

Portable Electrical Equipment Safety Policy

Approval date:	04/09/25
Version number:	1.0
Author:	Paul Nadin, Compliance Officer- Estates
Review date:	03/09/28
Security classification:	OFFICIAL – Green: unclassified information

If you would like this document in an alternative language or format, please contact Corporate Services on 01595 743069.

Document reference number: **CEPOL027**

Name of document	Electrical Safety Policy		
Document reference number	CEPOL027	New or Review?	New
Author	Paul Nadin, Compliance Officer- Estates		
Information Asset Owner	David Wagstaff, Head of Estates and Facilities		
Executive lead	Brian Chittick, Chief Executive		
Review date	03/09/28		
Security classification	OFFICIAL – Green: unclassified information		

Proposed groups to present document to:		
Health, Safety and Wellbeing Committee	Area Partnership Forum	Staff Governance Committee

Date	Version	Group	Reason	Outcome
21/08/25	0.2	Health, Safety and Wellbeing Committee	C/S	Approved
27/08/25	0.2	Area Partnership Forum	C/S	Approved
04/09/25	0.2	Staff Governance Committee	C/S, FA	Final Approval

Examples of reasons for presenting to the group	Examples of outcomes following meeting
<ul style="list-style-type: none"> Professional input required re: content (PI) 	<ul style="list-style-type: none"> Significant changes to content required – refer to Executive Lead for guidance (SC)
<ul style="list-style-type: none"> Professional opinion on content (PO) 	<ul style="list-style-type: none"> To amend content & re-submit to group (AC&R)
<ul style="list-style-type: none"> General comments/suggestions (C/S) 	<ul style="list-style-type: none"> For minor revisions (e.g. format/layout) – no need to re-submit to group (MR)
<ul style="list-style-type: none"> For information only (FIO) 	<ul style="list-style-type: none"> Recommend proceeding to next stage (PRO)
<ul style="list-style-type: none"> For proofing/formatting (PF) 	<ul style="list-style-type: none"> For upload to Intranet (INT)
<ul style="list-style-type: none"> Final Approval (FA) 	<ul style="list-style-type: none"> Approved (A) or Not Approved, revisions required (NARR)

Contents

1. Purpose.....	5
2. Policy Statement.....	5
3. Introduction.....	5
4. Roles and Responsibilities.....	6
4.1 Specialist Engineering Duty Structure.....	6
4.2 All Staff and Contractors.....	7
5. Specific Arrangements.....	7
6. Governance.....	8
7. Review Arrangements.....	8
Appendix A- Organisational Structure for the Management and Control of Portable Electrical Equipment.....	9
Appendix B- Rapid Impact Checklist.....	10

1. Purpose

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

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

This new policy replaces aspects of the previous NHS Shetland 'Electricity at Work Policy'. It relates to electrical equipment that is generally deemed to be portable. It does not cover low voltage (50 - 1,000V ac) equipment or systems that the revised 'Electrical Safety Policy' (CEPOL020) covers.

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 or maintain portable electrical equipment at work.

NHS Shetland will ensure that portable electrical equipment is 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:

- IET Code of Practice for In-Service Inspection and Testing of Electrical Equipment
- Guidance on Electricity at Work Regs HSR25
- Electricity at Work Safe Working Guidance HSG85
- Maintaining Portable Electrical Equipment HSG107
- 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 Principals of Best Practice Guidance), with appointments in writing covering the following positions:

Duty Holder	Chief Executive Ultimately accountable for the safe operation of the premises.
Designated Person (DP)	Head of Estates, Facilities & Medical Physics. 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.
Authorising Engineer (AE)	Independent Professional Engineer Appointed by the Designated Person. Acts as an independent professional adviser to the organisation and provides services in accordance with the relevant SHTM. AEs are responsible for assessments and recommendation of the appointment of Authorised Persons (APs).
Authorised Person (AP)	Qualified Technical Person. Appointed by management on the recommendation of the AE. Responsible for the implementation and operation of guidance for work on, or testing of, portable electrical equipment. They must be sufficiently qualified, experienced and skilled in this regard.
Competent Person (CP)	Qualified Craftsperson. Appointed by the AP. 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 portable electrical equipment 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 intended function of, or attempt to repair, any portable 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 portable electrical equipment 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 portable electrical equipment, 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 shall be used to monitor compliance across the estate (including third party accommodation), 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.

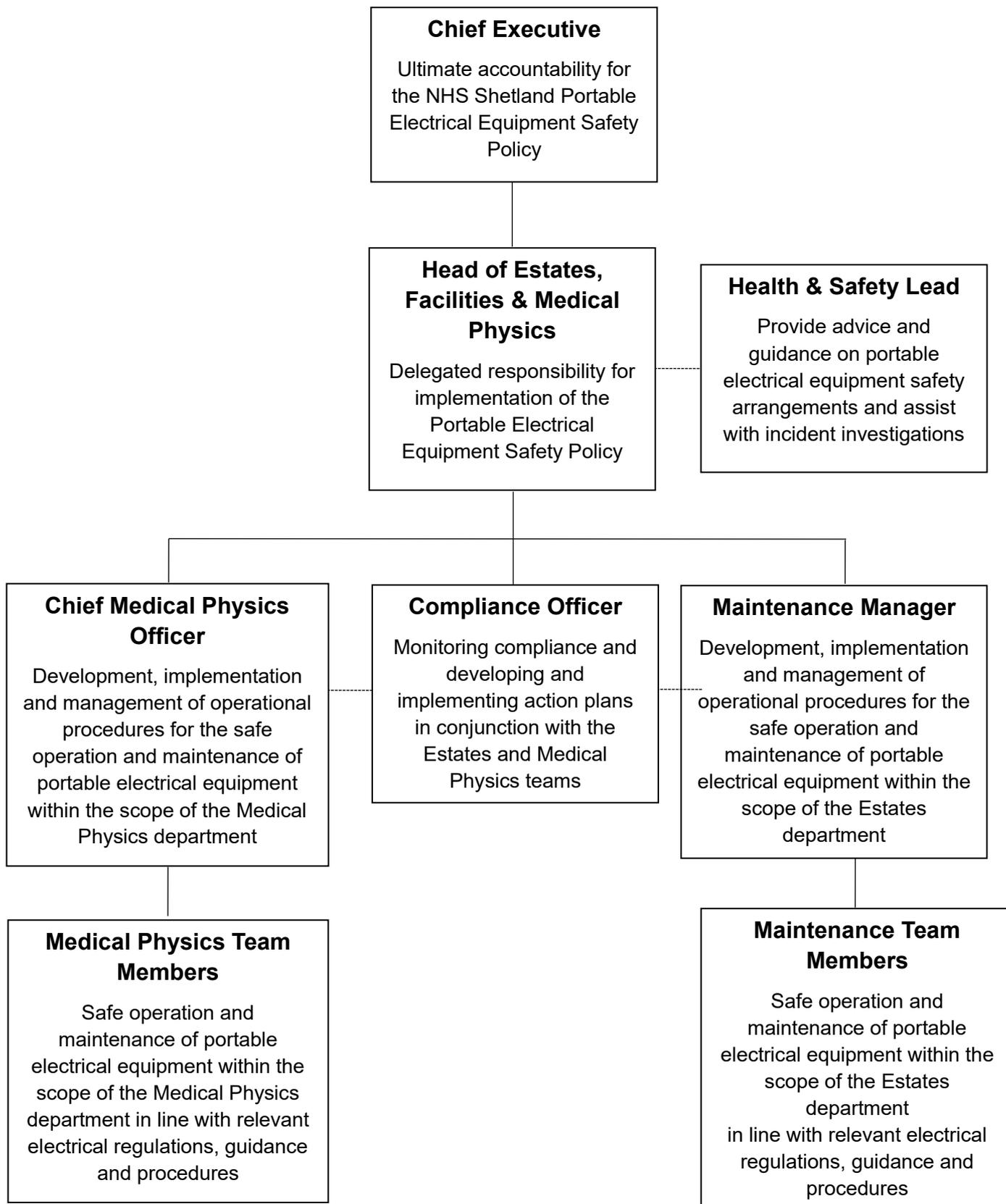
Following approval by the ESG this policy shall be submitted to the 3 groups below:

Health, Safety and Wellbeing Committee	For comments and suggestions
Area Partnership Forum	For comments and suggestions
Staff Governance Committee	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 Portable Electrical Equipment



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

Summary sheet

Positive Impacts (note the groups affected) N/A	Negative Impacts (Note the groups affected) N/A
Additional Information and Evidence Required N/A	
Recommendations None	
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? No negative impacts identified from the RIC. 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: