

LLANSANNOR COMMUNITY HALL ASSOCIATION

ELECTRICAL SAFETY POLICY

1. INTRODUCTION

Llansannor Community Hall Association [LCHA] is a Registered Charity (Reg. No 1112822). As such LCHA is responsible for the operation and maintenance of Llansannor Community Hall (LCH).

The management of the hall is vested in the executive committee (the 'LCHA Committee') whose powers and composition are defined in the Constitution. This includes responsibility for Management of Electrical Safety in the Hall.

The Committee has therefore drawn up this Electrical Safety Policy based on the current legislative requirements and the General and Fire Risk Assessments. It is applicable to all Users, Hirers, Volunteers and Contractors working on and around the premises.

2. OBJECTIVES

- 2.1 To ensure all reasonable measures are taken to prevent the risk of death, personal Injury or a fire at the LCH as a result of a failure or fault in the electrical equipment.
- 2.2 To ensure all reasonable measure are taken to minimise the risk to persons using or working with electrical equipment at the LCH.
- 2.3 To ensure all electrical equipment installed or used at the hall is maintained in good working order and where necessary certified, in accordance with current regulations.
- 2.4 To establish the required test and inspection schedules
- 2.5 To ensure the relevant content of this plan is known and understood by all persons using or working at the LCH.

3. IMPLEMENTATION - FIXED ELECTRICAL INSTALLATION AND EQUIPMENT

- 3.1 All fixed electrical equipment installed in the hall shall comply with current applicable IEE regulations, BS/EN standards at date of installation and the relevant sections of The Provision and Use of Work Equipment Regulations (PUWER).
- 3.2 All electrical installations and wiring within the hall shall comply with current Building and IEE regulations at time of installation.
- 3.3 All electrical installations shall be undertaken by a suitably qualified competent person.
- 3.4 Any changes and all new fixed electrical installations shall be tested on completion by a competent person in accordance with the current Building and IEE Regulations, Code of Conduct and an Electrical Installation Certificate and where appropriate a Certificate of Compliance issued.

- 3.5 Copies of such certificates shall be retained by the LCHA Secretary.
- 3.6 All users should report concerns or damage to the fixed electrical system to the Booking Officer or any committee member who will immediately isolate and label the relevant equipment if appropriate and advise the committee at the earliest opportunity so that a Competent Person can be instructed to investigate further and repair as required.
- 3.7 The electrical installation shall be visually inspected by a delegated member of the LCHA Committee Annually and any concerns reported to the committee for investigation by a Competent Person.
- 3.8 Not with-standing the above, the Fixed Electrical System and Equipment shall be retested in accordance with current IEE Regulations and Code of Conduct and an Electrical Installation Certificate issued in accordance with BS7671 every 5 (FIVE) years.

4 IMPLEMENTATION - PORTABLE ELECTRICAL EQUIPMENT AND APPLIANCES

- 4.1 All portable equipment used at the hall and grounds shall comply with the current applicable BS/EN standards at date of purchase, the Electricity at Work Regulations and the relevant sections of The Provision and Use of Work Equipment Regulations (PUWER).
- 4.2 All portable equipment used on the site whether supplied by the LCHA or by a user contractor or volunteer shall be demonstrably free of significant damage which could affect its safe operation and in good working order.
- 4.3 Portable equipment must only be connected to the hall electrical supply using the correct UK standard domestic 13A plug. Where appropriate plug in ELCB safety plugs should be used. Equipment requiring more the 13 Amps or multiple items of equipment which would overload the system must not be used.
- 4.4 Extension lead and multi connectors can only be used with the express permission of the Booking Officer or the designated Committee member. When permitted extension leads must be suitable located and protected so as not to create a trip hazard.
- 4.5 Where specialist high power portable equipment [e.g. any equipment requiring more than a 13 Amp power supply, stage lighting and PA sound systems etc.] is required, special authorisation from the Booking Officer or designated Committee Member must be obtained in writing. Connection of such equipment to the LCH supply must be carried out by an authorised Competent Person in agreement with the designated LCHA Committee member.
- 4.6 All users should report concerns or damage to the LCHA portable electrical equipment to the Booking Officer or any committee member who will immediately isolate and label the relevant equipment if appropriate and advise the committee at the earliest opportunity so that a Competent Person can be instructed to investigate further and repair as required.
- 4.7 The portable electrical equipment shall be visually inspected by a delegated member of the LCHA Committee Annually and any concerns reported to the committee for investigation by a Competent Person.

- 4.8 All equipment provided by the LCHA or brought on site by Contractors or Commercial hirers and all specialist High Power Equipment shall be subject to the current Portable Appliance Test (PAT) at no more than 3 year intervals. [As far as is reasonably practical this requirement shall also be applied to equipment brought onto the site by private hirers and volunteers] PAT Certificates for LCHA equipment will be retained by LCHA Secretary. Certificates relating to equipment belonging to Contractors and Commercial users must be provided for examination by the Booking Officer or delegated Committee member on demand.
- 4.9 The Booking Officer will ensure all users are aware of these requirements in regard to portable electrical equipment and has delegated authority to prevent the use by a hirer/user/contractor of any item of equipment about which they have safety concerns or, in the case of a commercial user, contractor or specialist equipment as defined above, does not have a current PAT Certificate, until such time as those concerns are satisfied by a Competent Person.

5. IMPLEMENTATION - SUMMARY OF ELECTRICAL INSPECTION AND TESTING REQUIREMENTS

5.1 Fixed Electrical Installation and Equipment (including water and fixed space heaters, fixed cooking equipment etc.)

- 5.1.1 Visual inspection by designated committee member - Annual
- 5.1.2 Electrical Testing and issue of Electrical Installation Certificate by Competent Person
- a) On completion of any additions or modifications to the fixed system
 - b) Every 5 (Five) years

5.2 Portable Electrical Appliances and Equipment (including but not exclusively: kettles, water boilers, fridges, vacuum cleaners, power tools, computers, sound, PA and lighting equipment and all similar appliances)

- 5.2.1 LCHA supplied equipment:
- a) Visual inspection by designated committee member - Annual
 - b) PAT test every 3 (Three) years
- 5.2.2 Contractor / Commercial user supplied equipment:
- a) Visual inspection by Booking Officer or designated LCHA committee member - on arrival
 - b) Sight of Current PAT Certificate – on request
- 5.2.3 Private hirer /user supplied equipment
- a) Visual inspection by Booking Officer or designated LCHA committee member - on arrival
 - b) Sight of Current PAT Certificate – on request if such a certificate has or could reasonably be obtained

5.2.4 High Power and specialist portable electrical equipment (e.g. any equipment not connected by means of standard UK 13A plug, large audio visual systems, stage lighting and/or sound equipment):

- a) Written authorisation from the Booking Officer or designated LCHA Committee Member
- b) Visual inspection by Booking Officer or designated LCHA committee member - on arrival
- c) Sight of Current PAT Certificate – on request
- d) Connection of such equipment must be carried out by an authorised Competent Person in agreement with the designated LCHA Committee member.