

ELECTRICAL SAFETY POLICY

1. INTRODUCTION

1.1 Purpose

Keele University recognises its responsibility to ensure that all employees and those contractors and suppliers engaged by Keele University, directly or via third parties, to work on its sites and premises comply with all relevant statutory requirements for the safe management, isolation and re-energisation of electrical systems owned and managed by the University.

1.2 Scope

This policy applies to all electrical systems and electrical work equipment to the extent that they are within the Universities control, bar the exceptions listed below.

This policy does not apply to electrical equipment that is not owned or provided by the University which is used in residential accommodation for domestic purposes. This equipment is however covered by the University accommodation terms and conditions for students.

This policy does not apply to electrical equipment owned by staff, students or visitors. The University recognises that such equipment may be connected to the University electrical system. The University will accept the use of privately owned double insulated (Class II) equipment in non-residential buildings as long as it is maintained in good condition and working order and is used in appropriate circumstances.

This policy does not apply to equipment owned by contractors. The University recognises that such equipment may be connected to the University electrical system. The University will expect contractors to work to a suitable standard that is at least the equivalent of this policy (see the Management of Contractors Policy).

2. POLICY

The University will manage, so far as reasonably practicable, all electrical systems and electrical equipment falling under its control in such a manner as to minimise the risk of any person using such systems to a tolerable level. The University will aim to achieve this policy by putting measures in place to secure, so far as is reasonably practicable:

- That all electrical systems and equipment is suitable and safe for its intended use.
- That suitable precautions are taken to prevent danger arising from the use of electrical systems and equipment.

- That all electrical systems and equipment are subject to a suitable risk-based regime of inspection, testing and maintenance. This requirement is limited to circumstances where this is necessary to ensure that systems or equipment remains safe.
- That all electrical systems and equipment shall have a suitable means of cutting off the electrical power and isolating it.
- That electrical systems or equipment which are decommissioned, dismantled or abandoned are made dead and isolated from every source of electrical energy.

That all work on live electrical systems or equipment should be performed in exceptional circumstances only. Work on or near live electrical conductors (other than one suitably insulated) is not permitted unless:

- It is unreasonable in all the circumstances for it to be dead; and
- It is reasonable in all the circumstances for the work to take place while the conductor is live; and
- Suitable precautions are taken to prevent injury.

That before any live electrical work is undertaken, the operation is subject to a risk assessment and suitable precautions are implemented before work commences.

- That work on or near electrical systems or equipment is only undertaken by persons competent to do so.

The University will accept the use of privately owned double insulated (Class II) electrical equipment in non-residential buildings as long as it is maintained in good condition and working order and is used in appropriate circumstances.

3. ROLES AND RESPONSIBILITIES

Vice Chancellor

The Vice Chancellor (VC) has the overall day to day responsibility for health and safety matters at the University. The VC delegates responsibility for undertaking aspects of these duties through line management & identified roles. The following people are identified as having responsibilities (in addition to any other responsibilities under other health and safety policy) for the management of electrical safety in those areas, and for those relevant persons, that fall under their control:

Heads of Departments are responsible for ensuring that:

- Electrical systems or equipment are suitable and safe for use. This includes ensuring that suitable precautions are implemented to prevent danger.
- Electrical systems or equipment are subject to a suitable regime of inspection, testing and maintenance to ensure they remain safe to use. This requirement is limited to circumstances where this is necessary to ensure safety.
- That electrical systems or equipment are disconnected and isolated before any work is conducted on or near the conductors, unless it is planned that live electrical work will be performed. This requirement is limited to circumstances where exposure to live conductors can cause injury.

- Any planned live electrical work is only performed if the criteria set out in the policy are met. This includes ensuring that the work is fully assessed and suitable precautions implemented before work commences. This requirement is limited to circumstances where live electrical work can cause injury.
- For work within his/her control on or near electrical conductors is only performed by persons competent to do so.

The Director of Estate and Campus Services is responsible for ensuring that:

- Fixed wiring tests to the University buildings falling under their respective control are carried out at frequencies in line with Chapter 65 of BS7671:2018 and Table 3.2 of IET Guidance Note 3.
- Suitable records, including relevant certification, in respect of fixed wire testing are kept and maintained up to date.
- All persons employed to carry out work to the fixed wire electrical system are competent to do so.

Employees are required to:

- Cooperate with the University with regard to compliance with the Electricity at Work Regulations 1989 and the Electrical Safety Policy.
- Not connect non-University equipment to University electrical systems other than that equipment which is permitted within this policy.
- Take reasonable care of their own safety and the safety of others who may be affected by their acts or omissions. This includes working in compliance with the Electricity at Work Regulations in so far as it is within their control to do so.

Students are required to:

- Cooperate with the University with regard to compliance with the Electricity at Work Regulations 1989 and the Electrical Safety Policy.
- Not connect non-University equipment to University electrical systems other than that equipment which is permitted within this policy.

4. RELATED POLICIES AND PROCEDURES

Control of Contractors policy

<https://www.keele.ac.uk/policyzone/data/controlofcontractorspolicy/>

Related legislation:

- Health and Safety at Work Act 1974
- Management of Health and Safety at Work Regulations 1999
- Electricity at Work Regulations 1989 and memorandum of guidance

5. REVIEW, APPROVAL & PUBLICATION

University Occupational Health & Safety Oversight Group will be responsible for:

- Monitoring and reviewing this policy. Reviews will be carried out every three years from the date of approval.

University Health & Safety Committee will be responsible for:

- Monitoring and reviewing the operational process & Management Plans. Reviews will be carried out every year from the date of approval.

The Policy will be published on Policy Zone:

<https://www.keele.ac.uk/policyzone/data/electricalsafetypolicy>

6. ANNEXES

None

7. DOCUMENT CONTROL INFORMATION

Document Name	Electrical Safety Policy
Owner	Head of Engineering Planning and Support, E & CS
Version Number & Key Amendment	1.1
Equality Impact Assessment Form Submission Date	N/A – no direct people element
Approval Date	27 July 2020
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Date for Next Review	21 November 2026
Related University Policy Documents	Control of Contractors Policy
<i>For Office Use – Keywords for search function</i>	