



HUMBERSIDE FIRE AND RESCUE SERVICE

HEALTH, SAFETY & ENVIRONMENT

ELECTRICITY SERVICES

Owner	Director of Service Improvement
Responsible Person	Head of Health and Safety
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1. INTRODUCTION

Humberside Fire & Rescue Service (HFRS) recognise the requirement to ensure that electrical services within the organisation are safe to use by HFRS personnel and other third parties who may have occasional use of such services. HFRS will ensure that electrical equipment and systems are maintained on a regular basis to ensure safety and suitability.

2. EQUALITY AND INCLUSION

HFRS aims to continuously improve the standards of service we provide to the community we serve. We recognise the importance of, and are committed to promoting equality and inclusion in the provision of our services and to our employees. We are committed to encouraging equality and diversity amongst our workforce and to eliminating unlawful discrimination. We aim for our workforce to be truly representative of the community we serve and for each of our employees to feel respected and to be able to give their best.

3. ELECTRICAL TESTING OF FIXED WALL INSTALLATION WIRING

In relation to electrical systems, the Electricity at Work Regulations 1989 (EAW) state that to prevent danger, all systems shall be maintained to prevent, so far as is reasonably practicable, such danger. To meet this requirement, a 5-yearly fixed installation wiring test is carried out by Electrical Contractors.

The responsibility for this lies with the Joint Estates Service have a 5-year program to ensure compliance.

4. PORTABLE APPLIANCE TESTING

To maintain portable electrical equipment owned by the Service or used on Service premises, these items will be visually inspected, and portable appliance tested (PAT) where required as described under heading 7 below.

Items which pass the inspection or test will have a 'Pass' sticker attached which carries the date of the test.

Where items fail their inspection or test, actions under heading 5 must be followed.

5. TYPE OF INSPECTION / TEST

There are four different types of test and the frequencies are dependent upon the type of equipment being used.

- **User checks** – Visual checks, before use, for any damage to the outside of the equipment, lead and plug.
- **Formal Visual Inspection** – a more detailed inspection than above including the removal of the plug cover to ensure that the correct fuse is fitted.

- **Combined Inspection and Test (240V Equipment)** – a detailed inspection along with a test of the equipment using the portable appliance testing equipment. This can be carried out by personnel who have familiarised themselves with the portable appliance testing equipment instructions.
- **Combined Inspection and Test (110V Equipment)** – a detailed inspection along with a test of the equipment using the portable appliance testing equipment along with the supplied 110v adapter. This can be carried out by personnel who have familiarised themselves with the portable appliance testing equipment instructions.
- Each Health Safety and Environmental Plan (HSEP) Supervisor will be responsible for arranging the testing of equipment and ensuring this is completed before the previous test runs out of date. Where the Combined Inspection and Test is required the portable appliance testing equipment should be requested from Stores via email.
- Before any second-hand equipment is used on Service premises it must be subjected to a Combined Inspection and Test.
- The result of the tests will be recorded on form HSE 18 and be retained in the HSEP folder on the premises where the equipment is located.

6. DEFECTIVE ELECTRICAL EQUIPMENT

Plant and Equipment Defects

Report the failure to the Joint Estates Service or relevant department to carry out further testing/repair and or replacement.

If the required repair has a health and safety implication, a risk assessment must be carried out on the electronic Health and Safety accident reporting system and all personnel that might be affected are to be informed.

Repairs to electrical equipment must not be attempted by Service personnel.

In order to ensure that any defective plant, equipment or machinery is not used until repaired, the following is implemented:

At no time are personnel to remove any plugs for service equipment.

A 'Do Not Use' label is attached to the defective item;

The label is not removed until the repair is completed

7. EMPLOYEE'S DUTIES

Regulation 14 of Management of Health and Safety at Work Regulations 1999 places the following duties on all employees:

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- Using equipment, systems of work and procedures provided by the employer in accordance with the training and instruction given.
- Informing the employer without delay of any situation that may present serious and imminent danger.
- Notifying the employer of any shortcoming in the health and safety arrangements.

8. REVIEW

All electrical appliances owned by the Service or brought onto Fire Service premises will be inspected and tested as per section 8 below.

Each portable appliance tester will be sent away for calibration annually. This is the responsibility of the Stores Section.

9. FREQUENCY AND RESPONSIBILITIES FOR TESTING

Type of Equipment	Type of Test	Frequency of Test	Responsibility for Testing
Computer/IT Equipment	User Check Formal Visual Combined Inspection	Before Use N/A 5 Yearly	All Personnel N/A IT Section
Vehicle Generators	User Checks Formal Visual Combined Inspection	N/A N/A Annually	N/A N/A ESFM*
Equipment on Appliances / Generators / Tools /Cable Reels etc.	User Checks Formal Visual Combined Inspection	Before Use Per Standard Test Annually	Ops Personnel Ops Personnel ESFM* ¹
Mobilising Equipment	User Checks Formal Visual Combined Inspection	N/A 2 Yearly 5 Yearly	N/A Telent Telent
Domestic Appliances Kitchen Equipment/ TV's/Radios/Hoovers/ Chargers*	User Checks Formal Visual Combined Inspection	Before Use N/A 2 Yearly	All Personnel N/A HSEP Supervisors

* Emergency Services Fleet Management Ltd

- This will include all appliances on stations and within sections fitted with a domestic plug that don't fall under any of the criteria listed above. Also included are appliances which do not belong to the Service but have been brought into stations or sections e.g. fans, radios, coffee makers, phone chargers etc.
- It is the responsibility of the Health Safety and Environmental Plan Supervisor to arrange the testing. The testing itself can be carried out by anyone who has familiarised themselves with the instructions contained in this arrangement and with the portable appliance testing equipment.

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- All IT equipment is part of a five-year rolling program and will only require a combined test and a pass label on after this period, the list of equipment is maintained and managed by the ICT Unit. It will be the ICT Infrastructure & Technical Managers responsibility to ensure all equipment over five years old is tested.

**If you require further guidance on this document, please contact the
Health, Safety & Environment Section**