

Electrical Guidance

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1.1 Introduction – the legal requirements

The purpose of this guidance is to highlight what is required to achieve electrical safety compliance imposed by Regulations, as listed below but not limited to this list,

- ET Code of Practice for In-service inspection & testing of electrical equipment
- Health and Safety at Work etc Act 1974
- Managing of health & safety at Work Regulations 1999
- Provision of Use of Work equipment Regulations 1998
- Electricity at Work Regulations 1989
- Workplace (Health, safety and Welfare) Regulations 1992
- The electrical Equipment (Safety) Regulations 1994
- Waste Electronic & Electrical Equipment Regulations 2006
- Memorandum of Guidance on the Electricity at Work Regulations 1989 – HSE
- Electrical safety and you – HSE
- Maintaining Portable Electrical Equipment – HSE
- Maintaining Portable Equipment in a Low-Risk Environment – HSE

It is relevant to all work activities at the QW offices. Implementing safe work practices is crucial to minimise the risk of electrical accidents in the workplace. Some essential practices include: Proper Wiring: Ensuring that all electrical wiring and connections are installed and maintained by qualified professionals according to relevant codes and standards.

1.2 Competence and Training

No work is to be carried out by any member of Qualifications Wales staff on any electrical system or equipment, with the exception of the IT team providing they are trained and competent in the work required.

All contractors carrying out the work on the system must be trained and competent. Work will only be carried out by recognised contractors.

1.3 Contractors

Contractors are responsible for managing their own risk assessments and method statements and ensuring that their staff are trained and competent to carry out the required works.

Permit to Work (PTW)

The appointed Planned Preventative Maintenance contractor will be able to authorise electricians to work throughout the duration of the contract under their own safe systems of work.

- The contractor must maintain a register of authorised staff.
- The contractor must forward the register to Qualifications Wales after any changes.

1.4 Electrical Systems Maintenance

All electrical works, including planned preventative maintenance, must comply with current regulations and good practice standards.

1.5 Electrical Systems Documentation

Electrical drawings will be held on the Facilities SharePoint and hard copy Operational and Maintenance Manuals. The electrical drawings and associated certification for all systems, including security and fire alarms, must be updated by the contractor carrying out the works. This must be specified in any tender for electrical works, along with providing existing drawings for amendment.

1.6 NICEIC Certificate

The property must have an up-to-date NICEIC certificate. This is renewed every five years.

Senior Facilities Manager should arrange for this test to be carried out and for any necessary remedial work identified to be completed.

Copies of the certificates and confirmation of the completion of the remedial actions or decisions not to carry out remedial actions must be kept on the Facilities Sharepoint.

1.7 Portable Appliance Testing

Facilities will maintain a record of equipment for Portable Appliance Testing (PAT).

Testing frequency for electrical equipment

All new Portable appliances should be visually checked by the user before first use following the guidance in Appendix 1 and tested at the agreed frequency identified in Appendix 2.

Home working

Where equipment is provided by QW specifically for use at home this electrical equipment should be inspected following the guidance in Appendix 1 and tested at the agreed frequency identified in Appendix 2.

1.8 Heaters

Any portable electrical heaters must have a thermostat and their use must be kept to a minimum. Only heaters provided by Facilities should be used. We cannot accept any liability for other heaters including those used at home by staff.

1.9 Personal Items

Staff and visitors are not permitted to use personal items of electrical equipment in QW premises.

1.10 Review of guidance

This guidance will be continuously monitored and reviewed at least bi-annually to ensure that it is effective in the management of health and safety. The Health and Safety Trade Union Representative will be involved in any consultations ensuring representation of staff on Health and Safety matters.

Any enquiries about the content or application of this document should be directed to the facilities@qualificationswales.org

Document owner	Senior Facilities Manager
Version	1.0
Approval date	
Approval body	Qualifications Wales Board
Document review date	
Document audience	All Staff
Internally/Externally published	Internal

APPENDIX 1 -

What is portable electrical equipment?

Electrical equipment that has a power lead (cable) and plug which can be moved around. This includes larger equipment that is generally stationary in a fixed location. Categories of portable electrical equipment are:

- Portable (less than 18kg intended to be moved whilst in operation)
- Mobile (less than 18kg and moveable to location of use)
- Hand-Held
- Stationary appliance
- IT equipment

Possible injuries from using electrical equipment

If electrical equipment is unsafe or in a poor condition it could cause personal injury, workplace fires or even kill. Electrical injury can arise from:

- Electric shock
- Electric burns
- Fires of electrical origin

Inspecting and testing electrical equipment

Inspecting and testing equipment involves action at three levels:

- Checks by the user
- Formal visual inspections by an appointed competent person or competent contractor
- Combined inspection and tests by an appointed, competent person or competent contractor

User checks for electrical equipment

As a user of electrical equipment, it is also important that you visually check the equipment is in good condition before using it including extension leads and sockets.

These checks should include the following:

- Has the equipment been PAT tested and is this test still current?
- Is there damage to the cable, such as cuts, fraying, taped joints?
- Is the plug damaged, is the casing cracked or the plug pins bent?
- Is the outer sheath of the cable effectively secured where it enters the plug and the equipment? (If the coloured insulation of the internal cables is showing, the equipment must not be used.)
- Is there evidence of overheating (burn marks or discoloration)?
- Is there any damage to the external casing of the equipment or are there some loose parts or screws?
- Does the appliance work and switch on/off properly?
- Is the equipment suitable for the job and the environment?
- Ensure cables are not squashed under furniture or boxes, and do not put cables underneath carpets or rugs.
- Where extension cables or extensions in drum reels are in use, ensure the cable is fully extended to prevent over heating.

If you notice a problem

The equipment must be taken out of use immediately; and labelled as faulty. If considered necessary the plug should also be removed.

Any faults should be reported to Facilities.

APPENDIX 2

PAT testing

Electrical appliances are mainly categorised as Class 1, 2 or 3, with Class 1 being the most dangerous and Class 3 the least dangerous.

The class of an appliance helps determines the frequency of a PAT test.

Class 1 appliances

This type of electrical equipment has only basic insulation and relies on an earth for protection. Examples of class 3 items are floor-standing printers, photo copiers, vending machines, fridge and freezer, dishwasher, microwaves, toasters, kettles, irons, electric heaters, laptop cables and extension leads.

Class 2 appliances

This type of electrical equipment has extra insulation and so doesn't rely on an earth for protection, which makes it safer. Examples of class 2 items are desktop printers, lamps, TVs, Fans DVD players, CD players.

Class 3 appliances

Class 3 appliances are low voltage items and are the safest class of electrical appliance. Their charging leads may need to be PAT tested. Examples of class 3 items are laptops, mobile phone chargers, cameras.

QW approach:

Items	Class	Type of inspection	Frequency
Home working			
Monitors	Class 1	Full PAT test	36 months from new
Monitors	Class 1	Visual inspection by user	When moved/ plugged in.
Chargers – mobile phone, surface pro etc.	Class 3	Full PAT test	36 month from new
Chargers – mobile phone, surface pro etc	Class 3	Visual inspection by user	When moved/ plugged in.
Office			
Portable appliances in the office – heaters, extension leads	Class 1	Full PAT test	Annually
Portable appliances in the office – heaters, extension leads	Class 1	Visual inspection by user	When moved/ plugged in.
Fixed/ Stationary appliances in the office	Class 1	Full PAT test	36months
Fixed/ Stationary appliances in the office	Class 1	Visual inspection by user	When moved/ plugged in.
QW chargers – mobile phone, surface pro etc.	Class 3	Full PAT test	36 month from new

Personal/ QW Chargers – mobile phone, surface pro etc	Class 3	Visual inspection by user	When moved/ plugged in.
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