



ELECTRICAL SAFETY POLICY

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Destroy All Previous Issues

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Approval

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Glossary

Term	Description

Contents

- 1 PURPOSE 1
- 2 SCOPE 1
- 3 REFERENCES..... 1
- 4 DEFINITIONS 1
- 5 GENERAL 1
 - 5.1 COMPETENT PERSON: 1
 - 5.2 PORTABLE APPLIANCES..... 1
 - 5.3 MAINTENANCE AND INSPECTIONS:..... 1
 - 5.4 NEW EQUIPMENT: 2
 - 5.5 EMPLOYEES OWN EQUIPMENT: 2
 - 5.6 CONTRACTOR’S EQUIPMENT: 2
 - 5.7 MAINS TESTING: 2
 - 5.8 RECORDS: 2
- TABLE 1 3

1 PURPOSE

Electricity is a major hazard - not only can it kill directly, through shocks (and the majority of electric shock fatalities occur at voltages up to 240V), it can also cause fires and explosions. This document aims to ensure;

- electrical equipment on Badger property is safe
- only safe equipment is used by contractors
- only competent staff work on electrical equipment
- electricity in general is managed properly

2 SCOPE

All Badger sites and premises

3 REFERENCES

- Health & Safety at Work Act
- The Supply of Machinery (Safety) Regulations
- Electricity at Work Regulations.

4 DEFINITIONS

Portable appliances – equipment that are normally moved from place to place and which could be moved (usually has a lead and plug).

Electrical equipment - includes anything used, intended to be used or installed for use, to generate, provide, transmit, transform, rectify, convert, conduct, distribute, control, store, measure or use electrical energy. This definition is extremely wide and includes everything from very high voltage overhead supply cables to battery-powered equipment.

System - covers all and any electrical equipment which is, or may be, connected to an electrical energy source, and includes that source.

5 GENERAL

5.1 Competent person:

Badger will select a competent person for all electrical work including PAT and mains electrical inspections. Records should be maintained of the competence of the electrician selected.

5.2 Portable appliances

A register of all equipment including faxes, PC's, laptops, printers, copiers, phones and portable appliances on site is maintained. There should be a register that details the location of the equipment and any unique reference numbers.

5.3 Maintenance and inspections:

User Checks:

The user should be encouraged to conduct a short visual check prior to its use to identify the equipment is in sound condition. These checks should include:

- Cables – Inspection of the cable sheath for deterioration of the protective cover
- Plugs – For cracks, bent pins, loose cover

- Cable Joints – No loose joints, taped joints fit for purpose
- Evidence of overheating causing burn marks or discoloration
- There is damage to the external casing of the equipment – Cracks, loose fitting etc.

Formal Inspection and Test:

The inspection must be carried out by a competent person. The majority of potentially dangerous faults are normally identified by such inspections. The checks should cover the above checks, plus:

- Removal of the plug covers and checks that the fuse used is correctly rated for the equipment and not a piece of wire/nail fitted
- The grip cord is effective
- The cable terminations are secure and correct, including an earth where appropriate
- Internal damage such as overheating, ingress of liquids or foreign matter
- Checking of correct polarity
- Checking of correct fusing
- Checking of effective termination of cables and cores
- Checking of the suitability of the equipment for its environment.

5.4 New equipment:

New equipment conforming to CE requirements does not require PAT testing prior to first use. The equipment should be included in the electrical register and to be included in the next inspection / test program.

5.5 Employees own equipment:

No employee may bring onto any Badger premises his or her own mains electrical equipment.

5.6 Contractor's equipment:

All contractors should, prior to use, provide evidence of PAT testing if bringing any equipment onto Badger premises.

5.7 Mains testing:

Badger will ensure that the mains systems at each site are tested on a 5 yearly basis, in line with legal requirements.

5.8 Records:

Records will be maintained for 3 years of all electrical inspections (PAT and mains) and of the competence of the electricians selected.

The HSE have also published recommended timescales for PAT in offices and other low risk environments (INDG236) – Table 1. For portable appliances in other environments e.g. powered hand tools in a workshop the time between tests should be reduced because of the risk from damage.

TABLE 1

Equipment / Environment	User Checks	Formal Visual Inspection	Combined Inspection and Test
Battery Operated (less than 20 volts)	NO	NO	NO
Extra Low Voltage (>50 volts AC) e.g. telephone equipment, low voltage desk lamps	NO	NO	NO
Information Technology (e.g. computers, VDU screen)	NO	2-4 years	5 years (No if double insulated)
Photocopiers, Fax Machines (NOT hand held, rarely moved)	NO	2-4 years	5 years (No if double insulated)
Double Insulated, NOT hand held. Moved occasionally, e.g. fans, table lamps, projectors	NO	2-4 years	NO
Double Insulated, HAND HELD e.g. some floor cleaners	YES	6-12 months	NO
Earthed Equipment, (Class 1) e.g. electric kettles, some floor cleaners	YES	6-12 months	1-2 years
Cables (leads) and plugs connected to the above Extension Leads	YES	6 months – 4 years As equipment item is connected to above	6 months – 4 years As equipment item is connected to above