

GOVERNANCE AND BUSINESS RESILIENCE -  
HEALTH & SAFETY POLICY

# Electrical Safety Management Policy V4

SEPTEMBER 2024



**North Kesteven**  
DISTRICT COUNCIL

**Date of Implementation:**

1st September 2014

**Policy Owner:**

Governance & Business Resilience Team

**Current version and review date:**

V1 – September 2014, V4 – September 2024

**Next review due:**

September 2028

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HS150

Date of Policy Review	Updates	Page Number
August 2024	<b>Policy version number 3 to 4</b>	Front page
August 2024	<b>Addition of Definitions</b>	6
August 2024	<b>Removal of Regulation Table from previous version</b>	-
August 2024	<b>Revision of Scope to include electrical vehicles and charging points</b>	7
August 2024	<b>Update of Covid Paragraph to Communicable Respiratory Diseases (including Covid-19)</b>	9
August 2024	<b>Change of job titles</b> <ul style="list-style-type: none"> <li>• “Head of Service” to “Assistant Director”</li> </ul> <b>Removal of role</b> <ul style="list-style-type: none"> <li>• Facilities Officer</li> </ul>	11 & 12
August 2024	<b>Addition of bullet point to Employees Responsibilities</b> <ul style="list-style-type: none"> <li>• Ensure agile portable electrical work equipment has an in date portable appliance test, to include laptops &amp; chargers, phone chargers, docking stations, extension leads etc.</li> </ul>	14
August 2024	<b>Change to:</b> <b>10. Contractor competency &amp; Independent Monitoring:</b>  <b>From</b> Monitoring occurs every 6 months at a number of specified locations involving improvement works, premises repair and void premises. A member of the surveying team keeps record of the independent inspections. Any corrective actions are sent to the repairs team for allocation.  <b>To</b> Independent checks are carried out monthly. Any failing audits will go directly to the Council’s electrical contractor who will arrange corrections. A member of the Property Services Team keeps a record of the independent inspections.	15
August 2024	<b>Addition of Portable Appliance Testing Paragraph:</b>	17
August 2024	<b>Addition of Electrical Vehicle Charging Points/Electrical Vehicles paragraph:</b>	17
August 2024	<b>Addition of Incident/Emergency Procedures paragraph</b>	19
August 2024	<b>Addition of the Electrical Safety Working Group paragraph</b>	19
August 2024	<b>Review of wording for “Updating &amp; Review”</b>  <b>From:</b> This policy will be subject to a three yearly review by the Governance and Business Resilience Team in conjunction with the Electrical Safety Working Group.  Review will be conducted with consideration to: <ul style="list-style-type: none"> <li>• following a relevant report of non-compliance with policy or procedures.</li> <li>• following legislation or guidance update.</li> <li>• at the request of an independent auditing or inspecting organisation.</li> <li>• following any relevant accident, incident, operational change or change to service.</li> </ul> The procedures will be reviewed more regularly and updated as required.	20

	<p><b>To:</b> This policy will be subject to a formal review every four years. In the intervening period, the policy will be checked for accuracy to ensure it remains fit for purpose. Changes identified which are associated with management of fire safety legislation, best practice or any other changes that are matters of fact, the policy will be updated by the Health and Safety Co-ordinator in consultation with the Electrical Safety Working Group and communicated to all relevant parties.</p>	
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# Policy Statement

North Kesteven District Council firmly believes that the health, safety and wellbeing of all those who may be affected by its activities is of paramount importance.

The Council, through its Corporate Management Team, Assistant Directors, Unit Managers and Elected Members, in consultation with the Unions will ensure that its activities in relation to Electrical Safety are conducted in a manner which identifies and controls foreseeable risks in accordance with current legislation, recognised guidance and best practice.

