

SAFE WORKING PROCEDURE

Electrical Safety in the Workplace

CORPORATE HEALTH & SAFETY | VERSION 10.2 | October 2024

STATEMENT:

In order to comply with legislation and fulfil statutory responsibility, the council must make sure that:

- All electrical systems and equipment are properly designed, installed, used and maintained.
- All repairs, modification and maintenance works are carried out by competent persons.
- An inspection and testing regime is established for electrical systems and equipment.

SCOPE:

This Safe Working Procedure applies to:

- All managers including head teachers referred to as managers herein.
- All employees of Southampton City Council.
- All contractors working for or on behalf of the council.

Version Control

This Safe Working Procedure is issued and managed by Corporate Health and Safety Service.

Version Number	Date	Amendments
Version 1.00	Jun 1992	
Version 2.00	Unknown	
Version 3.00	Unknown	
Version 4.00	Unknown	
Version 5.00	Unknown	
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Version 9.01	Oct 2014	
Version 9.02	Dec 2015	New template
Version 9.03	Aug 2018	Revise and update para 3.8.3 and adding 6.4. to Contact Address's and Guidance Links.
Version 10.0	Apr 2020	General review
Version 10.1	Dec 2022	General review
Version 10.02	Oct 2024	General review and reinstate broken links
Review Conducted		Next Review Date
		Jan 2012
	Oct 2014	Oct 2015
	Dec 2015	Dec 2017
	Aug 2018	Aug 2019
	Apr 2020	Apr 2022
	Dec 2022	Dec 2024
	Oct 2024	Oct 2026

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1. Responsibilities

Managers are responsible for ensuring compliance with the SWP and must:

- 1.1. Complete risk assessments and implement appropriate risk control measures in consultation with employees.
- 1.2. Ensure the appropriate electrical testing is arranged and carried out by competent person/s.
- 1.3. Ensure all actions or recommendations made by competent person/s are actioned.
- 1.4. Report defective equipment and faulty electrical systems or appliances.
- 1.5. Ensure users of electrical systems and appliances have the appropriate training.
- 1.6. Not intentionally or recklessly interfere with any safety devices.

Employees must:

- 1.7. Comply with work instructions, training and risk assessments applicable to their workplace.
- 1.8. Report defective equipment and faulty electrical systems or appliances to a manager.
- 1.9. Use electrical systems and appliances for the purpose for which they were designed and in accordance with instructions and training.
- 1.10. Not bring electrical appliances into the workplace or use any electrical system or appliance which has not been given prior approval by a manager and has not been tested by an approved and competent electrician.
- 1.11. Not intentionally or recklessly interfere with any safety devices.

Contractors and Sub-contractors must:

- 1.12. Ensure electrical systems and appliances used in Southampton City Council workplaces/property are appropriately tested in accordance with the regulations and guidance.
- 1.13. Use electrical systems and appliances as they were designed to be used and in accordance with instructions and training.
- 1.14. Report defective systems to Southampton City Council.
- 1.15. Not to intentionally or recklessly interfere with any safety devices.

2. Procedure

2.1. Portable appliances

- 2.1.1. Southampton City Council has a varied requirement for the management of electricity and testing for safety, which will range from low risk to high-risk areas. The Health and Safety Executive (HSE) have extensive guidance on electrical safety in all areas.
- 2.1.2. The HSE have not given definitive rules on what should be tested because of these variations on how systems and appliances are used, however it does stipulate that all electrical testing should be risk assessment driven.
- 2.1.3. For recommended maintenance intervals, see page 17 of HSE document [HSG107](#) and the [SWP Property Management and Compliance \(SWP's for Schools\)](#)
- 2.1.4. It is important that the risk assessment reflects how and where equipment is used and the frequency. It is also essential that this used in conjunction with the competent electrical supplier.

2.2. Fixed installations

- 2.2.1. For properties managed by Southampton City Council or where Term Servicing is in place the risk based approach in the table below will be adopted with Housing Operations commissioned to carry out the relevant checks at the appropriate intervals.

Table one

Type of Installation	Routine Check	Maximum period between inspections and testing
General Installations		
Domestic	0	Change of occupancy/10 years
Commercial	1 year	Change of occupancy/5 years
Educational Establishments	4 months	5 years
Office	1 year	
Shops		
Laboratories		
Residential accommodation	At change of Occupancy / 1 year	
Industrial	1 year	3 years
Buildings open to the public		
Leisure complexes (excluding swimming pools)	1 year	3 years
Places of public entertainment		
Village halls/community centres	1 year	5 years
Special installations		
Agricultural and horticultural	1 year	3 years
Caravans		
Caravan parks	6 months	1
Highway power supplies	As convenient	6
Swimming pools	4 months	1
Construction site installations	3 months	3 months

Table 1 is for guidance only. Further guidance on testing intervals is available in the SWP Property Management and Compliance

3. Guidance

- 3.1. The council has a 'Preferred in house Supplier' Housing Operations (HO). HO should be used for electrical testing unless there is prior agreement from the Council's Procurement Service.
- 3.2. Electrical systems and appliances must only be tested by competent people as defined in the regulations and industry guidance.
- 3.3. HO have been retained as the competent and preferred supplier for electrical testing within Southampton City Council.
- 3.4. HO must co-operate with Southampton City Council managers and others.
- 3.5. HO must comply with local safety procedures.
- 3.6. HO must operate within current legal requirements and industry guidance for electrical testing.
- 3.7. Managers must ensure adequate arrangements are in place to:
 - 3.7.1. Enable electrical testing.
 - 3.7.2. Keep and co-ordinate records of testing.
 - 3.7.3. Co-ordinate risk assessment requirements.

- 3.8. Where prior agreement has been secured, other suppliers, as detailed below may be used to test equipment:
- 3.8.1. Electrical systems and appliances can only be tested by competent people as defined in the regulations and industry guidance.
 - 3.8.2. All suppliers must be competent and engaged in compliance with Southampton City Council procurement procedures and other relevant Safe Working Procedures.
 - 3.8.3. All Electrical contractors and sub-contractors must be fully qualified and members of the National Inspection Council for Electrical Installation Contracting (NICEIC) or the Electrical Contractors Association (ECA) or National Association of Professional Inspectors and Testers (NAPIT).
 - 3.8.4. Managers must ensure a suitable safe system of work is in place.
 - 3.8.5. Managers must ensure adequate arrangements are in place to:
 - 3.8.5.1. Enable electrical testing
 - 3.8.5.2. Keep records of testing
 - 3.8.5.3. Co-ordinate risk assessment requirements.

4. Safe Working Procedures Relevant to This Document

- 4.1. SWP Managing Health and Safety
- 4.2. SWP Control of Contractors
- 4.3. SWP Service Providers
- 4.4. SWP Risk Assessment
- 4.5. SWP Property Management

Note: Other safe working procedures may apply and the assessor should consult the SWPs. An A-Z is available on the Council's [Health and Safety Intranet \(SWP's for Schools\)](#).

5. Main Legislation Relevant to This Document

- 5.1. [Health and Safety at Work etc. Act](#)
- 5.2. [The Electricity at Work Regulations](#)
- 5.3. [The Management of Health and Safety at Work Regulations](#)
- 5.4. [Provision and Use of Work Equipment Regulations](#)

6. Contact Address's and Guidance Links

- 6.1. Health and Safety Executive (HSE)
www.hse.gov.uk
 - 6.1.1. [Electrical Safety microsite](#)
- 6.2. NICEIC
www.niceic.com
- 6.3. Electrical contractors association (ECA)
<https://www.eca.co.uk/>
- 6.4. National Association of Professional Inspectors and Testers (NAPIT)
<http://www.napit.org.uk/>
- 6.5. Corporate Health and Safety Service
[Health and Safety Intranet](#)
[Schools H&S Guidance](#)

For full contact address visit the health and safety intranet [Useful Contacts \(useful contacts for schools\)](#).

