

**AGENDA ITEM 10
REPORT NO. VAL/15/20**

THE HIGHLAND & WESTERN ISLES VALUATION JOINT BOARD

Policy on Electricity at Work

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Policy Reference

This policy document refers to the following aims and objectives outlined in the Board's General Statement of Health, Safety & Wellbeing.

The provision and maintenance of plant and systems of work that are, so far as is reasonably practicable, safe and without risks to health.

So far as is reasonably practicable, as with any place of work under the Board's control, the maintenance should be in a condition that is safe and without risks to health.

Electrical Safety

All reasonable steps will be taken to secure the health and safety of employees who use, operate or maintain electrical equipment.

In order to reduce the risks associated with the use of electricity at work, the Board will ensure:

- that electrical installations and equipment are installed in accordance with the Institute of Electrical Engineers (IEE) Wiring Regulations;
- that fixed installations are maintained in a safe condition by carrying out routine safety testing;
- that portable and transportable equipment is inspected and tested frequently as required (the frequency will depend on the environment in which the equipment is used and the conditions of usage);
- safe systems of work for maintenance, inspection or testing are promoted and implemented;
- live working is forbidden unless it is absolutely necessary, and suitable arrangements have been made to prevent injury to the persons carrying out the work and anyone else who may be in the area;
- that employees who carry out electrical work are competent to do so;
- suitable personal protective equipment is provided if required to include special tools, protective clothing and insulating screening and such equipment is maintained in good condition;

- safety information is exchanged with contractors ensuring that they are fully aware of (and prepared to abide by) the Board's health and safety arrangements;
- detailed records in relation to the above are maintained.

Safe System of Work

Electrical accidents can have very serious consequences arising from either shock, burns or explosion. It is essential therefore that all employees:

- report any faulty or damaged equipment immediately, do not attempt to use it and warn others;
- do not try to repair faulty equipment;
- never use electrical equipment in damp surroundings or where flammable vapours may be present unless it is specifically designed for that purpose.

Guidance

Guidance will be issued to provide more detailed information on and assist in the implementation of the following aspects of this policy:

- legal requirements
- electricity and the hazards it presents
- arrangements for testing fixed and portable electrical equipment
- arrangements for visual checks
- monitoring

Legal Reference

This policy further develops the provisions the Board will make to discharge its duties in relation to the following statutory requirements.

- The Health & Safety at Work etc Act 1974
- The Electricity at Work Regulations 1989

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