



**Doncaster and Bassetlaw
Teaching Hospitals**
NHS Foundation Trust

Electrical Safety Policy

This procedural document supersedes: CORP/HSFS 27 v.3 - Electrical Safety Policy



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Target audience:	All colleagues, Trust wide

Amendment Form

Please record brief details of the changes made alongside the next version number. If the procedural document has been reviewed **without change**, this information will still need to be recorded although the version number will remain the same.

Version	Date Issued	Brief Summary of Changes	Author
Version 4	September 2026	• Change of Executive Sponsor. • Change of author post title. • Updated introduction section. • Addition of Senior Operational Manager role into the management structure. • Expanded general guidance in section 4 'Procedure' • Updated guidance on portable appliances. • Minor alterations to the text that do not fundamentally affect the requirements of the policy.	M Gleadall
Version 3	11 July 2023	• Updated to reflect new APD format. • Addition of structure chart. • Expansion of responsibilities for Project Managers and Project Officers. • Addition of photographic examples of electrical equipment defects in appendix 1. • Further minor alterations to wording that do not fundamentally affect the requirements of the policy.	M Gleadall
Version 2	31 May 2019	• Updated to reflect the Trusts status as a Teaching Hospital. • Change in the post holder acting as Designated Person. • Addition of guidance on basic condition checks of personal electrical equipment and charging devices.	M Gleadall R Holdridge
Version 1 (<i>not issued</i>)	8 January 2016	• Minor changes - Updated to reflect managerial changes and IUS contract.	R Holdridge
Version 1	21 August 2014	• This is a new procedural document, please read in full	R Holdridge

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1 INTRODUCTION

The safe use of electricity within healthcare premises is essential to protect patients, staff, visitors, and property. Electrical systems present a significant hazard if they are inadequately controlled, poorly maintained, or improperly used.

Chief Executives, owners, occupiers, and those with managerial responsibility for premises and electrical services act as duty holders and are accountable for ensuring that electrical systems are managed so as to prevent danger. This responsibility includes ensuring that the design, installation, operation, inspection, testing, and maintenance of electrical systems are planned, controlled and undertaken safely, and in accordance with statutory requirements and nationally recognised guidance.

Within the Trust, effective electrical safety is achieved through clear governance arrangements, defined roles and responsibilities, competent personnel, and the application of appropriate policies, procedures and technical guidance. This policy sets out the framework by which the Trust discharges its electrical safety responsibilities and ensures compliance with relevant legislation, including, The Health and Safety at Work Act, the Electricity at Work Regulations, and applicable Department for Health and Social Care (DHSC) Health Technical Memoranda (HTM's).

2 PURPOSE

This policy outlines how Doncaster and Bassetlaw Teaching Hospitals NHS Foundation Trust (DBTH) will ensure the safety of employees, patients, visitors and third parties who use, operate, or maintain electrical equipment and/or systems on their premises.

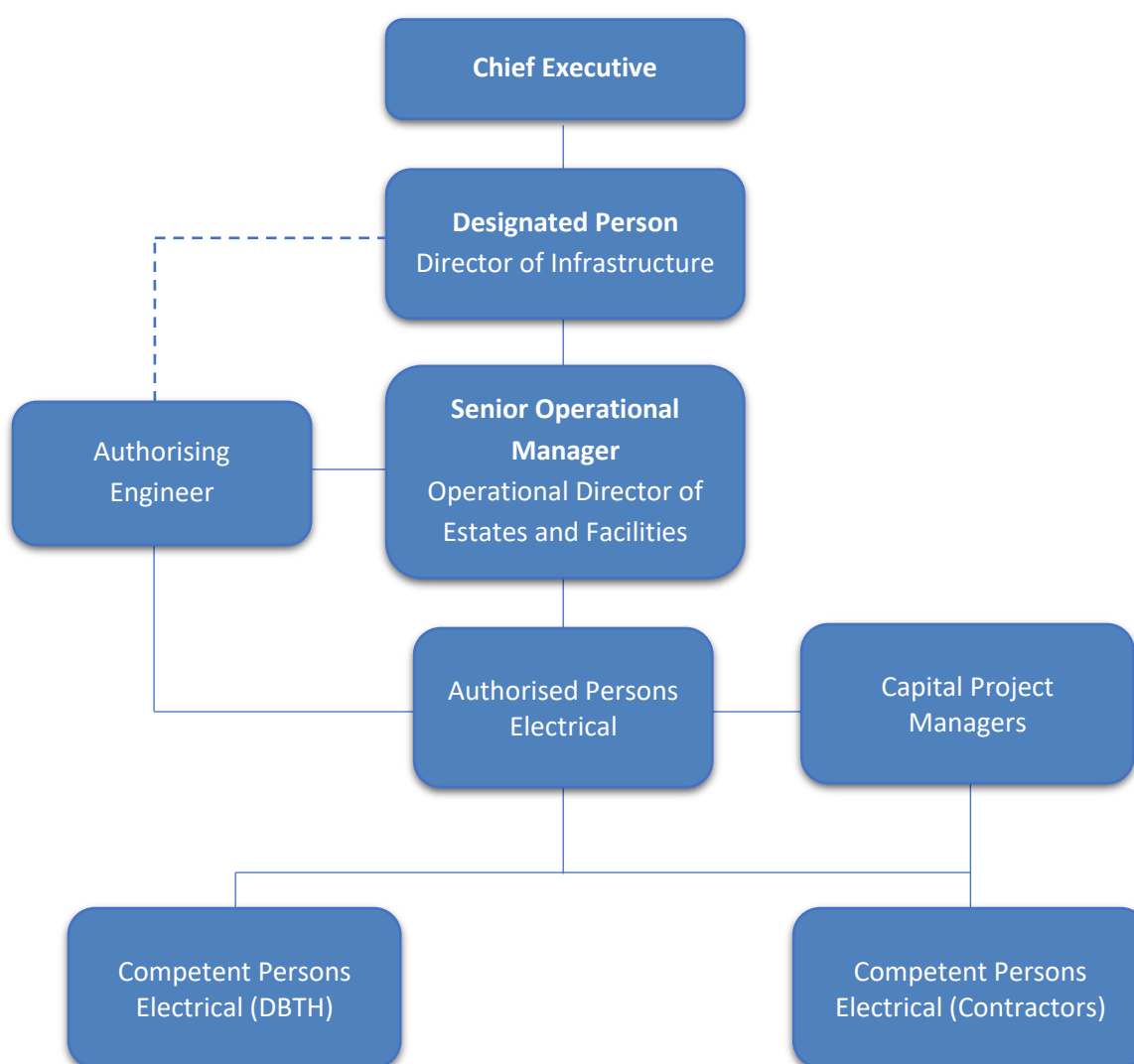
The Electricity at Work Regulations place duties on employers to ensure, so far as is reasonably practicable, that electrical systems are constructed, maintained and operated in a manner that prevents danger, in respect of matters within their control. These duties apply in addition to, and in support of, the broader obligations placed on the Trust under the Health and Safety at Work Act.

To satisfy these requirements Doncaster and Bassetlaw Teaching Hospitals NHS Foundation Trust will:

- Ensure that electrical systems and equipment are installed and maintained in accordance with the Institution of Electrical Engineers Wiring Regulations BS 7671 (current edition) and DHSC Health Technical Memorandums (HTM's).
- Maintain fixed installations in a safe condition by carrying out routine periodic electrical installation condition reports (EICR's), as prescribed within BS7671.
- Inspect and test portable and transportable equipment as required.
- Promote and implement a safe system of work, maintenance, inspection, and testing.
- Forbid live working, unless absolutely necessary, in which case HTM 06-02 will be the governing document used to manage the work.

- Exchange safety information with contactors, ensuring that they are fully aware of (and are prepared to abide by) Doncaster and Bassetlaw Hospitals Teaching Hospitals NHS Foundation Trust health and safety arrangements.
- Ensure that employees and contractors who carry out electrical work activities on electrical systems or equipment are competent to do so.
- Ensure a system of monitoring of the policy is being effectively pursued within Doncaster and Bassetlaw Teaching Hospitals NHS Foundation Trust.
- Promote a programme of training to ensure the awareness of all colleagues and contractors on the use of electricity and general electrical safety within Doncaster and Bassetlaw Teaching Hospitals NHS Foundation Trust.
- Ensure appropriate training for relevant professional and technical colleagues.
- Employ an Authorising Engineer, who is an independent from Trust management to audit effective management of HTM 06-02 and HTM 06-03.

3 DUTIES AND RESPONSIBILITIES



3.1 Chief Executive

The Chief Executive has overall responsibility for the Trust's health and safety and the implementation of this policy. This responsibility is delegated to the Designated Person (Director of Infrastructure).

3.2 Designated Person (DP), Director of Infrastructure

The Director of Infrastructure is appointed in writing as the Designated Person for Low Voltage (LV) and High Voltage (HV) as defined by HTM 06-02 and HTM 06-03.

The Designated Person will appoint, in writing, an Authorising Engineer (AE) HV and LV for the electrical systems and installation under the Trusts control.

3.3 Senior Operational Manager (SOM), Operational Director of Estates and Facilities

The Operational Director of Estates and Facilities is appointed in writing as the Senior Operational Manager as defined by HTM 06-02 and HTM 06-03.

The Senior Operational Manager (SOM) has operational and professional responsibilities for electrical services. The SOM maintains the role of 'informed client' for the Trust with support from colleagues and service specific independent professional support. The role encompasses both the maintenance and development of service specific improvements.

3.4 Authorising Engineer (AE)

The Authorising Engineer (AE) is an independent advisor with responsibility for monitoring and auditing the application of HTM 06-02 and HTM06-03 guidance. The AE will recommend in writing sufficient Authorised Persons to provide the necessary cover for all systems and installations for which management has responsibility.

The Authorising Engineer defines the exact extent of the systems and installations for which each authorised person HV and/or LV is responsible.

When necessary, the AE may recommend the suspension or cancellation of the appointment of an Authorised Person HV and or LV and withdraw their certification.

In conjunction with management, the AE will maintain a register of all Authorised Persons HV and LV and ensure that candidates for appointment as Authorised persons HV and LV:

- Satisfy the qualification requirements.
- Satisfy the training and familiarisation requirements.
- Can demonstrate adequate knowledge and familiarisation of each system, installation, and type of equipment for which the authorisation is sought.

- Have satisfied the Authorising Engineer HV and LV as to their competence and ability.

3.5 Authorised Persons (APs)

The HV and LV Authorised Person will be responsible for the practical implementation and operation of guidance HTM06-02 and HTM06-03 and the systems and installations for which the Authorised person HV and/or LV has been appointed and, for which Management is in control of the danger.

The duties of the Authorised Person include the following:

- Appoint in writing sufficient competent persons (CP) HV and LV. Maintain and make available to the SOM and DP a register of all appointments. Records will be kept by the Authorised Person and will be audited on an annual basis.
- Co-operate with the Authorising Engineer HV and or LV in matters of policy concerning HV and or LV systems.

3.6 Competent Persons

Competent Persons HV/LV shall comply with this safety policy and operation of guidance HTM 06-02 and HTM 06-03.

3.7 Project Managers and Project Officers

Project Managers and Project Officers will ensure that all new works shall comply with this safety policy and all current legislation.

They shall also provide adequate information to the Authorised Persons of contracts which require the appointment of suitably competent contractors required to carry out work on electrical installations.

Project personnel shall also ensure that the Authorised Persons are consulted on all matters relating to electrical installations that are under their contractual control so that the new installation can be assessed and approved for connection into the system for which they are responsible.

Commissioning certificates and handover documentation will be handed to the Estates Manager/Authorised Person LV/HV on completion of the project, prior to handover to the Trust.

3.8 Contractors

Only approved contractors and sub-contractors with a suitable level of competence are to be used. All contractors must ensure that anyone employed by them to work on Trust managed properties possess the appropriate level of technical knowledge and experience to enable them to discharge their duties.

Approval of electrical contractors to undertake work for the Trust shall be by Estates Department Authorised Persons. This will be conducted as per guidance relating to the appointment of contractor's competent persons in HTM06-02 and HTM06-03.

