

Committee:	Safety Committee	Agenda Item No.:	9.
Date:	25th July 2011	Category	
Subject:	General Health and Safety Report	Status	Open
Report by:	Health and Safety Officer		
Other Officers involved:	Head of Human Resources and Payroll		
Director	Chief Executive Officer		
Relevant Portfolio Holder	Councillor E. Watts, Portfolio Holder for Customer Service and People and Performance and Leader of the Council		

### **RELEVANT CORPORATE AIMS**

STRATEGIC ORGANISATIONAL DEVELOPMENT – Continually improving our organisation, by ensuring we comply with legislation and best practice.

### **TARGETS**

The subject matter does not relate to any targets specified in the Corporate Plan.

### **VALUE FOR MONEY**

Helping ensure that the Council discharges its legal responsibilities and does not incur legal costs, fines or civil penalties.

### **THE REPORT**

#### **Asbestos Management**

Contractors have been reminded that they are required to check the electronic asbestos register before commencing any intrusive works in any of our tenancies or other properties.

A suitable amendment will be added to the 'Managing Contractors' policy.

#### **Stress Risk Assessments**

All stress risk assessments have been received as of 6<sup>th</sup> July.

Only assessments from two teams raised issues, both of which are under management by the respective departments.

### **Health and Safety Audit**

A health and safety audit has been completed by internal audit. The overall rating was 'Satisfactory'.

Three points were identified for action:

- 1. Benchmarking** – The Health and Safety Officer is asked to find matching partners for comparing health and safety performance. These will need to be comparable in size and function and have the same profile of retained services (Housing, Leisure, Waste, Grounds Maintenance).
- 2. Workplace inspection** – The Health and Safety Officer was asked to remind all Heads of Service that they must comply with the inspection timetable outlined in the Workplace inspections Policy. Whilst inspections are being undertaken they are often not being undertaken at the frequency outlined in the policy. All areas are expected to use the format included in the policy, unless they have agreed a different format with Human Resources.
- 3. Policies** – It was noted that certain health and safety policies had not been reviewed within the timescales outlined in the policies themselves. As a matter of urgency those policies with the most significant updating required have been either subsequently updated or are 'in the system'. Following consideration by the Head of Human Resources and Payroll, the frequency of the review of policies will move from every two years to every three years in line with all other HR policies. Amendments will be made if there are any legislative or organisational structure changes during the three year period. Human Resources will be amending all the health and safety policies to reflect this during August/September.

### **Training**

Induction training was undertaken for the last four apprentices in June

Six Working at Heights Training and Manual Handling Training sessions (72 places) have been organised for the housing operatives for August.

A 'Safe Supervision' training e-learning package is being arranged for depot based managers.

### **Improvement Notice Action Plan (Vibration)**

Work activity continues to be surveyed for all operatives as before – No further incidents of exposure over the legal maximum ( $5\text{ms}^2/400$  points) have been recorded.

Electronic vibration measuring equipment will be introduced by the Street Services Manager.

## **Occupational Health Contract**

The new occupational health provider RPS, is now in place and undertaking the full range of duties. Feedback from employees has so far been positive.

## **Policy Reviews**

The following policies have been reviewed:

Electricity at Work  
First Aid at Work  
Mobile Phone Safety  
Noise at Work

Apart from the Electricity at Work Policy, the other three policies listed above have only had minor changes relating to changes of personnel.

## **Electricity at Work**

This has been substantially re-written since the original policy was compiled and takes account of the new 17<sup>th</sup> Edition of Guidance from the **Institute of Electrical Engineers (IEE)** (also known as BS 7671) and is included as an attachment.

The policy was sent out for consultation in April 2011.

The policy is linked to the following objectives: Strategic Organisational Development, Community Safety and Customer Focussed Services.

References to legislation have been updated and a link to the HSE has been included.

## **Under the policy the Council will**

- Ensure installations and equipment complies with and is maintained in accordance with 17<sup>th</sup> edition requirements.
- There is a regime for testing and maintenance of portable equipment.
- There is a safe system of work for testing, maintenance and inspection of equipment.
- Strictly control the use of 'live working' and work on high voltage equipment.
- Ensure competence of employees and
- Ensure only competent contractors are used and that they comply with our safety requirements
- Provide suitable personal protective equipment.

