



Policy – Electrical Safety

Definition

All Saints' PCC has a duty of care to all who use and operate electrical appliances in our Church and as such has adopted the following policy for minor electrical works carried out and electrical inspection and testing as part of the maintenance of electrical equipment

Conditions

Periodic Testing and Inspection shall be carried in accordance with British Standard BS 7671: 2001
The recommended intervals are as follows:

Routine check	1 Year
Maximum period between Inspections and Testing	5 Years

Requirements

1) Minor Electrical Work and Alterations

These shall be carried out by a competent person and a Minor Electrical Works Certificate made out and signed by a competent person in respect of the design, construction, and inspection and testing of the work.

2) Routine Checks

Yearly routine checks need not be carried out by an electrically skilled person but within All Saints' shall be carried out by the person responsible for Portable Appliance Inspection and Testing identified in the Health and Safety Policy POL 05

Activity	Check
Defects Reports	All reported defects have been rectified
Inspection	Look for: Breakages Wear/deterioration Signs of overheating Missing parts (screws, covers) Switch gear accessible (not obstructed) Doors of enclosures secure Adequate labelling Loose fixings
Operation	Operate Switchgear (where reasonable) Equipment (switch on and off) Including RCDs (using test button)

3) Inspection and Testing

The equipment within the scope of this procedure include all portable or moveable, electrical appliances used within the church and its associated rooms and offices, musical instruments and associated amplifying and processing equipment, audio-visual equipment, certain IT equipment supplied by plug and socket, plug in lights and similar equipment. Many of these will be familiar household appliances.

The inspection and testing must be carried out by a competent person who is registered with an appropriate body. (NICIE etc) and a report should be submitted which includes schedules of the inspections and the test results. See section below, Record Keeping.

The church will accept responsibility for maintenance and testing of the following categories of equipment:

- 1) Any appliances owned by the church
- 2) Appliances that have been loaned to the church

Appliances that are brought into the church for the sole use of the owner and taken away again after use will not be deemed to be the responsibility of the church. Examples of this may be a laptop computer or an electrical musical instrument brought in for the owner to play.

4) Record Keeping

All equipment which requires inspection and/or testing must be clearly identifiable and to this effect an All Saint's Church Sticker with its record number should be affixed on it.

An inspection and test record sheet will be kept for every piece of equipment and held by the Church Office Administrator, as will the reports submitted by the person inspecting or undertaking work on the electrical installation. These must be available and shown to any person inspecting or undertaking further work on the electrical installation in the future.

5) Fault Register

A fault register kept at the reception desk for equipment users to note any faults or problems with the electrical system or appliances they have used.

6) New or Donated Appliances

New appliances should have a record sheet produced and label attached by the person responsible. The guarantee and bill should be submitted to the Church Office Administrator and kept in a safe place. Their inspection interval starts from when they are registered.

Donated or loaned appliances cannot be immediately used, but must be submitted to the Church Wardens to be tested by the competent person according to this policy. If satisfactory the appliance may then be registered, identified with a label and put into use. The church will endeavour to complete this testing within an appropriate period, but if an external contractor is used this may take some time

7) User Checks

User checks are an important safety precaution. Many faults can be determined by a simple visual

inspection. The equipment user is the person usually most familiar with the equipment and may be in the best position to know if it is in a safe condition and working properly. No record is made of user checks unless a fault is recorded.

User checks should be as follows:

1. Is the user aware of any faults and does the item work properly?
2. Look at the flex, is it in good condition?
3. Is the cable secure and not frayed?
4. Is the plug free from damage?
5. Are there signs of overheating?
6. Is the socket working properly?
7. Is it free from cracks or damage?
8. Are there signs of overheating?
9. Is the appliance working properly?
10. Does it switch on and off properly?
11. Is it free from cracks in the case?
12. Is it suitable for the job and suitable for the environment in which it is working?

If a fault is identified by a user check, then the following **MUST** be done by the user.

1. Switch off and unplug the equipment from the electrical supply if it safe to do so.
2. Clearly label the item to identify that it must not be used
3. An entry made into the fault register
4. The fault is reported to the Church Operations Team who will then inform the person responsible for Portable Appliance Inspection and Testing.

8) Housekeeping

The Church Operations team or Church Wardens are to carry out a housekeeping inspection on all plugs and equipment used on church premises. These should be carried out quarterly.

No	Policy Document Change History	Date	Who
1	Changes to personnel	18/06/13	MH
N	Initial release	25/07/07	RP