In order to achieve excellence in working with Electricity and Maintaining Electrical Equipment the Council has the following objectives:

- To provide sufficient resources necessary to establish, maintain and develop comprehensive health and safety practices, competencies, and safe places of work including safe equipment and safe methods in relation to working with Electricity and Maintaining Electrical Equipment.
- To ensure when Working with Electricity and Maintaining Electrical Equipment hazards are identified and the associated risks assessed, managed in a sensible way and reviewed as necessary, providing those affected with appropriate information, training, instruction or supervision.
- To comply with the requirements of current health and safety legislation and implement procedures to ensure a safe and healthy working environment with commitment to the prevention of injury and ill health.
- To maintain appropriate health and safety management systems and arrangements and to annually review the effectiveness of these arrangements striving for continuous improvement.

North Kesteven District Council, its Directors and Elected Members give full backing to this policy and support all those who take action to implement it.



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# DEFINITIONS

## Competent person

The Competent Person should assist the employer to ensure the legal requirements of health and safety law are met.

A Competent Person is someone who has sufficient training and experience or knowledge and other qualities that allow them to assist the organisation properly. The level of competence required will depend on the complexity of the situation.

## Duty Holder/s

**The Electricity at Work Regulation 3(1) states:** 'Except where otherwise expressly provided in these Regulations, it shall be the duty of every:

(a) employer and self-employed person to comply with the provisions of these Regulations in so far as they relate to matters which are within his control;'

**Regulation 3(2) states** 'It shall be the duty of every employee while at work –

(a) to co-operate with his employer as far as is necessary to enable any duty placed on that employer by the provisions of these Regulations to be complied with; and

(b) to comply with the provisions of these Regulations in so far as they relate to matters which are within his control'.

## Electrical Installation Condition Report– EICR

Electrical Installation Condition Report (EICR) previously known as 'Fixed Wire Testing'.

An EICR is when electrical installations are tested by a 'competent' person to ensure they are safe and will not cause any fire risks or electric shocks.

## Electrical Vehicles and Charging Stations – EVs

An Electrical Vehicle (EV) is defined as a vehicle that can be powered by an electric motor that draws electricity from a battery and is capable of being charged from an external source. An EV includes both a vehicle that can only be powered by an electric motor that draws electricity from a battery (all-electric vehicle) and a vehicle that can be powered by an electric motor that draws electricity from a battery and by an internal combustion engine (plug-in hybrid electric vehicle).

An electric vehicle charging station is equipment that connects an electric vehicle (EV) to a source of electricity to recharge electric vehicles and plug-in hybrids.

## Portable Appliance Testing (PAT)

Portable appliance testing (PAT) is the term used to describe the examination of electrical appliances and equipment to ensure they are safe to use. Most electrical safety defects can be found by visual examination, but some types of defects can only be found by testing. However, it is essential to understand that visual examination is an essential part of the process because some types of electrical safety defect cannot be detected by testing alone.

# 1.0 Introduction

The Council has a duty under the Health and Safety Act 1974 to ensure the health, safety and welfare of their colleagues, contractors and others affected by their actions and omissions. The Council will take all reasonable steps to secure the health, safety and welfare of all such persons.

There is also a direct duty under the Electricity at Work Regulations 1989 to ensure a safe working environment to prevent the risk of death or personal injury resulting from working with electricity or use of electrical appliances. In doing this the Council and its contractors must ensure suitable and sufficient precautions are taken to adequately control and mitigate risk and control these to the lowest possible level.

The Council has established an Electrical Safety Management Policy and procedures designed to protect life and its physical assets. The effectiveness of this policy and procedures depends not only on physical and procedural precautions, designed to prevent and minimise the likelihood of electrical related incidents and injuries, but also on the co-operation of every Council colleague, visitor, and contractor.

Compliance with the Electricity Safety Management Policy and procedures is a legal requirement.

The Health and Safety Governance structure is outlined in the Organisational Chart on page 10 in relation to electrical safety and legal compliance.

All Council colleagues have duties and responsibilities in respect of electrical and fire safety. Specifically, Line Managers are responsible for ensuring that the Electricity Safety Management Policy and electrical safety procedures are brought to the attention of their colleagues and are observed by them at all times.

# 2.0 Scope

The scope of the Electrical Safety Management Policy covers:

- Maintenance, inspection and testing of electrical systems in domestic and non-domestic premises the Council manage and/or has landlord responsibility either as building owners or through terms of lease.
- Buildings owned by Lafford Homes managed by the Council.
- The Council's domestic housing electrical vehicle charging points and commercial asset charging points.
- Waste and Street Scene commercial electrical vehicles.



## 3.0 Legislation

The Council as an employer must abide by statute and regulations pertaining to health, safety and welfare in the discharge of its functions. This duty exists to protect its employees, contractors, visitors, residents and the public at large from risk posed to their health, safety or welfare. The Council are fully aware of their duties under the:

- **Health and Safety at Work Act 1974**
- **The Management of Health and Safety at Work Regulations 1999**
- **Electricity at Work Regulations 1989**
- **Provision and Use of Work Equipment 1998**
- **Wiring Regulations (BS 7671)**
  - The wiring regulations serve as a quasi-legal guide for the maintenance of electrical systems, pertaining to their design, selection, erection, inspection and testing. The document is available through the HSE website and a number of Government web sites. Compliance with the guidance contained should ensure compliance with The Electricity at Work Regulations 1989.
- **Building Regulations**
  - Part P of the Building Regulations 2013, entitled; “Electrical safety”, applies to electrical installations that are intended to operate at low or extra Low Voltage (LV) in buildings or parts of buildings comprising dwelling houses and flats, dwellings and business premises with a shared supply, common areas in blocks of flats, such as corridors and staircases and shared amenities of blocks of flats such as laundries and kitchens. They apply to fixed electrical installations which are not controlled by the Regulations.
- **HSE – Memorandum of Guidance on the Electricity at Work Regulations 1989**
  - This HSE publication provides further information and guidance in relation to Working with Electricity. Copies are available as a Free Download from the HSE web site.

## 4.0 Communicable Respiratory Diseases (including Covid-19)

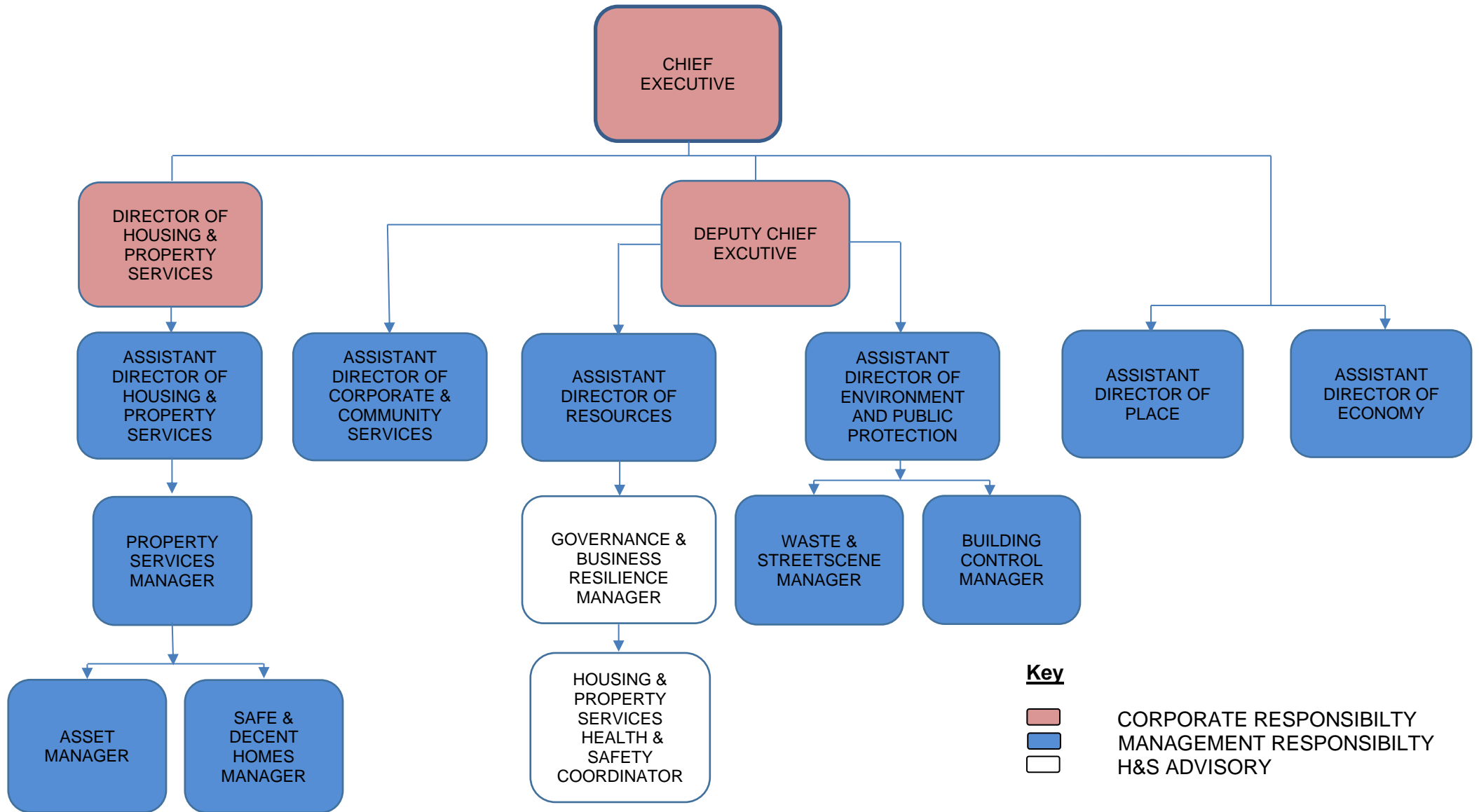
The Council will ensure the risks associated with Covid 19 are considered and reduced to the lowest level practicable and the necessary control measures communicated to all relevant persons.

Contractors who conduct work on behalf of the Council or undertake any activity as required by this policy must ensure the risk associated with Covid 19 are managed and reduced to the lowest level practicable.

## 5.0 Objectives

- To safeguard persons who may be affected by electricity at any buildings owned or managed by the Council.
- To safeguard the physical assets of the Council.
- To ensure adequate maintenance and safe systems of use.
- To ensure the risks associated with electricity are adequately controlled.
- Ensure that all fixed electrical installations (assets owned or occupied by the Council) are tested within the specified frequency.
- Ensure portable electrical appliances are tested at suitable intervals.

# 6.0 Management Control - Policy Organisation



## 7.0 Policy Ownership

Ultimate responsibility for this policy rests with the Council as the employer. The Council will require the Chief Executive to ensure that the policy is effectively applied. As with all matters relating to health and safety, the Directors, Assistant Directors and Unit Managers have devolved responsibility for the application of the policy.

## 8.0 Arrangements

### a) Chief Executive

The Chief Executive will have ultimate ownership of this policy and the arrangements described within. The delegation of responsibility can be made to Deputy Chief Executive or Director of Resources in the absence of the Chief either through leave or other absence.

### b) Deputy Chief Executive

The Deputy Chief Executive will take ownership of the Policy and the arrangements described within in the absence of the Chief Executive either through leave or other absence.

### c) Assistant Directors will:

- Ensure arrangements and resources are in place to facilitate effective risk assessment for North Kesteven's District Council (The Council) managed buildings and oversee the Management Plan detailed in this policy.
- Ensure that installation, preventative maintenance, and repair are brought to a satisfactory conclusion by liaison with the Property Services Manager, Asset Manager, Safe and Decent Homes Manager, Health and Safety Regulatory Compliance Officer, Repairs and Planned Maintenance Manager and Property Officer as appropriate.

- Delegate responsibility to appropriately trained and competent colleagues to:
  - Advise on potential areas of risk and identify where procedures and systems do not comply with Guidance, Regulations, Approved Codes of Practice, or other influencing changes.
  - Appoint Competent Contractors to carry out specialist work, inclusive of high-risk permit activity, inspection, testing, maintenance (reactive and preventive).
  - Advise departments and building responsible managers on necessary remedial actions following inspections.
  - Monitor the implementation of the policy and procedures.
  - Maintain and coordinate adequate records.

**d) Property Services Manager will:**

- Provide operational support in the implementation of the policy and processes within, including resources and planning.
- Act proportionately and timely to advice or requests for action in relation to maintaining safe environments within the Council's managed properties.
- Ensure that actions arising from monitoring and inspection are recorded and brought to a satisfactory conclusion.
- Only use approved contractors for work instructed by the Council.
- Ensure that contractors appointed to carry out works are managed. This may be delegated to others.
- Identify any training needs within their department relating to the policy and procedures and ensure these are met.
- Attend any training required.
- Attend and participate in the Electrical Safety Working Group.

**e) Managers within Property Services will:**

- Successfully conclude any actions allocated to them, either by direct intervention or appropriate instruction / delegation.
- Identify any training needs within their department relating to the policy and procedures and ensure these are met.
- Attend any training required.
- Those roles with specific responsibilities within this policy attend and participate in the corporate Electrical Safety Working Group attend and participate in the Electrical Safety Working Group.

**f) Health & Safety Regulatory Compliance Officer will:**

- Arrange for periodic electrical inspections to be carried out.
- Ensure any faults and actions arising from electrical installation inspections are followed up and closed out.
- Ensure appropriate records are maintained.
- Liaise with the competent contractor carrying out electrical installation inspections.
- Attend and participate in the Electrical Safety Working Group.

**g) Property Officer will:**

- Continually monitor property under their responsibility and organise repair work or regulatory testing/inspections as required in the policy.
- Ensure any faults and actions arising from electrical installation inspections are followed up and closed out.
- Manage contractors appointed to carry out any work.
- Ensure appropriate records are maintained.
- Instruct rectification works as the role requires.
- Ensure an appropriate system is in place for portable appliance testing and users' visual checks.
- Attend and participate in the Electrical Safety Working Group.

**h) Building Responsible Manager/Person will:**

- Continually monitor property under their responsibility and organise repair work or regulatory testing/inspections as required in the policy.
- Ensure that any actions identified through inspection are concluded in a timely manner.
- Communicate any matters of concern to the Property Services Manager, Property Officer and the Health and Safety Coordinator.
- Ensure an appropriate system is in place for portable appliance testing and users' visual checks.
- Effectively manage contractors working on site to ensure safety.
- Ensure appropriate records are maintained.
- Ensure rectification works identified are carried out in a timely way.

### **i) Leisure and Cultural Services Manager will:**

- Appoint competent contractors to manage the Council's Leisure and Cultural service.
- Obtain assurance that suitable arrangements are in place which allow for full legal compliance, report incidents.
- Attend and participate in the Electrical Health and Safety Working Group.

### **j) Economic Development Manager will:**

- Ensure competent Managing Agents are appointed to manage the Council's owned workshops.
- Obtain assurance that suitable arrangements are in place, which allow for full legal compliance, report incidents.
- Attend and participate in the Electrical Health and Safety Working Group

### **k) Governance and Business Resilience Manager and Health and Safety Coordinator will:**

- Assist the Council and responsible persons in ensuring compliance with their legal obligations.
- Provide advice and support to managers in respect of good practice and reasonably practicable measures to comply with guidance, regulation, approved codes of practice or other influencing factors.
- Review the policy and assist in developing procedures at least annually or sooner if circumstances require it.
- Ensure any items relating to electrical installation testing or compliance identified during Health and Safety audits or inspections are passed on to the relevant person for actioning.
- Ensure regular Health and Safety inspections of buildings are carried out which includes checking some elements of electrical safety.
- Facilitate and attend the Electrical Health and Safety Working Group.

### **l) All Colleagues will:**

- Comply with the requirements of the Electrical Safety Management Policy and procedures.
- Attend any training or briefings in relation to Electrical Safety.
- Complete electrical related pre-user checks as per the training provided.
- Ensure agile portable electrical work equipment has an in date portable appliance test, to include laptops & chargers, phone chargers, docking stations, extension leads etc.
- Escalate any matters of concern relating to electrical safety to the appropriate manager and/or department.

## 9.0 Contractor Management

The Council maintains a list of competent contractors. All electrical contractors must be NICEIC accredited as a minimum (or suitable equivalent). This list is subject to periodic review by the Governance and Business Resilience Team.

It is the duty of Responsible Persons instructing work on behalf of the Council to ensure only competent contractors are appointed.

In addition to contractor approval procedures the responsible Contracts Officer instructing works on behalf of the council will ensure where the possibility of working with or near the electrical supply is identified the risk(s) are assessed and controls recorded and implemented prior to works. This may include the use of a permit to work system, restriction in hours of operation, exclusion of persons/traffic, or any other measure deemed necessary to control the risk of fatal accident or injury resulting from contact with electricity.

## 10.0 Contractor Competency and Independent Monitoring

To ensure that works carried out on behalf of the Council meet regulatory standards for Quality, Health and Safety, a further independent check of contractor's completed works is conducted by an electrician approved by the NICEIC (or suitable equivalent).

These independent checks are carried out monthly. Any failing audits will go directly to North Kesteven's electrical contractor who will arrange corrections. A member of the Property Services Team will keep a record of these independent inspections.

The NICEIC inspector has the authority to take company accreditation from contractors if they fail to satisfy safe working practices.



# 11.0 Periodic and Monitoring Electrical Inspections

## Periodic Electrical Installation Inspection and Testing

The Council carry out periodic electrical installation inspections on their assets, domestic and non-domestic premises approximately every 5 years.

A periodic electrical installation inspection and testing will:

- Find any defective electrical work.
- Expose if any electrical circuits or systems are getting overloaded.
- Discover any possible dangers of electric shock and fire hazards.
- Check if there is any deficiency of earthing or bonding.
- Installed electronic systems go through tests to check if there are any faulty wires.
- Categorise any faults within the reports into C1s, 2s and 3s, F1s. ***The definition of these categories and timescales for closing out actions are detailed within the procedures.***

## Monitoring of Electrical Safety Checks

Electrical safety checks will be documented on relevant premises inspection forms. Any actions identified will be actioned by the appropriate person.

The Building Responsible Mangers must:

- Ensure inspections are conducted periodically.
- Actions identified are carried out in a timely way.
- Retain inspection records for a period of at least three years.

## 12.0 Portable Appliance Testing

Portable appliance testing is not, in itself, a legal requirement or obligation. The Regulations do not specify what needs to be done, by whom or how frequently. However, current legislation states that organisations must maintain electrical equipment in a safe condition and ensure the safety of employees and the public.

The Council will ensure, through the arrangements set out in the policy and procedures that arrangements are in place for portable appliance testing.

## 13.0 Electrical Vehicles & Charging Points

### North Kesteven Tenanted Domestic Premises

The Council recognise that EV charging points are being installed across the Council assets including tenanted domestic premises.

Procedures are in place to inform tenants that permission must be sought for the installation of EV charging points.

EV charging points installed must meet the minimum technical standards of the EVHS and the electrical safety standards laid out in Building Regulations Part P.

### North Kesteven's Commercial Electrical Vehicles & Charging Points

The Council's commercial electrical vehicles will be procured, maintained, and repaired in accordance with HSE guidance.

The Council's commercial EV charging points must be installed and maintained to the minimum of the relevant British Standards.

## 14.0 Council Owned and Leased Workshops

The Council leases and owns workshops, offices and retail units which are leased/subleased to private commercial tenants.

The Council's workshop portfolio is managed by external Property Management Agents who are responsible for arranging for the maintenance, repair and testing of the fixed installation in the communal areas of the workshops.

Under the terms of their lease agreement, private tenants of the Council's workshops, offices and retail units are responsible for the periodic fixed wiring inspections.

All fixed and portable appliances must be maintained in accordance with current legislation and best practice by the tenants to the property as part of their lease.

## 15.0 Leisure Partnerships

Leisure Partnerships are responsible for the implementation of the Electricity at Work Regulations 1989 and the maintenance of portable appliances on their sites. These are monitored through the Leisure Partnership contract meetings.

## 16.0 Domestic Premises

The Council owns approximately 4000 tenanted dwellings across the local authority. As landlord we are responsible for ensuring these are adequately and safely maintained under the Electricity at Work Regulations 1989.

There is no duty to conduct portable appliance testing on these premises, but an inspection of the fixed installation will be carried out by a competent electrician at 5 years intervals, unless in the interim period corrective action or repair has been taken to reset the clock for inspection, for example the replacement of the consumer unit.

Any defects must be graded and completed in line with agreed timeframes. Detailed information is found within the procedures.

Properties owned or managed by the Council for Lafford Homes, or any other landlord will be subject to the same requirements as those owned or managed by the Council. Those applicable other landlords will also have their own health and safety arrangements in place.

Electrical appliances supplied by the Council or Lafford Homes, or any other landlords will be inspected and tested when the property becomes void.

## 17.0 Voids

Prior to a void property coming back into use a competent contractor will conduct the electrical installation condition report of the electrical supply system. This inspection will be recorded, and records kept by the Property Services Team.

Any defects under Cat 1 and 2 must be completed prior to the property being re let and a Satisfactory Certificate obtained. Ensuring the completion of repairs will be the responsibility of the Repairs and Planned Maintenance Manager.

## 18.0 Incidents/Emergency Procedure

All electrical safety incidents (including any near misses), electrocution, cable strike, etc., must be reported to the Governance and Business Resilience Team and the Electrical Safety Working Group who will implement an investigation, the investigation will include:

- Identifying root cause of incident/near miss
- Identifying actions to prevent a reoccurrence.
- Communication of findings.
- Review of policy and procedures if required.
- Reporting to the Health and Safety Executive (if applicable)

The Council has emergency procedures which document the action necessary in the event of an electrical safety incident/near miss for which it is responsible.

## 19.0 Electrical Health and Safety Working Group

The purpose of the Electricity Health and Safety Action Group is to:

- Ensure legal compliance with the Health and Safety at Work etc. Act 1974, Electricity at Work Regulations 1989, IEE Wiring Regulations, Building Regulations Part P.
- Identify significant electricity risk.
- Make recommendation and implement arrangements to manage the identified risks in an effective and efficient way through the production of Action Plans
- Shape policy
- Identify and monitor appropriate performance indicators.
- Develop, implement and communicate effective procedures.
- Champion electrical safety across the Council
- Consider the impact of new and emerging health and safety risks, legislation and guidance.
- Identify training needs.
- Identify audit and assurance needs.
- Identifying risks associated with the management of change.
- Ensure effective communication with regard to planned, new and in progress projects.

The Group is chaired by the Assistant Director for Housing and Property Services and is attended by:

- Assistant Director Housing and Property Services
- Property Services Manager
- Governance and Business Resilience Manager
- Health and Safety Co-Ordinator
- Property Officer
- Asset Management Officer
- Health & Safety Regulatory Compliance Officer
- Economic Development Manager
- Strategic Leisure Contract Manager
- Interested Parties and Stakeholders as relevant.

## 20.0 Consultation

The following will be consulted and given opportunity to make comment, recommendations, inclusions or changes to the Electrical Safety Policy prior to its adoption.

- Executive Board Members
- Members of the Corporate Management Team, Assistant Directors
- GMB, Unison,
- The Electrical Health and Safety Working Group
- Lafford Homes Board,
- Leisure Partners and Workshop Managing Agent,

All comments have been noted and where applicable used to produce this document.

## 21.0 Communication

The Management of Electrical Safety Policy and procedures will be communicated to those who have a named responsibility in the policy. Publication of the policy will be via the intranet.

Colleagues with roles and responsibilities detailed within the Electrical Safety Policy will receive training on their roles once the policy is reviewed.

## 22.0 Updating and Reviewing

This policy will be subject to a formal review every four years.

In the intervening period, the policy will be checked for accuracy to ensure it remains fit for purpose. Changes identified which are associated electrical safety legislation, best practice or any other changes that are matters of fact, the policy will be updated by the Health and Safety Co-Ordinator in consultation with the Electrical Safety Working Group and communicated to all relevant parties.



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