Responsibilities are laid out for all levels of employees

Guidance on a safe system of work includes:

- Repair and disposal of faulty equipment.

- Safe use of portable electrical equipment.
- Inspection of fixed wire systems.
- Temporary installations control of access to switch rooms.
- Restrictions on voltage ratings and restrictions relating to extra low, low and high voltage systems and 'dead' or isolated systems are outlined.

**Appendix 1** shows the proposed permit to work for high voltage and live working.

**Appendix 2** shows the schedule for frequency of portable electrical equipment in low risk environments, (i.e. offices) (from HSE).

**Appendix 3** gives the schedule for initial frequencies for fixed wiring testing depending on building type (From IEE)

The following three policies have been reviewed, only minor issues have been identified - drafts for the three policies are available on request to the Health and Safety Officer to comment on.

**First aid at work:** The more significant changes are:

- Employees responsibilities expanded to include elected members and others,
- Lengths of courses and refresher periods, which have changed, following changes in regulations,
- Inclusion of links to Travis Perkins,
- Reference to the updated 2009 Regulations,
- References to Sherwood Lodge 1st aiders being defibrillator operators included,
- New first aid risk assessment flow chart included as an appendix.

**Control of Noise:** No significant material changes to the policy, but some changes in formatting, dates, legislation etc.

**Use of Mobile Phones:** No significant material changes to the policies, but some changes in formatting, dates, legislation etc.

**Legionella - Valley View, Shirebrook, Parkfields, Woburn House, Jubilee Court.**

This issue will be reported on by the Head of Housing.

**Sherwood Lodge**

New tenants Bolsover Police and Whyldre about food are now in residence. A fire risk assessment with the café has been undertaken, and we are awaiting a response from Bolsover Police regarding their arrangements

## **IMPLICATIONS**

**Financial:** No direct financial implications or additional commitments

**Legal:** None

**Human Resources:** No direct implications

## **RECOMMENDATIONS**

1. That the report and changes to policies outlined be considered.
2. Amendments to the Electricity at Work Policy, First Aid at Work Policy, Mobile Phone Safety Policy and Noise at Work Policy be noted and the policies be updated and placed on ERIC.

ATTACHMENT: Yes – Electricity at Work Draft Policy

FILE REFERENCE:

SOURCE DOCUMENT:

# BOLSOVER DISTRICT COUNCIL

## Electricity at Work

July 2011



**This Policy addresses the following Corporate Aims (show those which are appropriate to the policy only):**



COMMUNITY  
SAFETY



COUNCIL &  
COUNCIL SERVICES



STRATEGIC ORGANISATIONAL  
DEVELOPMENT



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o

اگر آپ کو یہ دستاویز سمجھنے میں مدد کی ضرورت ہو یا یہ بڑے حروف یا ترجمہ کی شکل میں درکار ہو تو برائے مہربانی اس صفحے کے آخر میں دیے گئے نمبر پر ہم سے رابطہ کریں۔



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Revised February 2011

## CONTROL SHEET

<b>Details of Document</b>	<b>Comments / Confirmation</b>
Title	Electricity at Work
Document type – i.e. draft or final version	Draft
Location of Policy	Human Resources, ERIC
Author of Policy	Health and Safety Officer
Member route for Approval & Cabinet Member concerned	Safety Committee Cabinet Member for Performance
Date Risk Assessment completed	22/04/11
Date Equality Impact Assessment approved	22/04/11
Partnership Involvement (if applicable)	N/A
Date added to the Forward Plan	
Policy Approved by	
Date Approved	
Policy Review Date	July 2014
Date forwarded to CSPD (to include on Intranet and Internet if applicable to the public)	



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# ELECTRICITY AT WORK

## 1. INTRODUCTION

Bolsover District Council is committed to protecting the health, safety and welfare of all of its employees.

The Council acknowledges that work on electrical equipment can be hazardous and it is therefore the Council's intention to reduce the risks as far as possible.