The Trust has a Control and Maintenance Agreement (COMA), with Integrated Utility Services (IUS), a High Voltage (HV) service provider. Under the terms of this agreement IUS are in control of the operation and maintenance of Trust HV equipment. This includes the provision of HV Authorised Persons, and the completion of any switching operations carried out on Trust HV equipment. Control of access to HV substations is retained by the Trust.

Contractors appointed under a Control Operation and Maintenance Agreement (COMA) by the Trust Management shall be required to comply with the following requirements:

- The Trust's Safety Policies, including this Electrical Safety Policy.
- HTM06-03 and HTM06-02 or their own policy and procedures so long as they maintain a level of safety equal to or greater than that set out in the HTM guidance.
- Any instruction issued by the Trust's Authorised Person/s (HV) in accordance with the Trusts Electrical Safety Rules for HV or LV Systems.

3.9 Directors, General Managers and Heads of Departments

Individual Directors, General Managers and Heads of Departments have responsibility for complying with the requirements of the policy. So that colleagues and contractors may discharge their duties under this policy, they must ensure that the following is carried out within their area of responsibility:

- Assess the requirements for training in the use of electrical equipment, providing adequate training when necessary
- Users undertake checks of electrical equipment before use, and equipment in need of repair is reported to the Estates Department within a timely manner.
- Make available electrical systems or equipment to enable repairs to be completed.
- Provide access to systems for the purpose of routine testing and inspection.
- Provide access to portable electrical equipment for testing and inspecting at mutually convenient times.
- Condemned equipment is not used and is correctly identified as condemned prior to disposal.

3.10 Employees

The primary responsibility for the day-to-day safety of portable equipment when in service lies with Trust employees, whether being used by a colleague, patient, or visitor.

Any Trust employee using, or allowing patients to use, portable electrical equipment shall personally check that the equipment (including the flexible cable and plug top) is free from mechanical damage before use.

For guidance on visual checks of portable equipment refer to [Appendix 1](#).

Any defective equipment must not be used. A warning label shall be fitted, and the Estates Department informed.

All portable equipment shall be maintained in a safe condition in accordance with the requirements of the Electricity at Work Regulations and the Provision and Use of Workplace Equipment Regulations (PUWER).

Personal electrical equipment shall only be used in Trust premises with permission from the local manager with responsibility for the area. Managers are to ensure that a basic condition check is carried out by departmental colleagues on all electrical charging devices that are brought to site for patient use (phone, tablet, or laptop chargers). Guidance can be found in [Appendix 1](#) of this policy on the required checks. For all other electrical devices brought to site for patient use advice should be sought from the Estates department before granting permission.

4 PROCEDURE

4.1 General

All work activities associated with electrical systems and equipment within Trust premises shall be planned, managed and undertaken in alignment with the principles, requirements and guidance set out in:

Health Technical Memorandum (HTM) 00 – Policies and Principles in Healthcare Engineering
Health Technical Memorandum (HTM) 06-01 – Electrical Services Supply and Distribution,
Health Technical Memorandum (HTM) 06-02 – Electrical Safety Guidance for Low Voltage Systems,
Health Technical Memorandum (HTM) 06-03 – Electrical Safety Guidance for High Voltage Systems.

These documents provide nationally recognised guidance for the design, safe management, operation, maintenance, testing and modification of electrical systems within healthcare premises, and are intended to support compliance with the Electricity at Work Regulations.

While this policy sets out the Trust's overarching electrical safety framework, the detailed operational, technical and procedural requirements governing electrical work activities including isolation, access control, testing and commissioning are described in detail within HTM 06-01, HTM 06-02 and HTM 06-03. These requirements are also underpinned with locally agreed Standing Operational Procedures (SOP) as required.

Accordingly, all persons involved in electrical work, including Trust employees and contractors, should be familiar with and work in accordance with the relevant procedures outlined in these documents as applicable to the nature of the work to be undertaken and voltage of the systems concerned.

Where specialist contractors operate under their own electrical safety procedures, this must be approved by the Authorised Person HV or LV and those arrangements must be demonstrated to be no less safe than the requirements set out within the relevant HTM guidance.

