to occupy it will take assurance from the landlord that electricity at work is appropriately regulated and monitored, and that electrical installations are safe. In the case where BrisDoc is the lease holder. It is our policy to ensure that all fixed electrical installations and portable electrical equipment meet established standards, are maintained in a safe condition, and are worked on in a safe manner, so far as is reasonably practicable.

BrisDoc expects staff and contactors to use any electrical equipment within the manufacturers' rating, and in accordance with any instructions supplied with the equipment.

The Facilities Manager or Service/Practice Manager is responsible for the implementation of this policy within Osprey Court and their service respectively.



# 2. THE LEGAL POSITION

The Electricity at Work Regulations 1989 (EAWR) set out the standards which apply to the use of electricity in the workplace. Within EAWR an electrical system is defined as including the source, equipment, and all the means of connection in-between.

Therefore, where the EAWR refer to the maintenance of "systems" these include portable appliances.

The EAWR provide that systems must be:

- suitably constructed and maintained in a safe condition;

- protected against adverse conditions and physical damage; suitably earthed and fitted with other protection against shock and overcurrent; and
- equipped with a means of disconnecting and isolating the supply.

They also contain provisions relating to safe working with electrical systems including restrictions on live working and requirements relating to competency and training.

Technical standards for installations and recommended inspection and maintenance programmes are described within BS 7671 2008 “Requirements for Electrical Installations in Buildings”, otherwise known as the IEE Wiring Regulations 17<sup>th</sup> Edition. Compliance with the standard can be used to demonstrate compliance with the EAWR. The Management of Health and Safety at Work Regulations 1999 require that risk assessments are undertaken in order to evaluate risks and identify the necessary preventive and precautionary measures to avoid accidents and incidents.

### 3. LICENCE TO OCCUPY

BrisDoc will presume that the landlord is ensuring safety, compliance and monitoring with respect to the following for the premises it uses, and for electrical contractors if having to work during BrisDoc’s operational hours:

- Insulation, protection and placing of conductors,
- Earthing and other suitable precautions,
- Installation of electrical equipment
- Strength and capability of electrical equipment,
- Maintenance, inspection and testing,
- Management of disused electrical systems and equipment,
- Temporary installations,
- Live working,
- Connections,
- Provision of personal protective equipment.

### 4. LEASE HOLDER

As the lease holder for units 21 and 19a Osprey Court BrisDoc will, via the Facilities Manager, contract with appropriately competent, qualified and experienced electrical contractors to ensure:

- All fixed installations are maintained in a safe condition by carrying out routine safety testing. Fixed wire inspections are undertaken at 5 yearly intervals and remedial action implemented,
- Portable appliances are tested annually (or as frequently as required - the frequency will depend on the environment in which the equipment is used and the conditions of usage), and any remedial action implemented,
- Any electrical installations and equipment are installed in accordance with the IET (Institute Of Engineering and Technology) Wiring Regulations,
- Implementation of any safe systems of work,
- All live work is forbidden unless absolutely necessary, in which case all practical precautions will be taken to ensure the safety of persons, including a permit to work, which must be issued **before work commences**. No live work will be conducted unless it is unreasonable in all the circumstances for it to be dead. If it is reasonable for an employee to be at work, on or near live wires, all suitable

precautions (including where necessary the provision of suitable protective equipment) will be taken to prevent injury,

- Records of maintenance, including test results will be kept, where possible, throughout the working life of the electrical systems to monitor the effectiveness of BrisDoc's maintenance policies, and will be retained by the facilities manager.
- Temporary installations are replaced by a permanent installation as soon as is reasonably practicable,
- The provision of adequate working space, means of access and lighting at all electrical equipment on or near which, where work is being carried out in Osprey Court which may give rise to danger.
- All managers are responsible for ensuring that electrical equipment used by their teams is suitable for its purpose, is registered on the asset register (held by Mrs Deborah Lowndes), that it is withdrawn from use if damaged, made available for electrical testing when requested, and only repaired by competent authorised persons.

## 5. BRISDOC EMPLOYEES

No employee may work on electrical equipment or carry out repairs unless they are qualified for the type of work and have been specifically authorised to do so.