## 2. SCOPE

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

The policy will apply to all employees (including volunteers, casual employees agency staff and apprentices) and to all Council Properties.

The implementation of this policy requires the full co-operation of all employees and contractors. Contractors will be required to work to an equivalent standard.

The use of portable electrical equipment is more fully covered in the Provision and Use of Work Equipment Policy.

## 3 PRINCIPLES OF THE POLICY and LEGAL REQUIREMENTS

### 3.1 Principles of the policy

The purpose of the policy is to assess and manage the risks to health and safety from working on with or near electrical systems or with electrical equipment, as part of a wider risk management programme.

The use of portable electrical equipment is covered in more detail in the Provision and use of Work Equipment Policy, available on ERIC.

The policy seeks to address the following corporate aims

**Strategic Organisational Development** - Continually improving our organisation by ensuring that we comply with the requirements of the Electricity at Work Regulations 1989 and current best practice.

**Community Safety** – Ensuring communities are safe and secure, by making sure that all our properties are electrically safe and do not present a risk to our tenants or to anyone using our other buildings.

**Customer Focussed Services** – Providing excellent customer focussed services by making sure that electrical installation, repair and maintenance work is carried out to the best standard.

### **3.2 Legal Requirements**

**Health and Safety at Work etc. Act (HASWA) 1974** requires the Council to ensure the safety of employees and others and requires employees to take care for their own health and safety and that of others.

**The Management of Health and Safety Regulations 1999** requires the Council to assess risks arising from work activities.

**The Electricity at Work Regulations 1989** requires the Council to assess and manage work activities involving electricity or taking place near electricity.

**The Electrical Equipment (Safety) Regulations 1994** (Section 9) places a duty on the Council to ensure that all electrical equipment procured (or its documentation or guarantee) carry a 'CE' mark.

**The Provision and Use of Work Equipment Regulations 1998**

**The Health and Safety (Signs and Signals) Regulations 1996**

Additional guidance is provided in:

- The Memorandum of Guidance on the Electricity at Work Regulations (HS(R)25)
- Electricity at Work (Safe Working Practices) HS(G)85
- Memorandum of Guidance on the Electricity at Work Regulations

These are all freely available electronically from the Health and Safety Executive:

[www.hse.gov.uk](http://www.hse.gov.uk)

and

- The Institute of Electrical Engineers (IEE) Regulations for electrical installation, 17<sup>th</sup> Edition – also known as BS 7671

**The Council must ensure**

- That electrical equipment is properly constructed, installed and maintained and that installations are suitable for the environments in which they are used.
- Suitable personal protective equipment should be provided where necessary and maintained in good condition.
- That work activities, including maintenance, are carried out safely.
- That persons carrying out electrical work are competent for the work assigned.

## 4. POLICY STATEMENT

The Council will seek to ensure that where hazards and risks to employees from electricity at work are identified these are controlled by a safe system of work.

The Council will;

- Ensure that electrical installations and equipment are installed in accordance with BS7671 / The Institute of Electrical Engineers Wiring Regulations (currently 17th edition);
- Ensure that fixed installations are maintained in a safe condition by carrying out routine safety testing;
- Ensure inspection and testing portable and transportable equipment is carried out as frequently as required, dependent on the environment in which the equipment is used and the conditions of use;
- Promote and implement a safe system of work for maintenance, inspection and testing of electrical equipment and installations;
- Forbid live working unless absolutely necessary in which case a permit to work must be issued before work begins;
- Ensure that employees who carry out electrical work are competent to do so;
- Ensure only competent contractors are employed.
- Forbid all work by the Authority's employees on equipment or systems rated as **HIGH VOLTAGE**.
- Ensuring that contractors will comply with the Council's health and safety arrangements;
- Provide suitable personal protective equipment.

## 5. RESPONSIBILITIES

General health and safety responsibilities are laid out in the Corporate Health and Safety Policy.

### 5.1 Chief Executive Officer

The Chief Executive Officer is responsible for ensuring that there are effective measures in place to manage the health and safety risks from electricity at work to employees.

### 5.2 Senior Management Team

Directors are accountable to the Chief Executive officer for ensuring that arrangements are in place for the effective management of health and safety risks from electricity at work within their area, that policy and guidance is complied with and that employees carry out their responsibilities under the policy.

### 5.3 Heads of Service

Heads of Service are accountable to their Director for ensuring that the Electricity at Work Policy and guidance is complied with within their area.

Additionally they will ensure that:

- Adequate resources are made available
- Risk assessments are carried out and recorded.
- Employees receive adequate information and training.
- Reasonable adaptations are made to equipment, procedures and processes to meet the needs of disabled employees.

### 5.4 Managers and Team Leaders

Are accountable to their Head of Service for ensuring that this policy and guidance is followed in their area of responsibility, and will ensure that employees understand and comply with their duties under this policy.

### 5.5 All Employees (including those in the categories above)

All employees at all levels have responsibilities for health and safety. All employees will:

- Cooperate with the Council in compliance with the EAW Regulations
- Comply with the EAW Regulations in all matters that are under their control
- Work in accordance with instruction and training.
- Clean, maintain and store equipment and tools appropriately.
- Report any health and safety issues or unsafe practices to their line manager.
- Participate in risk assessment and occupational health programmes as required.
- Report their training needs to their line manager.

## 6. TRAINING AND COMPETENCY

The Council will provide information, instruction and training for all employees to enable them to work safely.

All persons carrying out electrical work must be competent, knowledgeable and experienced or work under the **direct** on-site supervision of someone who is.

Competency means:

- Adequate knowledge of electricity and electrical systems;
- Adequate training and experience in electrical work;
- Adequate understanding of the systems and practical experience of that class of system;

- Understanding of the hazards and of the appropriate precautions e.g. emergency first aid;
- Ability to recognise at all times whether it is safe to continue work or whether additional technical knowledge, support or equipment is required.

## 7. SAFE SYSTEMS OF WORK

### 7.1 Voltage Ratings

The following definitions are from the IEE wiring regulations 17<sup>th</sup> Edition. The following ranges of nominal voltages (route mean square values for a.c.) are defined:

**Extra Low Voltage:** - not exceeding 50V a.c. or 120V ripple-free d.c., whether between conductors or to earth.

**Low Voltage:** - exceeding Extra Low Voltage but not exceeding 1000V a.c. or 1500V d.c. between conductors, or 600V a.c. or 900V d.c. between conductors and earth.

**High voltage:** - normally any amount exceeding low voltage.

### 7.2 Low Voltage Working

Work on electrical equipment or systems which involve the exposure of conductors must be carried out with the supply switched off, isolated and secured against re-energisation;

A proving test to ensure isolation must be completed before starting work and an approved test instrument must be used for this purpose.

### 7.3 High Voltage Working

Under no circumstances must any work be carried out on equipment or system rated as **HIGH VOLTAGE** by council employees.

No work must be undertaken on high voltage apparatus without the immediate knowledge and consent of an Electrical Engineer. A permit to work must be issued by the Contract/Project Manager before any work is undertaken on high voltage apparatus.

### 7.4 Faulty Equipment

All faults must be reported to be reported immediately by the person discovering them to their line manager.

Faulty equipment will be taken out of use until disposed of or repaired.

Repairs will only be carried out by competent persons.

## **7.5 Safe use of Portable and Transportable Electrical Equipment**

Regular testing and inspection of portable electrical equipment will be organised by the operating department. This will include any items brought in by employees for use at work.

- Personal issue equipment should be visually inspected weekly by the user;
- Equipment used out of doors must be either 110 volt or be supplied via a residual current device (R.C.D);
- Avoid the use of long extension leads wherever possible. If the use of long leads is unavoidable, the connector must be manufactured to BS4343 (BS EN 60609-Z).
- Extension leads are not to be 'daisy chained' into longer runs.

**Appendix 2 gives a list of recommended intervals for office and 'indoor' equipment.**

## **7.6 Inspection and testing of fixed wire Systems**

Fixed wire systems will be inspected, tested and certificated at the intervals laid out in Appendix 3.

All new, refurbished or upgraded systems will be inspected, tested and certificated before being commissioned for live use.

Wherever possible, testing of systems should be undertaken by someone other than the person who installed it.

## **7.7 Temporary installations**

Temporary wiring must be as safe as a permanent installation and must be replaced by a permanent installation as soon as practicable, particularly if period of use is likely to exceed three months.

## **7.8 Access to Electrical Switch Rooms**

All electrical switch rooms must be clearly marked and must remain locked at all times.

Electrical switch rooms must only be used for this purpose and not be used, for example, as storerooms. The only exception will be where further adequate fire precautions have been taken to compensate.

Clear access and egress must always be maintained at all times.

Clear access to electrical panels and switchgear cupboards must be maintained at all times.

Only authorised personnel are allowed in the switch rooms.

## 7.9 Live working

Live working **MUST** be avoided wherever possible;  
Work on or near live conductors is **only** permitted when the following conditions are met:

- It is unreasonable in all circumstances for the system to be dead
- It is reasonable in all circumstances for the work to be carried out live
- Suitable precautions are taken (see below)

Only competent persons can be authorised to carry out live working;  
All practicable precautions must be taken when working live, including:

- The use of special tools, rubber mats and gloves
- No 'lone working' - another authorised person who understands the activity and is able to assist in an emergency must be present at all times.
- The erection of barriers to keep authorised persons out of harm's way.
- Use of written permit to work systems (see appendix 1 for permit format)

## 7.10 Work on Isolated (dead) Systems

Systems, apparatus etc. which can be made live must be either isolated or made dead. A 'permit to work' should be issued prior to any work being undertaken on the apparatus.

Precautions must be taken to prevent any system from becoming accidentally or inadvertently live when people are working on them.

- Controlling switches should be locked in the 'OFF' position, and the person working on the circuit should keep the key.
- Where it is not possible to lock the switch 'OFF', then other precautions must be taken to prevent the switch being inadvertently closed. This could take the form of the switch handle or switchgear door being securely tied or locked.
- Where fuses protect a circuit, the fuses should be removed and kept in a safe place, preferably with the person who is carrying out the work.
- Fix securely a notice at the point of isolation, warning that persons are working on the circuit.

## 8 FIXED WIRE AND EQUIPMENT TESTING

The Electricity at Work Regulations (EAW) 1989, require all electrical installations in work places to be designed, constructed and maintained in such a manner as to be safe to use at all times.

Inspection and maintenance of fixed wire installations will be in accordance with the schedule and guidance in the current edition (17<sup>th</sup> Edition as of 01/07/11) of the IEE Wiring Regulations/BS 7671.



All Council buildings are included.

Inspection and Testing shall only be carried out by competent persons.

The testing engineer must have an understanding of the use of the premises, the operating environment and any relevant safety standards or licensing requirements that may be applicable to the premises.

The inspection should comprise a careful scrutiny of the installation to ascertain if there has been any deterioration or damage to the installed equipment, or if there are any installation defects that may give rise to danger. Cables, trunking and conduits, switchgear, distribution boards and protective devices, equipment, lighting fittings and accessories, all need inspecting for deterioration; due to age, the working environment, or the affects of heat generated by overloading or loose connections, and for electrical and mechanical damage.

Testing intervals are given on page 15:

Refer to the schedule and notes in Appendix 3.

## **9. RECORDS**

Records will be kept of the following for at least three years:-

- Inspection and test details for all fixed electrical installations,
- Portable and transportable appliances,
- Personal protective equipment.
- Instruments and test equipment used for electrical work;
- Training
- Permits to work issued for work on electrical equipment;
- Contractor's safety information
- Safety information provided to contractors;
- Documents or guarantees associated with electrical equipment where is required to carry a 'CE' mark.
- Operational, instruction and maintenance manuals will be held centrally by the operating department for the lifetime of that equipment.

Inspection and test details will include:-

- Date tested
- Name of tester
- Date of next test
- Details of any modifications or repairs made

# Appendix 1 **Permit to Work on Electrical Equipment** For High Voltage and Live Working:

**Issue:** To.....(in charge of the work).

I hereby declare that the following apparatus in the area specified is dead,  
isolated from all live conductors and is connected to earth:

.....

## **Treat All Other Apparatus and Areas as Dangerous**

The apparatus is efficiently connected to EARTH at the following points:

.....

The points of isolation are:.....

.....

**CAUTION NOTICES** have been posted at the following points:

.....

**SAFETY LOCKS** have been fitted at the following points:

.....

The following work is to be carried out:

.....

.....

Signed..... Time.....

Date.....

**RECEIPT** (Senior electrician on the task): I accept responsibility for carrying out  
the work on the apparatus  
detailed on this permit-to-work and no attempt will be made by me or by  
people under my charge to work on any other apparatus or in any other area.

Signed..... Time.....

Date.....

## Appendix 2 Servicing and Maintenance of Portable Electrical Equipment in Low Risk Environments.

### **Offices and other low-risk environments only** **Suggested *initial*<sup>\*</sup> intervals**

Equipment/environment	User checks	Formal visual inspection	Combined inspection and testing
Battery-operated: (less than 20 volts)	No	No	No
Extra low voltage: (less than 50 volts AC) eg telephone equipment, low voltage desk lights	No	No	No
Information technology: eg desktop computers, VDU screens	No	Yes, 2 - 4 years	No if double insulated - otherwise up to 5 years
Photocopiers, fax machines: NOT hand-held. Rarely moved	No	Yes, 2 - 4 years	No if double insulated - otherwise up to 5 years
Double insulated equipment: NOT hand-held. Moved occasionally, eg fans, table lamps, slide projectors	No	Yes, 2 - 4 years	No
Double insulated equipment: HAND-HELD eg some floor cleaners	Yes	Yes, 6 months - 1 year	No
Earthed equipment (Class 1): eg electric kettles, some floor cleaners	Yes	Yes, 6 months - 1 year	Yes, 1 - 2 years
Cables (leads) and plugs connected to the above.  Extension leads (mains voltage)	Yes	Yes, 6 months - 4 years depending on the type of equipment it is connected to	Yes, 1 - 5 years depending on the type of equipment it is connected to

*\*NB: Experience of operating the maintenance system over a period of time, together with information on faults found, should be used to review the frequency of inspection. It should also be used to review whether and how often equipment and associated leads and plugs should receive a combined inspection and test.*

Source: HSE

**Appendix 3 – Inspection and Maintenance of Fixed Wiring Installations.  
Recommended Initial Frequencies of Inspection of Electrical Installations**

<b>Type of Installation</b>	<b>Routine check sub clause 3.5</b>	<b>Maximum period between Inspections and testing as necessary</b>	<b>Reference (see notes below).</b>
<b>General Installations</b>			
Domestic	-	Change of occupancy or 10 years	-
Commercial	1 year	Change of occupancy or 5 years	1, 2
Industrial	1 year	3 years	1, 2
Residential accommodation	any change / 1 year	5 years	1
Offices	1 year	5 years	1, 2
Shops	1 year	5 years	1, 2
<b>Buildings Open to the Public.</b>			
Leisure complexes (excluding swimming pools)	1 year	3 years	1, 2, 6
Public entertainment	1 year	3 years	1, 2, 6
Public houses / Bars	1 year	5 years	1, 2, 6
Village hall / centres	1 year	5 years	1, 2
<b>Special Installations</b>			
Agricultural / Horticultural	1 year	3 years	1, 2
Swimming pools	4 Months	1 year	1, 2, 6
Emergency lighting	Daily / Monthly	3 years	2, 3, 4
Fire Alarms	Daily/weekly/monthly	1 year	2, 4, 5
Construction sites	3 Months	3 Months	1, 2

**Reference Key:**

1. Particular attention must be taken to comply with SI 1988 No.1057. The electricity supply regulations 1988 (as amended)
2. SI 1989 No 635. The electricity at work regulations 1989 (Regulation 4 & memorandum).
3. See BS 5266: Part 1: 1988 Code of practice for the emergency lighting of premises other than cinemas and certain other specified premises used for entertainment.
4. Other intervals are recommended for testing operations of batteries and generators.
5. Se BS5839: Part 1: 1988 Code of practice for system design installation and servicing (Fire detection and alarm systems for buildings).
6. Local authority conditions of license.

Source IEE