In the event of any perceived conflict between local procedures and national HTM guidance, the matter shall be referred to the Authorising Engineer for resolution prior to work proceeding.

This approach ensures that electrical work within the Trust is undertaken consistently, safely and in accordance with nationally accepted healthcare electrical safety standards, while avoiding unnecessary duplication of detailed procedural requirements within this policy.

4.2 Fixed Electrical Systems

Electrical Installation Condition Reports (EICR's)

All fixed LV electrical systems owned by the Trust shall be periodically inspected and tested and an electrical installation condition report (EICR) generated in accordance with BS 7671: (current edition).

Inspection and Test records are stored on the Trusts data systems and securely on off-site servers. Records should be updated regularly to reflect any additions or changes to the electrical installation.

Circuit identification

All switchgear and distribution boards owned by DBTH shall be uniquely identified in accordance with BS 7671 and have securely attached and prominent asset labels.

All new electrical switch panels, switchboards and distribution boards shall have up to date circuit charts, allowing accurate and easy identification of all circuits connected to the boards/panels. Existing equipment must also meet this criterion.

Final circuit outlets shall also be labelled to reference them to their controlling switch/fuse and distribution board.

Schematic diagrams showing the Trust's electrical system layout and circuit/switch gear identification references shall be provided as required under HTM guidance and updated as necessary throughout the lifecycle of the installation.

New works or additions or temporary works

Any electrical work, including new installations, temporary work and minor additions and modifications to circuits, shall be carried out in accordance with BS7671: and HTM guidance.

Any certification produced as a result shall be uploaded to the Trust electrical records system.

All new works certification will be reviewed by the Authorised Person LV/HV and uploaded to the Trusts records.

LV fixed equipment maintenance

All LV electrical equipment shall be regularly inspected, serviced, and tested to ensure that it is maintained in a safe and serviceable condition. Maintenance periods shall be determined by the Estates Department considering the guidance in BS 7671 (current edition), Health Technical Memorandums, other recognised industry guidance documents such as SFG 20, and risk assessment. Records containing brief details of all inspections, routine servicing, repair, and modifications will be maintained by the Estates Department.

LV switchgear/HV switchgear and wiring

All LV switchgear and installations shall be maintained to ensure safety and operational capability is assured. Maintenance intervals should not exceed the following periods:

- Manufacturers recommended intervals.
- 5 years for visual inspections and testing of fixed wiring (LV).

All HV switchgear and installations shall be maintained in accordance with manufacturer's recommendations and HTM 06-03.

Medical Device Equipment

Electrical medical devices are maintained by the Medical Technical Services department. All mains power electrical medical devices are subject to an annual safety inspection and test.

Standby Emergency Generators

Fixed standby emergency generators shall be tested on a regular basis as defined in the Estates planned maintenance system. This includes an on-load test once per month.

Generators shall be mechanically and electrically maintained to manufacture's recommendations so as to ensure their correct operation when required.

Lightning conductors

All lightning protection systems shall be inspected and tested every 11 months.

Handheld Portable Tools

All handheld portable electrical tools shall be battery operated or 110V centre-tapped earthed supply operated. Where valid technical reasons exist for why this condition may not be met then this should be discussed with the Authorised Person prior to proceeding so that approval may be given.

Any use of 230V handheld tools that are deemed necessary shall require approval of the Authorised Person and shall be RCD protected when in use.

4.3 Portable Appliances

Prior to use, users shall visually check portable electrical equipment, including flexible cables and plug tops, to ensure that it is free from signs of mechanical damage or other defects. Guidance on the required visual checks is provided in [Appendix 1](#) of this policy.

Users must also ensure that equipment is clean and free from dust, debris, or other contaminants that could impair its safe operation or increase the risk of fire during use.

Any equipment identified as defective shall not be used. A warning label shall be affixed, and the Estates Department informed.

In addition to routine user checks, all portable electrical appliances shall be subject to formal inspection and testing annually, except where the recommended inspection frequency for a particular type of equipment in the 'IET's Approved Code of Practice for In Service Inspection and Testing' allows for a period exceeding 12 months, in which case the recommended inspection period stated in that document may apply. Where extended intervals are adopted based on this guidance, this should be recorded accordingly.

On completion of inspection and testing, a test label shall be affixed to the appliance indicating the date of inspection and the due date of the next test.

Any portable appliance failing inspection or testing which cannot be repaired immediately shall be clearly labelled and rendered secure to prevent further use.

For the purposes of this policy, extension leads are classed as portable electrical equipment and shall be subject to inspection and testing in accordance with the requirements outlined above.

The use of extension leads should be avoided wherever practicable. Where the use of an extension lead is deemed an operational necessity, the responsible manager for the area shall ensure that a suitable risk assessment is completed prior to use.

The Estates Department should be consulted before extension leads are brought into service to allow alternative permanent or safer solutions to be considered. Extension leads shall not normally exceed 5 metres in length unless specifically agreed with the Estates Department.

Any extension lead used on Trust premises must be of suitable construction for the intended environment and shall comply with relevant British Standards. Approved extension leads shall display a BSI Kitemark and associated registration number and must be procured only via the Trust's Procurement Department or Estates Department.

In all circumstances, extension leads shall not be connected to another extension lead (daisy-chaining).

Where extension leads are proposed for use in conjunction with medical electrical equipment, prior approval must be obtained from Medical Technical Services (MTS).

5 LEARNING/SUPPORT

Any person undertaking work on, or in connection with, the Trust's electrical systems shall have received appropriate training, instruction and information commensurate with their duties and level of responsibility.

Each Electrical Craftsperson employed by the Trust shall be issued with a copy of the Trust's Electrical Safety Policy and the relevant HTM 06-02 Electrical Safety Handbook, together with any other associated documentation applicable to their role.

All persons to whom this policy applies shall receive suitable instruction, training and assessment to ensure that they are competent and conversant with the requirements of the Trust's electrical safety arrangements and applicable safety rules. Failure to comply with these requirements, or lack of familiarity with them, shall not be accepted as an excuse for unsafe practices or neglect of duty.

Where the HTM Electrical Safety Handbook(s) and associated Trust electrical safety documentation are issued, recipients should acknowledge receipt and adopt responsibility for keeping the documents in good condition and readily available for reference when required.

All Trust employees who are required to work on the Trust's electrical systems shall receive training in basic life support, including the recognition of electric shock, safe rescue techniques, and resuscitation, and shall undertake refresher training at appropriate intervals.

6 MONITORING COMPLIANCE WITH THE PROCEDURAL DOCUMENT

The effectiveness of this Electrical Safety Policy shall be monitored by the Estates Authorised Persons, Department Officers, Managers, and the Authorising Engineer. Any suggestion for modification to its content shall be made to the author of the policy.

What is being Monitored	Who will carry out the Monitoring	How often	How Reviewed/ Where reported to
High Voltage Switch room inspections	Authorised Persons (APs) High Voltage (HV)	Quarterly	APs HV site logbook entries
High Voltage Systems, Documentation, and Sub Stations	Authorising Engineer (AE) and AP's HV	Annual	APs HV/ Audit to DP
Low Voltage Systems, Documentation, and Sub Stations	Authorising Engineer (AE) and AP's LV	Annual	APs LV/ Audit to DP
Competent Persons	Authorised person	On Appointment	Test initially and inspection and audit

		and annually thereafter	in accordance with HTM
Electrical systems and equipment	PPM schedules	As required	System and AP

7 DEFINITIONS

Authorised Person

An individual appointed in writing by management who, in the opinion of an Authorising Engineer, has sufficient technical knowledge and experience required to prevent danger while carrying out work on defined electrical systems.

Authorising Engineer - Low Voltage and High Voltage (HV&LV)

A Chartered or Incorporated Engineer with appropriate experience and who possesses the necessary degree of independence from local management and is appointed in writing by management to implement, administer and monitor the safety arrangements for the low voltage and High Voltage electrical supply and distribution systems of the organisation to ensure compliance with the Electricity at Work Regulations 1989 and to assess the suitability and appointment of candidates, in writing, to be Authorised Persons.

Competent Person

An individual appointed in writing who, in the opinion of an Authorised Person, has sufficient technical knowledge and experience required to prevent danger while carrying out work on a defined electrical system.

Designated Person

An individual who has overall authority and responsibility for the low voltage electricity system within the premises and who has a duty under the HSW Act 1974 to prepare and issue a general policy statement on health and safety at work, including the organisation and arrangements for carrying out the policy. A person who sits on or reports into the Trust Executive Board. This person should not be the Authorising Engineer.

High Voltage (HV)

The existence of a potential difference normally exceeding 1000 volts ac between circuit conductors or 600 volts between circuit conductors and earth.

Low Voltage (LV)

The existence of a potential difference not exceeding 1000 volts ac 1500 volts dc between circuit conductors or 600 volts ac or 900 volts dc between circuit conductors and earth.

Senior Operational Manager

A senior manager with operational and professional responsibility for electrical services. Supported by robust service-specific independent professional support, they maintain the role of the 'informed client' on behalf of the organisation, overseeing the maintenance and development of electrical services.

8 EQUALITY IMPACT ASSESSMENT

The Trust aims to design and implement services, policies and measures that meet the diverse needs of our service, population, and workforce, ensuring that none are disadvantaged over others. Our objectives and responsibilities relating to equality and diversity are outlined within our equality schemes. When considering the needs and assessing the impact of a procedural document any discriminatory factors must be identified.

An Equality Impact Assessment (EIA) has been conducted on this procedural document in line with the principles of the Equality Analysis Policy (CORP/EMP 27), the Equality Diversity and Inclusion Policy (CORP/EMP 59) and the Civility, Respect and Resolution Policy (CORP/EMP 58).

The purpose of the EIA is to minimise and if possible, remove any disproportionate impact on employees on the grounds of race, sex, disability, age, sexual orientation, or religious belief. No detriment was identified. ([See Appendix 2](#))

9 DATA PROTECTION

Any personal data processing associated with this policy will be carried out under 'Current data protection legislation' as in the Data Protection Act 2018 and the UK General Data Protection Regulation (GDPR) 2021.

For further information on data processing carried out by the trust, please refer to our Privacy Notices and other information which you can find on the trust website: <https://www.dbth.nhs.uk/about-us/our-publications/information-governance/>

10 REFERENCES

BS 7671: IET Wiring Regulations
 Electricity at Work Regulations
 Health and Safety at Work Act
 Health Technical Memorandum 06-01 Electrical Services Supply & Distribution
 Health Technical Memorandum 06-02 Electrical Safety Guidance for Low Voltage Systems
 Health Technical Memorandum 06-03 Electrical Safety Guidance for High Voltage Systems
 IET Code of Practice for In Service Inspection and Testing of Electrical Equipment
 Provision and Use of Work Equipment Regulations (PUWER)

APPENDIX 1– GUIDANCE ON PERSONAL ELECTRICAL EQUIPMENT CHECKS

It is essential that where personal electrical equipment is permitted for use in Trust premises that it is used and charged in a safe manner. Colleagues should be aware of the risk of fire and electric shock as a result of faulty rechargeable devices (particularly those with lithium batteries) and faulty chargers. Personal rechargeable electronic equipment belonging to colleagues, patients or others should not be used in healthcare premises unless: -

- Permission has been granted by the responsible manager for the area.
- It displays the CE mark of conformity.
- The charger is the correct charger for the device (no mixing of chargers/devices)
- It has been visually inspected prior to use and found to be free from defects, cracks, damaged cables, burn marks etc.

Electrical equipment must only be charged in a safe, controlled environment. Consideration should be given to the provision of designated charging locations where possible. Where a designated charging location is not provided, alternative charging locations need to be risk assessed complete with documentation and their use only authorised if risks are deemed acceptable by the manager responsible for the area.

Colleagues Awareness

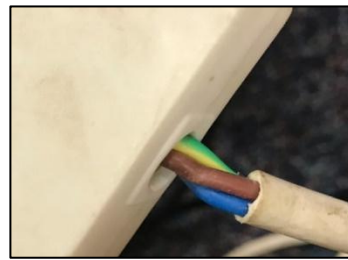
All colleagues are responsible for ensuring their own safety and that of others in the workplace. This involves identifying and taking the appropriate action to remove or minimise hazards. The following list outlines common causes of electrical hazards which colleagues should be aware of and, if encountered, they should take action themselves wherever possible or report the matter to the responsible person: -

- Charger or battery/device overheating.
- Damage to the lead including fraying, cuts, or heavy scuffing, e.g., from floor box covers.
- Damage to the plug, e.g., to the cover or bent pins.
- Signs of overheating, such as burn marks or staining on the plug, lead, or the electrical equipment.
- Tape applied to join leads together.
- Wires visible where the leads join the plug (the cable is not being gripped where it enters the plug).
- Damage to the outer cover of the equipment itself, including loose parts or screws.
- If any of the above are discovered whilst an appliance is in use, it should immediately be switched off at the mains and its use discontinued.

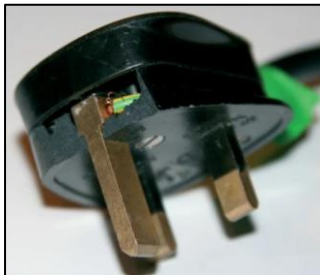
Examples of Personal Electrical Equipment Defects



Damaged charger cable / signs of overheating



Exposed bare wires



Damaged 13A plug top



Plug top showing signs of overheating



Damaged cable repaired with tape



Loose / damaged equipment covers

Hazard Reduction

- Personal electrical devices should not be charged where water or other liquid spills are likely.
- Chargers should be unplugged when the battery is fully charged.
- Personal rechargeable electronic equipment should be visually inspected prior to use and found to be free from defects, cracks, damaged cables, burn marks.
- Cables should not be trapped under furniture or in floor boxes.
- Devices must not be charged in an oxygen rich environment.

APPENDIX 2 - EQUALITY IMPACT ASSESSMENT PART 1 INITIAL SCREENING

Policy	Division	Assessor (s)	New or Existing Service or Policy?	Date of Assessment
Electrical Safety Policy	Estates and Facilities	M Gleadall	Existing	08/08/2026
1) Who is responsible for this policy? Name of Division/Directorate: Estates and Facilities				
2) Describe the purpose of the service / function / policy / project/ strategy? Who is it intended to benefit? What are the intended outcomes? Trust wide colleagues. To ensure compliance in the electrical safety on Trust premises.				
3) Are there any associated objectives? Legislation, targets national expectation, standards: Electrical at Work Regulations, HTM 06-01, 06-02, 06-03 and BS 7671 IET Wiring Regulations.				
4) What factors contribute or detract from achieving intended outcomes? – Awareness of Procedures and Management and Maintenance of Systems.				
5) Does the policy have an impact in terms of age, race, disability, gender, gender reassignment, sexual orientation, marriage/civil partnership, maternity/pregnancy and religion/belief? Details: [see Equality Impact Assessment Guidance] - No				
If yes, please describe current or planned activities to address the impact [e.g., Monitoring, consultation] – N/A				
6) Is there any scope for new measures which would promote equality? [any actions to be taken] - N/A				
7) Are any of the following groups adversely affected by the policy? N/A				
Protected Characteristics	Affected?	Impact		
a) Age	No			
b) Disability	No			
c) Gender	No			
d) Gender Reassignment	No			
e) Marriage/Civil Partnership	No			
f) Maternity/Pregnancy	No			
g) Race	No			
h) Religion/Belief	No			
i) Sexual Orientation	No			
8) Provide the Equality Rating of the service / function /policy / project / strategy – tick (✓) outcome box				
Outcome 1 ✓	Outcome 2	Outcome 3	Outcome 4	
*If you have rated the policy as having an outcome of 2, 3 or 4, it is necessary to carry out a detailed assessment and complete a Detailed Equality Analysis form – see CORP/EMP 27 .				
Date for next review: February 2029 (policy valid until August 2029)				
Checked by: Howard Timms				
Date: 08/08/2026				