All employees must check the lead of any portable item before it is plugged in and be alert to any equipment which may have become damaged. Damaged equipment must be taken out of use immediately, labelled to indicate that it must not be used, locked away out of use if possible and reported to the Facilities Manager.

BrisDoc employees are responsible for ensuring they:

- Follow safe systems of work,
- Avoid the use of long extension leads wherever possible. If their use is unavoidable, staff will ensure that the connector is manufactured to the appropriate British standard,
- Do not put electrical equipment into use where its strength and capability may be exceeded in such a way as may give rise to danger,
- Complying with legal requirements insofar as they relate to matters which are within their control,
- Whilst at work to co-operate, so far as is necessary, to enable BrisDoc to comply with the legal requirements associated with electricity at work.

## 6. LIVE WORKING

Where live work has to be undertaken in Osprey Court the Facilities Manager will ensure a permit to work is provided **prior** to any work commencing.

Of note, the practical precautions and electrical contractor will take when working live to ensure the safety of persons, will include for example:

- The use of special tools, rubber mats and gloves etc.
- The presence of another authorised person who understands the activity and who is able to handle an emergency i.e. administer first aid,
- The erection of safety barriers and any necessary warning signs, to keep unauthorised persons out,
- The use of suitable instruments and test probes,

- The restriction of routine live test work to specific areas and the use of special precautions within those areas such as isolated power supplies, non-conducting locations etc.
- The provision of adequate information to the person carrying out the work involving live conductors on the associated electrical system and the foreseeable **risks**,
- It is Company policy that a certificate will be obtained confirming that any new installation work and alterations comply with BS 7671.

## 7. CONTRACTORS

BrisDoc is a tenant and will work with the landlords to ensure that when a contractor is engaged to work in premises used by BrisDoc, the responsibility for safe working is clearly allocated, accepted and understood by all BrisDoc and Contractor personnel involved. This must be done before work commences and throughout the contract.

The Facilities Manager or Practice Manager is responsible for arranging all contractors on BrisDoc premises and will keep a record of approved contractors. Contractor's safety records will be checked prior to engagement for evidence of prosecution or remedial action notices issued by the Health & Safety Executive or Local Authorities. Contractors will not be permitted to enter BrisDoc premises without the approval of the appropriate Manager.

The Facilities Manager or Practice Manager is BrisDoc's appointed contract liaison person. Any "Permit to Work" requirements must be identified prior to work commencing.

The Facilities Manager or Practice Manager is responsible for arranging the exchange of all relevant information arising from risk assessments and emergency procedures. In shared workplaces, particular steps are required to protect contractors' employees from other contractors' and BrisDoc undertakings in the workplace. It is the responsibility of any Contractor to provide a "method statement" to BrisDoc that advises of the duration and impact of the works and any potential hazards to staff.

The Facilities Manager or Practice Manager will issue BrisDoc's Health and Safety Rules to Contractors. These will be referred to in all contractual arrangements together with any special health and safety requirements. So that the prospective contractors know what exactly is expected a copy of these rules will be sent to them at the tendering stage. An indemnity form must also be completed at the tendering stage.

## 8. INFORMATION AND TRAINING

BrisDoc will provide information, instruction and training for all employees to enable them to carry out their duties without putting their health and safety at risk. Electrical work will only be carried out by competent persons.

No employee will be engaged in any work activity where technical knowledge or experience is necessary to prevent danger or injury.

The Facilities Manager or Practice/Service Delivery Manager is responsible for arranging the provision of information, instructions or arranging any specific training and retaining any records.

### PROCEDURE FOR DEALING WITH HEALTH AND SAFETY ISSUES

Where an employee raises a matter relating to electricity at work, BrisDoc will:

- Take all necessary steps to investigate the circumstances;

- Take corrective measures where appropriate;
- Inform the employee of the results of the investigation and the action taken.

## 9. RELATED POLICIES AND PROCEDURES

- Health and Safety Policy
- Energy Management Policy
- Environmental Management Policy
- Contractor Environmental Questionnaire
- Environmental Purchasing Policy
- Induction Policy

## 10. CHANGE REGISTER

Date	Reviewed and amended by	Revision Details	Issue Number
21/12/18	TC	No applicable changes in legislation, no updates necessary	

## 11. IMPLEMENTATION RECORD

Date	Action	Comments	Name