



Electrical Safety Policy

Contents

Purpose	3
Scope	3
Legal Framework	3
Responsibilities	3
Procedures	3
Document Information.....	5
Amendment History	5

Purpose

To ensure all electrical systems and equipment in the workplace are installed, maintained, and used safely, minimizing risks to employees, contractors, and visitors.

Scope

Covers:

- Fixed electrical installations
- Portable electrical appliances
- Electrical maintenance and repairs
- Emergency procedures related to electrical hazards

Legal Framework

- Electricity at Work Regulations 1989
- Health and Safety at Work Act 1974
- Provision and Use of Work Equipment Regulations (PUWER) 1998
- Management of Health and Safety at Work Regulations 1999
- BS 7671: IET Wiring Regulations (18th Edition)

Responsibilities

Role	Duties
Employer / Facilities Manager	Ensure compliance, inspections, and safe systems of work
Competent Persons	Qualified to carry out electrical work safely
Employees	Report faults and follow safety procedures

Procedures

Installation & Maintenance

- All work must be performed by **qualified electricians**
- Systems must comply with **BS 7671** standards

Inspection & Testing

- **Fixed installations:** Inspected every **5 years** or as recommended
- **Portable Appliance Testing (PAT):** Regular testing based on risk assessment

Emergency Procedures

In case of electrical fault or fire:

- Isolate power if safe to do so
- Evacuate affected area
- Contact emergency services

Record Keeping

Maintain:

- Electrical Installation Condition Reports (EICRs)

Electrical Safety Policy

Published 10/07/2025

Page 3 of 5

Version 1

Classification: Business Use

- PAT logs
- Maintenance and repair records

Staff Training

Employees trained to:

- Identify electrical hazards
- Use equipment safely
- Respond to emergencies

Risk Assessments

- Conducted for all electrical work and equipment
- Include control measures and safe systems of work

Document Information

Document Ref:	Electrical Safety Policy
Version:	1
Date of Version:	10/07/2025
Created By:	Fiona Dunwoodie
Approved By:	Fiona Dunwoodie
Confidentiality Level:	Controlled: Uncontrolled if printed

Amendment History

Date	Version	Created By	Description of Change
10/07/2025	1	Fiona Dunwoodie	Initial Release