

# Electrical Safety Policy

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|---------------------------------|---|
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| <b>Author:</b>                  | <b>Paul Nadin, Compliance Officer- Estates</b>    |
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|----------------------------------|--|-----------------------|--------|
| <b>Name of document</b>          | Electrical Safety Policy                       |                       |        |
| <b>Document reference number</b> | CEPOL020                                       | <b>New or Review?</b> | Review |
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| <b>Proposed groups to present document to:</b> |                        |                            |
| Health, Safety and Wellbeing Committee         | Area Partnership Forum | Staff Governance Committee |

| Date     | Version | Group                                  | Reason  | Outcome        |
|----------|---------|--|---------|----------------|
| 21/08/25 | 3.5     | Health, Safety and Wellbeing Committee | C/S     | Approved       |
| 27/08/25 | 3.5     | Area Partnership Forum                 | C/S     | Approved       |
| 04/09/25 | 3.5     | Staff Governance Committee             | C/S, FA | Final Approval |

| Examples of <b>reasons</b> for presenting to the group   | Examples of <b>outcomes</b> following meeting   |
|--|---|
| <ul style="list-style-type: none"> <li>Professional input required re: content (PI)</li> </ul> | <ul style="list-style-type: none"> <li>Significant changes to content required – refer to Executive Lead for guidance (SC)</li> </ul> |
| <ul style="list-style-type: none"> <li>Professional opinion on content (PO)</li> </ul>         | <ul style="list-style-type: none"> <li>To amend content &amp; re-submit to group (AC&amp;R)</li> </ul>                                |
| <ul style="list-style-type: none"> <li>General comments/suggestions (C/S)</li> </ul>           | <ul style="list-style-type: none"> <li>For minor revisions (e.g. format/layout) – no need to re-submit to group (MR)</li> </ul>       |
| <ul style="list-style-type: none"> <li>For information only (FIO)</li> </ul>                   | <ul style="list-style-type: none"> <li>Recommend proceeding to next stage (PRO)</li> </ul>  |
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**Please record details of any changes made to the document in the table below**

| Date                    | Record of changes made to document  |
|-------------------------|---|
| 20 April 12             | Format standardised to NHS Shetland template.   |
| 27 July 12              | Amendments made in consultation with Authorising Engineer.  |
| 28 Aug 12               | Section 9 amended and cover changed.  |
| 19 May 25               | <p>Document renamed- was 'Electrical Safety Policy Low Voltage for Estates Work Activities'.</p> <p>Reference to portable appliances removed- a new 'Portable Electrical Equipment Safety Policy' doc ref CEPOL027 has been created in this regard.</p> <p>Latest NHS Shetland Policy template adopted, with content significantly revised.</p> |
| 18 June 25              | Medical Physics and Maintenance team responsibilities revised to define the scope as applicable to their respective departments.  |
| 4 <sup>th</sup> Sept 25 | v3.4 final approval and version raised to v3.5 for issue  |
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## 1. Purpose

This policy sets out the arrangements necessary to prevent harm to employees, patients, visitors, the public and contractors who use, operate and maintain LV\* electrical systems or equipment that NHS Shetland is responsible for.

\*The term 'LV' relates to low voltage, which is deemed to be between 50V and 1,000V AC.

This Policy applies to all NHS Shetland employees, students, volunteers and contractors, and all other people working on its premises.

This document replaces the previous NHS Shetland 'Electricity at Work Policy' and no longer covers testing of electrical portable appliances. A new 'Portable Electrical Equipment Safety Policy'- CEPOL027 covers such equipment.

## 2. Policy Statement

NHS Shetland will ensure, so far as is reasonably practicable, the safety of employees, patients, third parties and visitor's etc. who use, operate or maintain LV electrical equipment and/or systems on work premises.

NHS Shetland will ensure that LV electrical systems and equipment are only safely installed and maintained by appropriately qualified and competent authorised personnel, and tested and maintained in accordance with relevant regulations, guidance and technical memorandums.

## 3. Introduction

The Electricity at Work Regulations 1989 (EAWR 89) impose duties on employers to comply with these insofar as they relate to matters that are within their control. These duties are in addition to those imposed by the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999.

In addition to the above, other (non-exhaustive) sources of regulatory, technical and guidance documentation include:

- The IET Wiring Regulations (BS 7671)
- Guidance on Electricity at Work Regs HSR25
- Electricity at Work Safe Working Guidance HSG85
- Safety in Electrical Testing INDG354
- Policies and Principles of Best Practice Guidance - SHTM 00
- Electrical services supply and distribution SHTM 06-01
- Electrical safety guidance for low voltage systems SHTM 06-02
- NHS Shetland Health and Safety Policy HRPOL038

NHS Shetland is committed to complying with the above requirements to ensure it fulfils its legal, legislative and moral duties.

#### 4. Roles and Responsibilities

Ultimate accountability for this policy lies with the Chief Executive, with specific responsibility for policy implementation delegated to the Head of Estates, Facilities & Medical Physics.

##### 4.1 Specialist Engineering Duty Structure

To deliver the duties required, a specialist engineering duty structure has been adopted (that follows the principals of SHTM 00 Policies and Principles of Best Practice Guidance), with appointments in writing covering the following positions:

|                                  |  |
|----------------------------------|--|
| <b>Duty Holder</b>               | <b>Chief Executive</b><br>Ultimately accountable for the safe operation of the premises.   |
| <b>Designated Person (DP)</b>    | <b>Head of Estates, Facilities &amp; Medical Physics.</b><br>Appointed senior executive with assigned responsibility of service. Provides an essential link between senior management and professional support while ensuring the independence of the audit-reporting process.   |
| <b>Authorising Engineer (AE)</b> | <b>Independent Professional Engineer</b><br>Appointed by the Designated Person.<br>Acts as an independent professional adviser to the organisation and provides services in accordance with the relevant SHTM.<br>AEs are responsible for assessments and recommendation of the appointment of Authorised Persons (APs).     |
| <b>Authorised Person (AP)</b>    | <b>Qualified Technical Person.</b><br>Appointed by management on the recommendation of the AE.<br>Responsible for the implementation and operation of guidance for work on, or testing of, LV electrical equipment. They must be sufficiently qualified, experienced and skilled in this regard.                             |
| <b>Competent Person (CP)</b>     | <b>Qualified Craftsperson.</b><br>Appointed by the AP.<br>The CP must possess the necessary technical knowledge, skill and experience relevant to the work undertaken. They shall be a core trade electrical craftsperson who is able to work in accordance with the relevant operating procedures, policies, and standards. |

The above positions will be formally appointed and have responsibility for carrying out suitable and sufficient risk assessments and implementing the necessary control measures, as far as is reasonably practicable, to prevent accidents, injuries and occupational illness.

## 4.2 All Staff and Contractors

Whilst the Chief Executive and Head of Estates, Facilities & Medical Physics accept responsibility for implementing this policy, under the Health and Safety at Work Act 1974, all staff and contractors have a duty to take care of their own health and safety, as well as that of others who may be affected by their acts or omissions at work.

All staff and contractors have a duty to co-operate and meet their health & safety responsibilities by following the rules and procedures that are in place for working with electricity safely.

If staff or contractors have any health and safety concerns, or come across what they believe is a dangerous situation or incident, work should be safely stopped prior to reporting it through normal line management structures, the relevant project manager, and if necessary, the Estates Department, without delay.

No member of staff or contracting organisation shall interfere with the installation of, or attempt to repair, any electrical equipment unless they are authorised to do so.

## 5. Specific Arrangements

NHS Shetland shall ensure that:

- risk assessments are carried out to determine the safety of LV electrical work activities and a descending hierarchy of control measures applied that are suitable and sufficient to reduce the risk of harm that arises from the outcome of these assessments.
- all necessary persons are suitably informed, instructed and trained to a standard that ensures installation, commissioning and maintenance tasks are carried out correctly and safely in accordance with relevant legislation and guidance. Records of all such training activities to be held in a suitable secure location and made available for audit and inspection as necessary.
- a planned preventive maintenance regime is in place covering all premises, with comprehensive and accurate records maintained and kept securely for a minimum of 5 years as evidence of statutory and regulatory compliance.
- a permit to work system is used where necessary to ensure that safe methods of working are pre-notified and agreed, prior to activities taking place where there is a potential of harm to those carrying out the work, staff, contractors, visitors or/and on patients (directly or indirectly).
- a risk based system of audit is used to monitor compliance across the estate (including third party accommodation), together with that of external contractors, with any gaps addressed through the implementation of prioritised actions plans.

