

Electrical Safety Policy (F-024)

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Executive Lead (name & job title):	Peter Beckwith, Executive Director of Finance / SIRO
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<i>Minor amendments made prior to full review date above (see appended document control sheet for details)</i>	
<i>Date approved by Lead Director:</i>	<i>1 August 2023</i>
<i>Date EMT as approving body notified for information:</i>	<i>August 2023</i>

Policies should be accessed via the Trust intranet to ensure the current version is used

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1. INTRODUCTION

The Electricity at Work Regulations 1989 impose duties on 'employers' to comply with these insofar as they relate to matters which are within their control. These duties are in addition to those imposed by the Health and Safety at Work etc. Act 1974.

Humber Teaching NHS Foundation Trust, as Duty Holder is committed to electrical safety for its employees, residents, visitors and patients, who use, operate or maintain electrical equipment and/or systems on their premises.

It will ensure that all electrical systems are correctly designed, installed, maintained and used, adopting in detail as its standard the guidance and procedures of Health Technical Memorandum 06-02, HSE Guidance and associated British Standards, as far as is reasonably practicable.

The Estates management team is committed to achieving electrical safety by self-regulation, by ensuring that all staff are aware of their responsibilities, by establishing safe working practices and procedures, appropriate training, monitoring procedures, and by maintaining clear and concise records of activities.

To achieve the objectives, the Trust accepts that a high level of management commitment, professional competence and adequate resources are required. All management and staff will do all that is reasonably practicable to achieve compliance with appropriate health and safety advice, statutory requirements and NHS technical guidance. The Trust shall ensure that all Trust staff and external contractors employed by the Trust who are required to work on electrical installations and appliances are competent to do so in terms of experience and training.

Humber Teaching NHS Foundation Trust attaches great importance to the health and safety of services users, staff and visitors, its property, assets, and systems. The Trust also has a legal and moral responsibility to manage and reduce all significant and major organisational risks. The provision and maintenance of safe workplaces and safe working practices (so that staff, patients, and the public are not injured or suffer ill-health because of any work activities) are fundamental parts of the Trusts Risk Management Strategy.

This outlines the Humber Teaching NHS Foundation Trust's policy on Electrical Safety.

2. SCOPE

This document is intended for use by all staff involved with electrical systems in the Trust. It is the responsibility of management and technical staff to comply with the Electricity at Work Regulations 1989 which impose duties on employers and employees in respect of electrical systems, equipment and conductors, work activities on, or near, electrical equipment, which require precautions to be taken against death and risk of personal injury arising from those activities.

This document contains Electrical Safe Working Practices and Procedures both of a technical and managerial nature and gives important supplementary information for use in conjunction with standard operational procedures for electrical safety. (Refer also to HTM 06 – 02, "Electrical Safety Guidance for Low Voltage Systems").

This policy applies to all electrical systems designed and installed for the distribution of electricity and associated electrical equipment in Trust premises, so that they may be operated and maintained safely when approved operational procedures are followed.

Procedures will apply to ensure the health and safety of those likely to be affected by maintenance, testing and repair of electrical systems or equipment, to ensure that the work is carried out without danger so far as is 'reasonably practicable'.

High Voltage Networks

High Voltage networks and associated systems (including local LV transformation) are the sole responsibility of, and wholly maintained by the Distribution Network Operator (DNO), currently Northern PowerGrid. On-site HV substations are identified with warning notices, these areas are locked, and access controlled by the DNO (Northern PowerGrid) alone.

Humber Teaching NHS Foundation Trust have no responsibility for the High Voltage networks feeding any of their sites, nor do they have responsibility for HV substations located on them.

3. DEFINITIONS

Designated Person

The designated person is an individual appointed by a healthcare organisation (a board member or a person with responsibilities to the board) who has overall authority and responsibility for the low voltage electricity system within the premises and who has a duty under the Health and Safety at Work Act 1974 to prepare and issue a general policy statement to health and safety at work, including the organisation and arrangements for carrying out that policy. This person should not be the authorising engineer.

Authorising Engineer

An authorising engineer is appointed in writing by the designated person to take responsibility for the effective management of the safety guidance. The person appointed should possess the necessary degree of independence from local management to act within this guidance.

Authorised Person

An authorised person is appointed in writing by the designated person on the recommendation of the authorising engineer in accordance with this safety guidance and is responsible for the implementation and operation of this guidance about working on, or the testing of, defined electrical equipment.

Competent Person

A competent person is approved and appointed in writing by an authorised person for defined work, possessing the necessary technical knowledge, skill, and experience relevant to the nature of the work to be undertaken, who can prevent danger or, where appropriate, injury, and who is able to accept a permit to work from an authorised person.

Appointments

Designated Person:

Peter Beckwith, Executive Director of Finance/Senior Information Risk Owner

Authorising Engineer:

Mark Richards

HESFM Ltd

205 Main Street, Calverton, Nottingham NG14 6LS Mob: 07774 671753

Tel: 01158415066

Authorised Persons:

Matthew Nicholson, Estates Compliance Manager (Electrical)

Competent Persons:

Listed within the Electrical Operational Procedures Manual held within Estates

4. DUTIES AND RESPONSIBILITIES

Chief Executive

The chief executive has the overall responsibility for all Health and Safety matters relevant to the Humber Teaching NHS Foundation Trust. This responsibility is delegated to the director of finance, infrastructure, and informatics, who is directly responsible to the Trust Board.

Designated Person

The designated person will appoint, in writing, an authorising engineer (low voltage) for the electrical systems and installation under the Trust's control.

Authorising Engineer

The authoring engineer (low voltage) is an external consultant responsible for implementing and monitoring the application of Health Technical Memorandum 06-02: Electrical safety guidance for Low voltage systems. They will act as an independent professional adviser to the Trust and will act as an assessor and make recommendations for the appointment of authorised persons, monitor the performance of the service, and provide an annual audit to the designated person.

The authorising engineer shall:

- Monitor the effectiveness of this policy.
- Where required by the trust and in conjunction with the appointed capital responsible person, ensure that the specification, and the design engineer's, contractors, and supervisor/clerk of works competence and interpretation of the requirements are suitably assessed and confirmed.
- Where required by the Trust and in conjunction with the appointed capital responsible person, contribute to the design process and ensure all electrical system modifications comply with relevant technical guidance.
- Where required by the Trust, provide a design compliance certificate and installation review memorandum.
- Where required by the trust, carry out an audit and monitor during construction, to ensure upon completion, the scheme complies with the requirements.
- Supply training, advice, and assistance in all electrical matters.
- Carry out a system and process audit on an annual basis.

Authorised Person (AP)

Estates Compliance Manager (Electrical) (LV lead)

The authorised person(s) LV, under HTM 06-02 will be responsible for the practical implementation and operation of the systems and installations for which they have responsibility, and the authorised person(s) LV has been appointed.

Competent Person

Competent persons (lv) shall comply with this safety policy, relevant operational procedures and guidance under HTM 06-02.

(Refer also to estates document – “electrical operational procedure manual” which is located within the Estates Compliance Managers Office)

Senior managers reporting to directors, middle managers with operational role Reporting to senior managers, professional heads, and departmental heads.

Shall ensure that:

- The policy is brought to the attention of all staff members.
- Identified actions arising from risk assessments in relation to this are implemented.
- Staff are informed, educated, and correctly trained in electrical matters.
- Identified risks that cannot be managed by means available to them are referred to the senior manager within their area for further action.

They shall ensure that the following is carried out within their area of responsibility:

- Users undertake checks of equipment before use and that the reporting of circuits or equipment in need of repair is undertaken.
- Make available electrical systems or equipment to enable repairs to be affected.
- Provide access to systems for the purpose of routine testing and inspection.
- Provide access to portable electrical equipment for testing and inspecting at mutually convenient times.
- Any electrical equipment delivered to and used in the Trust has been tested and cleared for use by the Estates Department.
- Condemned equipment is not used and is correctly identified as condemned prior to disposal.

Duty of employees

The primary responsibility for day-to-day safety of portable equipment when in service lies with the staff, whether being used by a member of staff, patient or visitor.

Any staff member using or allowing patients to use portable electrical equipment shall, before using it, personally check that the equipment, including the flexible cable and plug top, is free from mechanical damage and that there is a current safety test label attached.

For details of visual checks on portable equipment refer to the Procedures in section 5.9 of this document.

Any defective equipment must not be used and, taken out of service.

A warning label shall be fitted, and the Estates department informed.

All portable equipment shall be maintained in a safe condition in accordance with the requirements of the Electricity at Work Regulations 1989. The Estates Department shall be notified of any electrical equipment brought on site.

All new portable electrical equipment delivered to stores, or direct to the user, shall not be used until it has undergone a portable appliance test (PAT tested) and deemed safe for use by the Estates Department or the Trust's appointed provider for Electro Bio-Medical Engineering (currently Hull University Teaching Hospitals NHS Trust).

Managers are to inform the Estates Department of any electrical equipment brought in by patients or visitors, and to ensure that it is not used until discussion has taken place with the Estates Department as to the need and subsequent testing of that equipment.

It is the responsibility of each member of staff to ensure that his/her own personal electrical items are not used at work.

All employees have a responsibility for electrical safety and will:

- co-operate fully towards achieving a health and safety culture and the aims of the policy.
- be aware of their responsibilities in protecting the assets of the Trust, staff and patients at all times.
- report all electrical related incidents within Trust owned and leased properties.

The Estates Management Team are available to advise and help with any electrical queries. Telephone via the Estates Help Desk 01482 477877.

5. PROCEDURES RELATING TO THE POLICY

Competency/Authorisation

To comply with the Electricity at Work Regulations 1998 and follow HTM06 guidance.

- All employees required to work with, or in close proximity to, live electrical conductors must be authorised to carry out the work.
- Knowledge, training, and a level of supervision required for different jobs will vary considerably and needs recognising.
- The competent person to be appointed in writing by the authorised person for duties that are clearly identified and defined in a 'Certificate of Appointment'.
- Each competent person appointed will be issued with a copy of the 'Certificate of Appointment' with a second copy being retained on file.
- The authorised person will maintain a register of persons appointed.
- The authorised person will review each person appointed at intervals not exceeding three years.

Prohibition of Work on Live Conductors (excludes diagnostic testing).

Work on live electrical systems is prohibited

Work on or with live electrical conductors is prohibited

Live functional testing (diagnostic testing)

Specific procedures are in place for testing which shall be always adhered to.

A competent person (electrician) is the only person allowed (when deemed essential), to carry out diagnostic tests on low voltage, single and three phase systems whilst conductors are live. Any such systems will be isolated immediately after the fault is found and prior to remedial work.

The employer is to ensure that the employee has, through training and experience, adequate levels of competence for the areas and systems that the employee is required to work on.

Risk Assessment

All programmed/planned works to the electrical systems shall be the subject of a risk assessment carried out by an authorised person.

The risk assessment shall also ensure adequacy of lighting, the existence of rubber safety insulation mats to BS921 and the need for any barriers. The authorised person shall also determine at local level the consequences of isolation etc. before work proceeds. This will include restrictions in terms of dates and times for any planned isolation.

Issuing a Safe to Work Permit

The NHS Permit to Work and logbook system shall be used when deemed necessary by the authorised person, as described in "5.4: Risk Assessment" above.

All relevant sections are to be completed as described in the documentation, and this shall be issued by the authorised person to the competent person undertaking the work.

Used Safe to Work Permit books shall be retained for record purposes for the life of the equipment/system.

Completing a Safety Programme

(Completed by the authorised person)

Applicable to programmed work or tests on complex Low Voltage Systems (classed as moderate risks). Authorised persons shall have a thorough working knowledge of the Trust's systems and be suitably qualified and trained.

The authorising person shall complete the NHS permit/safe working documentation including the following.

- A description of purpose of the proposed work or test.
- The sequence of operations required to make the system safe.
- The date of the work.
- Authorised Persons name.
- The sequence of operations proposed.
- The location at which each operation is to be performed.
- The identity of each item of switchgear to be operated.
- The operation to be performed.
- The reason for the operation.
- Any items (for example keys, locks, signs) required.
- Electrical systems drawings/diagrams specifying isolation points as noted.
- Special instructions.
- Mission critical information, i.e., pre-isolation agreements, contingency plans etc.

The original safety programme is to be countersigned by the authorised person who has knowledge of the system and access to a current diagram of the system.

The authorised person will refer to the electrical diagram in the safety programme whilst carry out the work.

If the work is to be carried out by others, then the safety arrangements and all points of isolation/test are to be identified specifically.

Method for Safe Isolation of an Electrical Circuit

(For general works not requiring the NHS Permit to Work)

Applicable for competent persons (electrician) and authorised persons.

Before any work can begin, the electrical equipment and conductors need to be identified and then proven dead at the point-of-work by means of an approved voltage indicator, the functionality of which must also be verified with an independent proving unit, immediately before and immediately after the use of the voltage indicator.

The voltage indicator and proving unit shall comply with the requirements of the following Health and Safety Executive guidance document:

GS38: Electrical Test Equipment for Use On Low Voltage Electrical Systems. When work is to be carried out on low voltage equipment made dead, all reasonably practicable steps must be taken to prevent the electrical equipment and/or conductors being made live inadvertently during the work, including locking-off any switchgear, removal of any fuses, links, or similar approved methods. Unless a key box/safe is used, the person working on the equipment should retain any locking-off keys, fuses and links.

In achieving safe isolation, the following steps should be carried out where reasonably practicable:

- The application of a safety system to prevent the circuit breaker or switch being closed or fuse replaced whenever the equipment allows its use. Use of special locking devices to allow the use of safety locks is recommended.
- A visible break in air should be obtained (whenever possible).
- For any switchgear "locked off", an appropriate warning label should be fitted at the device identifying the person(s) who have installed the lock-off.
- The voltage indicator shall be tested to be functional (by means of the proving unit).
- Consideration should be given to any UPS or Emergency Generators within the electrical systems, (See Appendix 1 for locations of generators)
- The voltage indicator shall be used to test that the point of work is electrically safe.

- The voltage indicator shall then be tested a second time (by means of the proving unit) to provide further assurance that the test results are true and confirm the point of work as electrically safe.

L.V. System Emergencies

To make safe electrical systems and safeguard them it is crucial that repairs/remedial actions are taken as soon as possible.

The response shall be immediate when:

- A threat exists to the wellbeing of the staff, patients, and visitors.
- There is a Risk of exposure to live conductors.
- Damage to cables or equipment poses a risk to staff, patients, or visitors.
- Explosive mixtures require remote switching to prevent local hazards.

The Actions taken shall include but are not limited to:

- Ensuring any 'live' equipment or conductor is guarded until it can be isolated or made safe.
- Inform the appropriate personnel and department.
- Information on the emergency is given to affected departments.
- Alternative supply arrangements are determined (generator or re-routing electrical supplies).
- Inform additional authorised personnel as the need dictates.

Some of the above actions may need to happen simultaneously.

All supply re-instatements after an emergency shall be verified by the duty AP with agreement by all work parties that all applicable safety measures have been removed and/or the repair/remedial work has been completed. Final switching may need to be confirmed by radio dependent upon the site geographic. If this is the case, a pre-agreed code word as determined at the face-to-face meeting is to be used to confirm it is safe to continue. Any messages must be clear and concise and repeated by the receiver in each case.

In all cases following the repair/remedial work the LV logbook must be completed with the action taken.

Electrical Equipment Testing (PAT)

Guidance on testing/inspection frequencies is issued from the Institute of Electrical Engineers and from the Health and Safety Executive for office equipment. The Trust has specific procedures in place concerning Electrical Equipment Testing (*Electrical Equipment Testing (PAT)*). (Refer also to Estate's documents – "*Electrical Operational Procedure Manual*")

Patient's electrical items shall be visually inspected by the receiving officer and the Estates department notified to arrange an appliance test (except for those sites with dedicated handymen who have undertaken the appropriate EET test training and have the necessary test equipment on site).

All new items of electrical equipment tested and marked as above to be fitted with an asset reference prior to being issued for use on site. This includes electrical items brought into the workplace by staff.

Any item of electrical equipment that fails EET testing, or any aspect of the inspection procedure will be immediately withdrawn from service so that repairs can be carried out. The item of electrical equipment will be inspected and EET tested following repairs prior to being re-issued for use on site.

In the event of a repair not being possible (spares no longer available), or the repair cost prohibitive compared to new, the item will be scrapped and removed from the Estates asset management system (currently Planet FM).

Circuit Protection for Hazardous Conditions

All electrical hand tools (drills etc) shall be battery operated unless it is deemed appropriate to use

110V AC (for additional torque). In this case an 110V AC isolating transformer shall be used.

Electrical equipment intended for use in an industrial environment or any portable equipment to be used in damp/wet conditions must be fitted with or used in conjunction with a residual current circuit breaker.

Fixed Electrical Systems (General)

Periodic testing of LV systems

All fixed LV electrical systems owned by the Trust shall be periodically inspected and tested in accordance with BS 7671: 2018 (18th Edition)

Inspection and Test records are stored on the Trusts data systems (Estates Information Drive) and also secured within a web-based portal, these are updated to reflect any additions or changes to the electrical installation.

Circuit identification

All switchgear and distribution boards owned by the Trust shall be uniquely identified by securely attached and prominent asset labels. Each distribution board shall have an on-site circuit chart which allows accurate and easy identification of all circuits connected to the switch board.

Final circuit outlets shall also be labelled to reference them to their controlling switch/fuse and distribution board.

Schematic diagrams showing the Trust's electrical system layout and circuit/switch gear identification references shall be provided and updated as necessary.

New works or additions or temporary works

All new LV work including temporary work and minor additions shall be carried out in accordance with BS7671: 2018 (18th Edition)

All new works certification will be passed to an Authorised Person LV and uploaded to the Trusts records.

LV fixed equipment maintenance

All LV electrical equipment (e.g., ventilation systems, lifts, compressors, boiler plant) shall be regularly inspected, serviced, and tested to ensure that it is maintained in a safe and serviceable condition. Test periods shall be determined by the Estates Department and records maintained which will contain brief details of all inspections, routine servicing, repair and modifications.

LV switchgear and wiring

All LV switchgear and installations shall be maintained to ensure safety and operational capability is assured. Maintenance intervals shall not exceed the following periods:

Manufacturers recommended intervals

5 years for visual inspections and testing of fixed wiring to include thermal survey imaging of distribution boards.

Standby Emergency Generators

Fixed standby emergency generators shall be tested on a regular basis as defined in the planned maintenance system and as prescribed in HTM 06-01 Part B.

Generators shall be mechanically and electrically maintained to manufacturers recommendations to ensure their correct operation when required.

Lightning conductors

All lightning protection systems shall be inspected and tested every 12 months.

Contractors

All contractors working on site must conform to the requirements of the Electricity at Work Regulations 1989, statutory instruments, related guidance, and Trust procedures. Contractors will also ensure that all their portable appliances are tested in accordance with the frequencies as recommended.

Records

Installation and test records are to be maintained and are available as detailed above.

6. IMPLEMENTATION AND MONITORING

The implementation of this policy requires no additional financial resource.

This policy is applicable to the Estates Management staff and contracted services to the Trust. Access to this and all other Estate Management policies will be via the Trust Intranet. All documents will be issued to relevant contractors who carry out works on behalf of the Trust and where relevant Policies will be shared as part of team meetings and toolbox talks.

This policy should also be read in conjunction with Humber Teaching NHS Foundation Trust's Contractor Controls (Estates) Standard Operating Procedures.

An independent audit in compliance with HTM06-02 by the Trust appointed authorising engineer is completed at a maximum of 12 monthly intervals.

The monitoring of all existing electrical systems carried out in the Trust is actioned by the Estates Operations Maintenance Team. This includes the checking of all paperwork issued and returned completed for each of the jobs and invoice checking against jobs completed prior to payment to contractors. Accompanying information is logged through the Planet FM Database system set up for this purpose.

For new and refurbished builds the Estates Management Team will oversee and witness compliance to HTM 06-01. Any issues pertaining to electrical compliance will be escalated via the Trust Health and Safety Group.

This document will be reviewed by the authorised persons (Low Voltage) on a three yearly basis or amended as and when new legislation requires or in line with good practice.

7. TRAINING AND SUPPORT

Those who are appointed in writing to carry out the control measures and specific duties will be suitably informed, instructed, trained, and assessed ensuring that tasks are carried out in a safe and technically competent manner. Where appropriate refresher training will be provided (in association with formal re-appointment as required) and records of all initial and refresher training will be maintained. All members of staff including those with managerial responsibilities for electrical systems will receive training commensurate with their duties as identified in the table below:

Role	Training Requirement	Period
Designated Person	Awareness Training	On Appointment
Authorising Engineer	Accredited Authorising Engineer Training Course	Every 5 Years
	Accredited Authorised Persons Training Course	Every 5 Years
	Emergency First Aid Training	Every 3 Years
Authorised Person	Accredited Authorised Persons Training Course	Every 3 Years
	Emergency First Aid Training	Every 3 Years
Competent Person (Electrician)	Accredited Competent Persons Training Course	Every 3 Years
	Emergency First Aid Training	Every 3 Years
Competent Persons (Limited Duties). i.e., Estates Maintenance Assistants, Site Maintenance Assistants	Formal Training Provided Locally (For Specific Duties)	On Appointment Reviewed Every 3 Years
	Emergency First Aid Training	Every 3 Years

8. REFERENCE TO ANY SUPPORTING DOCUMENTS

Health Technical Memorandum HTM 06-01 Electrical Safety Guidance for Low Voltage Systems & HTM 06-02 Electrical Safety Handbook

The IET Code of Practice (5th Edition) (EET)

18th Edition of the IET Wiring Regulations (BS 7671:2018)

Electricity at Work Regulations 1989

Health and Safety at Work Act 1974

The Management of Health and Safety at Work Regulations 1999

The Health and Safety (Safety Signs and Signals) Regulations 1996 (as amended)

Humber Teaching NHS Foundation Trust: Health and Safety Policy

Humber Teaching NHS Foundation Trust's Contractor Controls (Estates) Standard Operating Procedures.

Estates Department - Safe Working Procedures (General)

Estates Dept: Standard Conditions of Contract (for Contractors)

9. MONITORING COMPLIANCE

This Policy will be reviewed on an annual basis by the Estates Compliance Manager to ensure that:

- Standard operating procedures are reviewed and updated.
- Procedures for managing electrical safety are being followed.
- Humber Teaching Foundation Trust staff and nominated partners have up to date training.
- Review of contractor selection and control measures.
- Contractors working on Trust electrical systems have appropriate accreditation (i.e., NICEIC, Napit).
- New build premises and major capital projects are being consulted to ensure that operational controls and agreed standards for commissioning are agreed and monitored throughout. Ad-hoc meetings may be required to adequately cover the required assurances.
- HTM documentation is being held and recorded appropriately.

APPENDIX 1 - GENERATOR LOCATIONS

Miranda House – Gladstone Street, Anlaby Road, Hull, HU3 2RT

Alfred Bean Hospital - Bridlington Rd, Driffield YO25 5JR

East Riding Community Hospital - Swinemoor Lane, Beverley HU17 0FA

Willerby Hill - Beverley Rd, Willerby, Hull HU10 6ED

Pine View - Beverley Rd, Willerby, Hull HU10 6ED

APPENDIX 2: DOCUMENT CONTROL SHEET

This document control sheet, when presented to an approving committee must be completed in full to provide assurance to the approving committee.

Document Type	Policy		
Document Purpose	Statutory compliance, corporate assurance and documented guidance to ensure that Humber Teaching NHS Foundation Trust electrical systems are maintained in a safe condition. Also ensures management and control measures are in place whenever works are planned to take place on such systems.		
Consultation/ Peer Review:	Date:	Group/Individual	
	June 2023	Health and Safety Group	
	June 2023	Peter Beckwith – Executive Director of Finance/Senior Information Risk Owner	
	June 2023	Rob Atkinson – Deputy Director of Estates and Facilities.	
	June 2023	Steven Leeman -Estates Operations Manager	
	June 2023	Matthew Nicholson – Estates Compliance Manager (Electrical)	
	June 2023	Paul Dent – H&S, Fire, Security & PPE Logistics Manager	
Approving Committee:	EMT	Date of Approval:	30 June 2017
Ratified at:	Trust Board	Date of Ratification:	July 2017
Training Needs Analysis: <i>(please indicate training required and the timescale for providing assurance to the approving committee that this has been delivered)</i>	For approx 15 individuals: Renewal of Emergency First Aid Training	Financial Resource Impact	Yes: To be included within 2023/24 Estates training plan.
Equality Impact Assessment undertaken?	Yes [<input checked="" type="checkbox"/>]	No [<input type="checkbox"/>]	N/A [<input type="checkbox"/>] Rationale:
Publication and Dissemination	Intranet [<input checked="" type="checkbox"/>]	Internet [<input type="checkbox"/>]	Staff Email [<input type="checkbox"/>]
Master version held by:	Author [<input type="checkbox"/>]	HealthAssure [<input checked="" type="checkbox"/>]	
Implementation:	<i>Describe implementation plans below - to be delivered by the author:</i>		
	Integral to duties of appointed Authorising Engineer, Authorised and Competent Persons for Low Voltage systems		
Monitoring and Compliance:	Review by Authorising Engineer and Authorised Persons, amended as and when new legislation requires, or in line with good practice.		

Document Change History:			
Version Number/Name of procedural document this supersedes	Type of Change i.e. Review/Legislation	Date	Details of Change and approving group or Executive Lead (if done outside of the formal revision process)
V1.0	New policy	Sept 2010	New Policy
V2.0	Review	Dec 2012	Reviewed Approved at Governance committee 3 December 2012
V3.0	Reviewed	June 2016	Reviewed no changes
V4.0	Review	June 2017	Reviewed and revised Taken through ISCC/EMT Approved by director Signed off (Peter Beckwith) 30-June-2016
4.2	Review	June 2020	Revised to current Humber TNFT policy format Version number amended as incorrect at time of publication. Minor amends therefore V4.2 with director sign off at Health & Safety Group June 2020
V4.3	Review	June 2023	Reviewed with minor amendments Update of staff names, job titles and language to ensure current Section 5, safe isolation – UPS and emergency generators included in list Protal Appliance Testing updated to Electrical Equipment Testing (PAT) References updated Appendix added – generator locations Approved by Director Sign off (Peter Beckwith) 1-Aug-2023

APPENDIX 3: EQUALITY IMPACT ASSESSMENT (EIA)

For strategies, policies, procedures, processes, guidelines, protocols, tenders, services

1. Document or Process or Service Name: **Electrical Safety Policy**
2. EIA Reviewer (name, job title, base and contact details): **Matthew Nicholson, Estates Compliance Manager (Electrical), Estates Dept, Mary Seacole Building, Willerby Hill. Tel: 477832**
3. Is it a Policy, Strategy, Procedure, Process, Tender, Service or Other? **Policy**

Main Aims of the Document, Process or Service		
<i>Statutory compliance, corporate assurance and documented guidance to ensure that Humber Teaching NHS Foundation Trust electrical systems are maintained in a safe condition. Also ensures management and control measures are in place whenever works are planned to take place on such systems.</i>		
Please indicate in the table that follows whether the document or process has the potential to impact adversely, intentionally or unwittingly on the equality target groups contained in the pro forma		
Equality Target Group Age Disability Sex Marriage/Civil Partnership Pregnancy/Maternity Race Religion/Belief Sexual Orientation Gender re-assignment	Is the document or process likely to have a potential or actual differential impact with regards to the equality target groups listed? Equality Impact Score Low = Little or No evidence or concern (Green) Medium = some evidence or concern (Amber) High = significant evidence or concern (Red)	How have you arrived at the equality impact score? who have you consulted with what have they said what information or data have you used where are the gaps in your analysis how will your document/process or service promote equality and diversity good practice

Equality Target Group	Definitions	Equality Impact Score	Evidence to support Equality Impact Score
Age	Including specific ages and age groups: Older people Young people Children Early years	Low	Actions and procedures to be followed to ensure that electrical systems are safe, and that safety control measures are in place whenever work is carried out on these systems.
Disability	Where the impairment has a substantial and long term adverse effect on the ability of the person to carry out their day to day activities: Sensory Physical Learning Mental health (including cancer, HIV, multiple sclerosis)	Low	Policy applies for all groups and is applicable across all of our estate, irrespective of specific patient profile.
Sex	Men/Male Women/Female	Low	Actions and procedures to be followed to ensure that electrical systems are safe, and that safety control measures are in place whenever work is carried out on these systems. Not gender specific.
Marriage/Civil Partnership		Low	Actions and procedures to be followed to ensure that electrical systems are safe, and that safety control measures are in place whenever work is carried out on these systems.
Pregnancy/ Maternity		Low	Actions and procedures to be followed to ensure that electrical systems are safe, and that safety control measures are in place whenever work is carried out on these systems.

Race	Colour Nationality Ethnic/national origins	Low	Actions and procedures to be followed to ensure that electrical systems are safe, and that safety control measures are in place whenever work is carried out on these systems. Covers all sites, not specific to any nationality or ethnicity.
Religion or Belief	All religions Including lack of religion or belief and where belief includes any religious or philosophical belief	Low	Actions and procedures to be followed to ensure that electrical systems are safe, and that safety control measures are in place whenever work is carried out on these systems.
Sexual Orientation	Lesbian Gay Men Bisexual	Low	Covers all groups
Gender reassignment	Where people are proposing to undergo, or have undergone a process (or part of a process) for the purpose of reassigning the person's sex by changing physiological or other attribute of sex	Low	Not applicable

Summary

Please describe the main points/actions arising from your assessment that supports your decision above

This is an organisational policy reflecting actions and procedures to be followed to ensure that electrical systems are safe, and that safety control measures are in place whenever work is carried out on these systems.

Consistent practice is in place between the Estates Operations and Capital Project team. Humber Teaching NHS Foundation Trust have an appointed independent Authorising Engineer in place alongside Authorised Persons within the Estates Operations management team, as advised by the Department of Health published guidance, Health Technical Memorandum 06 – 01.

EIA Reviewer: **Matthew Nicholson, Estates Compliance Manager (Electrical)**

Date completed: 5 June 2023

Signature:

