

St Michael and All Angels

H&S Policy and Procedure

Electrical Fixed Installations and Portable Appliances

POLICY

St Michael and All Angels PCC is committed to ensuring that the electrical equipment used at the Church is in safe working order and is fit for purpose.

It is our policy not to sell any second hand electrical goods unless they have been inspected and tested by a suitably qualified person and a register of such equipment is maintained

INFORMATION

Misuse and abuse of electricity is a significant cause of fires and injury. Faulty electrical equipment can kill.

Maintenance

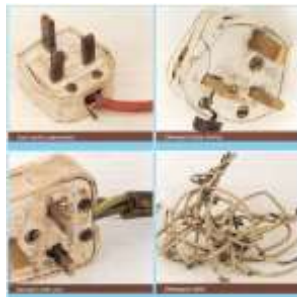
Although a good initial level of safety can be achieved by correct selection and use of equipment lasting safety can only be attained by ongoing and effective maintenance.

User Checks (Visual)

The most vulnerable item is often the cable that supplies the equipment. Most portable equipment is supplied by a flexible cable, which is made up of thin, flexible wires covered in insulation and then enclosed in an overall sheath. The person using the equipment is encouraged to look at the cable critically and check for signs that it may not be in sound condition, for example:

- Damage (apart from light scuffing) to the cable sheath;
- Damage to the plug, for example the casing is cracking or the pins are bent;
- Inadequate joints, including taped joints in the cable;
- The outer sheath of the cable is not effectively secured where it enters the plug or equipment. Obvious evidence would be discoloured insulation of the internal cable cores;
- The equipment has been subjected to conditions for which it is not suitable, e.g. it is wet or excessively contaminated;
- Damage to the external casing of the equipment or there are some loose parts or screws;
- Evidence of overheating (burn marks or discolouration)

These checks also apply to extension leads and associated plugs and sockets. The user should make visual checks when the equipment is taken into use and during use. Any faults should be reported to the Churchwardens and the equipment taken out of use immediately.



Example of faulty/damaged cables and plugs

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PROCEDURE

1. Every year all portable electrical equipment shall be tested by a competent contractor (who is a member of the NICEIC (National Inspection Council for Electrical Installation Contracting), ECA (Electrical Contractors Association) or other approved body) to ensure that all appliances are safe. Any unsafe equipment shall be safely disposed of.
2. Every quarter a visual inspection will be carried out of the fixed electrical installation by the responsible person. Any defects will be reported to the Churchwarden for action.
3. Every five years, all fixed electrical system will be inspected and tested by a competent contractor who is a member of the NICEIC, ECA or other approved body. Any necessary remedial work shall be carried out.
4. At intervals of not more than five years the lightning conductor system will be examined and tested by a competent specialist firm of lightning engineers.
5. New electrical equipment purchased for St Michael and All Angels shall be logged in the church logbook. The Churchwardens shall be notified of any additional equipment purchased.
6. A list of all our portable electrical appliances shall be maintained by the Churchwardens.
7. Every month plugs, cables and sockets will be inspected by the responsible person to ensure that there are no loose connections, worn flexes or trailing leads. Any repairs needed will be reported to the Churchwardens for action
8. All users (including voluntary workers) must observe the following:
 - Visually check all electrical equipment before use
 - Report all faults immediately to a Churchwarden
 - Do not attempt to use or repair faulty equipment
 - No electrical equipment is to be brought onto the premises and used until it has been tested by the approved person and entered in the electrical equipment record
 - Electrical equipment should be switched off and disconnected when not in use for long periods
 - Flexible cables should be so positioned and so protected that they do not constitute a tripping hazard and are not subject to mechanical damage