## 6. Governance

This revised policy has been created by the Compliance Officer- Estates, who is accountable to the Head of Estates, Facilities & Medical Physics.

It shall be reviewed and approved by the Electrical Safety Group (ESG), which includes the Electrical AE as a member.

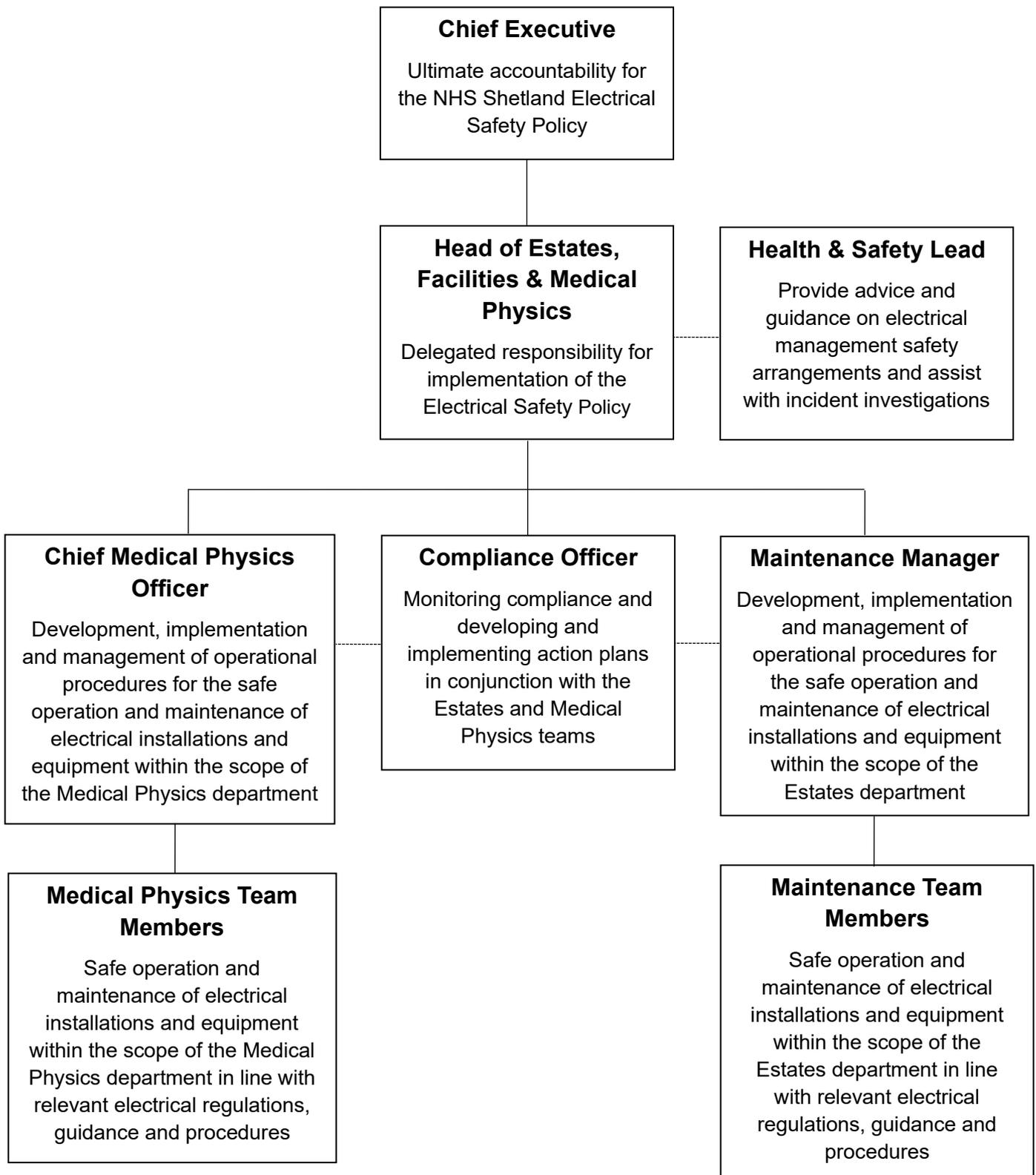
Following approval by the ESG this policy shall be submitted to the 3 groups below:

|   |  |
|---|--|
| <b>Health, Safety and Wellbeing Committee</b> | For comments and suggestions   |
| <b>Area Partnership Forum</b>                 | For comments and suggestions   |
| <b>Staff Governance Committee</b>             | For comments and suggestions, and final sign off prior to adoption and publication |

## 7. Review Arrangements

Periodic reviews of this policy, together with related systems and procedures shall be carried out as necessary by the ESG to ensure NHS Shetland complies with any relevant changes in legislation, guidance, personnel, sites, responsibilities or protocols. As a minimum, this policy shall be reviewed every three years.

## Appendix A- Organisational Structure for the Management and Control of Electrical Safety



## Appendix B- Rapid Impact Checklist

An equality and diversity impact assessment tool:

### Which groups of the population do you think will be affected by this proposal?\*

#### Other groups:

- Minority ethnic people (incl. Gypsy/travellers, refugees & asylum seekers)
- Women and men
- People with mental health problems
- People in religious/faith groups
- Older people, children and young people
- People of low income
- Homeless people
- Disabled people
- People involved in criminal justice system
- Staff
- Lesbian, gay, bisexual and transgender

No specific groups of the population will be affected by this Policy- it sets out organisational arrangements that applies to all groups of the population.

(\* the word proposal is used as shorthand for the policy, procedure, strategy or proposal that is being assessed)

### In the following sections, please consider what positive and negative impacts you think there may be and which specific groups will be affected by these impacts?

#### What impact will the proposal have on lifestyles?

For example, will the changes affect:

- Diet and nutrition
- Exercise and physical activity
- Substance use: tobacco, alcohol and drugs
- Risk taking behaviour
- Education and learning or skills

None

|   |    |
|---|----|
| <p><b>Will the proposal have any impact on the social environment?</b></p> <p>Things that might be affected include:</p> <ul style="list-style-type: none"> <li>• Social status</li> <li>• Employment (paid or unpaid)</li> <li>• Social/Family support</li> <li>• Stress</li> <li>• Income</li> </ul>  | No |
| <p><b>Will the proposal have any impact on the following?</b></p> <ul style="list-style-type: none"> <li>• Discrimination?</li> <li>• Equality of opportunity?</li> <li>• Relations between groups?</li> <li>• Fairer Scotland Duty</li> </ul>  | No |
| <p><b>Will the proposal have an impact on the physical environment?</b></p> <p>For example, will there be impacts on:</p> <ul style="list-style-type: none"> <li>• Living conditions?</li> <li>• Working conditions?</li> <li>• Pollution or climate change?</li> <li>• Accidental injuries or public safety?</li> <li>• Transmission of infectious disease?</li> </ul> | No |
| <p><b>Will the proposal affect access to and experience of services?</b></p> <p>For example:</p> <ul style="list-style-type: none"> <li>• Health care</li> <li>• Transport</li> <li>• Social services</li> <li>• Housing services</li> <li>• Education</li> </ul>   | No |

## Summary sheet

|  |   |
|--|---|
| <b>Positive Impacts (note the groups affected)</b><br><br>N/A  | <b>Negative Impacts (Note the groups affected)</b><br><br>N/A |
| <b>Additional Information and Evidence Required</b><br><br>N/A   |   |
| <b>Recommendations</b><br><br>None   |   |
| <b>From the outcome of the RIC, have negative impacts been identified for race or other equality groups? Has a full EQIA process been recommended? If not, why not?</b><br><br>No negative impacts identified from the RIC.<br>A full EQIA has not been recommended due to the lack of impacts on any particular groups of the population. |   |

Signature(s) of Level One Impact Assessor(s):

Date:

Signature(s) of Level Two Impact Assessor(s):

Date: