



WEST LOTHIAN COUNCIL

Electrical Safety Policy

| Document Title | Issuing Department | Approval Date | Author(s) | Next Review Date |
|--------------------------|-----------------------|-------------------------------|------------------|------------------|
| Electrical Safety Policy | Construction Services | 10 th October 2017 | Colin McConville | |
| | | | | |
| | | | | |
| | | | | |

1. Policy Statement

The council has a duty of care to ensure employees and other parties accessing or in the vicinity of council properties are protected from the hazards associated with electricity. The council will take all necessary steps to discharge this duty by complying with the Health & Safety at Work Act 1974 and the Electricity at Work Regulations 1989.

2. Policy Aims

The aims of the Policy are to ensure protection of hazards associated with electricity by:

- Setting clear responsibilities for ensuring those employees and other parties accessing or in the vicinity of council properties, are protected from potential hazards of Electricity
- Setting clear responsibilities for communicating and promoting the council's commitment to protect against hazards through adequate information, instruction and training.
- Ensuring strict compliance with the Council's Electrical Safety Management Plan.

3. Policy Implementation

The aims of this Policy will be implemented through the Council's Electrical Safety Management Plan.

4. Responsibilities

In accordance with the Council's Scheme of Delegation to Officers, the Chief Executive is responsible for ensuring that employees and others are protected from the hazards associated with Electricity.

Depute Chief Executives

Depute Chief Executives are accountable and responsible to the Chief Executive for ensuring the implementation of this Policy within their portfolio of services.

Head of Finance and Property Services

The Head of Finance and Property Services is responsible to the Chief Executive for ensuring the implementation of this Policy.

Heads of Service

Heads of Service are responsible to the appropriate Depute Chief Executive for implementing this Policy by ensuring that all employees and others who may be affected within their service are protected from the hazards associated with Electricity.

Construction & Design Manager

The Construction & Design Manager is responsible to the Head of Finance and Property Services for implementing this Policy by ensuring that all employees and others who may be affected within their service are protected from the hazards associated with Electricity.

Mechanical & Electrical (M&E) Services Team Principal

The M&E Services Team Principal is responsible to the Construction & Design Manager for managing electrical safety across the council in line with the following key responsibilities:

- Ensuring services comply with the Electrical Safety Policy and the Electrical Safety Management Plan.
- Providing guidance and advice on electrical safety management and risk assessment.
- Ensuring adequate electrical information for non-domestic council properties and communal parts of domestic council properties are in place and maintained.
- Monitoring the performance of contractors and consultants engaged in electrical installation and design activities.
- Ensuring suitable electrical risk assessments are undertaken by competent contractors.
- Monitoring the provision of appropriate information, instruction and training.
- Record keeping.
- Developing and publishing the council's Electrical Safety Management Plan.
- Liaising with the HR Manager (Health and Safety) on all aspects of electrical safety management.

Persons in Control of Construction or Maintenance Work

Persons in control of construction or maintenance work are responsible for ensuring that work carried out to electrical installations is in accordance with BS 7671 Requirements for Electrical Installations. IET Wiring Regulations including any amendments.

Persons in Control of Premises (Responsible Officers)

Persons in control of property are responsible for ensuring the Property Log Book is present on site and that Electrical contractors who visit the premises to carry out repairs or installations to electrical systems check and sign this prior to commencing work.

HR Manager (Health and Safety)

The HR Manager (Health and Safety) is responsible to the Head of Corporate Services for reporting electrical safety incidents to the Health and Safety Executive and where considered necessary lead and co-ordinate subsequent investigations in conjunction with identified officers.. The development, publishing and maintenance of the Electrical Safety Policy and Electrical Safety Management Plan will be undertaken jointly by Construction Services and the HR Manager (Health and Safety).

5. Business Continuity

Services should include appropriate procedures in their Business Continuity Plan to deal with an unplanned electrical safety incident.

6. Review of Policy

The Policy will be reviewed as appropriate and in consultation with recognised trade unions and other relevant parties.