



# Todmorden Town Council

## Electrical Safety Policy

Prepared by : Naomi Crewe – Town Clerk

Review Date: December 2026

### 1. Purpose

The purpose of this policy is to ensure the safety of councillors, employees, contractors, volunteers, tenants, and visitors by establishing clear standards for the management, maintenance, and safe use of electrical systems and equipment within all buildings and facilities owned or managed by Todmorden Town Council (“the Council”).

### 2. Scope

This policy applies to:

- All Council-owned or leased buildings, including offices, community spaces, storage areas and associated external installations.
- All fixed electrical installations and portable electrical appliances.
- All Council staff, councillors, contractors, and any third parties using Council premises.

### 3. Legislative Framework

This policy supports compliance with relevant UK legislation and guidance, including:

- Health and Safety at Work etc. Act 1974
- Electricity at Work Regulations 1989
- Management of Health and Safety at Work Regulations 1999
- Provision and Use of Work Equipment Regulations (PUWER) 1998
- IET Wiring Regulations BS 7671

## **4. Responsibilities**

### **4.1 Town Clerk**

The Town Clerk has overall responsibility for ensuring:

- Implementation of this policy across all Council premises.
- Adequate resources are available for inspection, testing, repair, and replacement of electrical equipment.
- Competent contractors are appointed to carry out electrical work.

### **4.2 Council Staff and Building users**

Responsible for:

- Reporting electrical faults immediately.
- Ensuring equipment is used safely and in accordance with instructions.
- Ensuring no unauthorised personnel tamper with electrical systems.

### **4.3 Competent Electrical Contractors**

Contractors appointed by the Council must:

- Be qualified and registered with an appropriate body (e.g., NICEIC, NAPIT).
- Carry out work in accordance with BS 7671 and all relevant regulations.
- Provide certification and inspection reports promptly.

## **5. Electrical Installations**

### **5.1 Fixed Wiring Inspections**

- All fixed electrical installations must be inspected and tested at least every five years, or more frequently if required by risk assessment or regulatory guidance.
- A valid Electrical Installation Condition Report (EICR) must be held for each Council property.
- Any "unsatisfactory" findings must be rectified immediately or equipment isolated as required.

### **5.2 Repairs and Modifications**

- No repairs, alterations, or additions to fixed electrical systems may be carried out by unqualified staff.
- All works must be documented, certified, and stored in Council records.

## **6. Portable Electrical Appliances (PAT Testing)**

### **6.1 Testing Requirements**

- Portable electrical appliances owned by the Council must undergo Portable Appliance Testing (PAT) at intervals determined by risk assessment, typically annually.
- New equipment should be visually checked before first use.

## **6.2 Use of Equipment**

- Staff must visually check plugs, leads, and casings before use.
- Damaged equipment must be removed from service immediately.
- Personal electrical items brought onto Council premises must not be used unless tested and approved.

## **7. Electrical Safety in the Workplace**

### **7.1 Safe Use**

Staff and contractors must:

- Avoid overloading sockets or trailing cables.
- Use extension leads and adapters only when necessary.
- Keep electrical equipment away from water sources.

### **7.2 Isolation Procedures**

- Equipment must be isolated before cleaning, repair, or maintenance.
- Lock-off or tagging procedures must be used where required.

### **7.3 Fire Safety Integration**

- Electrical safety must be considered within fire risk assessments.
- Any equipment identified as a potential fire hazard must be addressed promptly.

## **8. Contractors and Third-Party Users**

- All contractors must follow Council safety procedures and provide evidence of competence.
- Hirers or users of Council premises must comply with this policy and are responsible for the safety of their own electrical equipment.

## **9. Training and Awareness**

- Relevant staff shall receive appropriate training in electrical safety, inspection of equipment, and reporting procedures.
- Awareness information shall be communicated to councillors, volunteers, and building users where necessary.

## **10. Incident Reporting**

Any incident involving electrical equipment, shocks, burns, near-misses, or suspected hazards must be:

1. Reported immediately to the Town Clerk or designated officer.
2. Recorded in the Council's accident/near-miss reporting system.
3. Investigated promptly with corrective actions implemented.

## **11. Record Keeping**

The Council shall maintain:

- EICRs for each building.
- PAT testing records.
- Certificates of installation, repair, or modification.
- Risk assessments and maintenance logs.
- Contractor competence documentation.

## **12. Review of Policy**

This policy will be reviewed **every three years** or sooner if:

- Legislation changes,
- Significant incidents occur, or
- Building use or equipment changes warrant an update.

# Todmorden Town Council – Electrical Safety Risk Assessment

## Risk Score = Likelihood (L) × Severity (S)

This method helps Todmorden Town Council evaluate how serious a risk is and decide what level of control or action is required.

### 1. Likelihood (L)

Likelihood describes how probable it is that the hazard will cause harm.

Likelihood Score	Description
1 – Rare	Unlikely to occur. Very few known instances.
2 – Unlikely	Could happen but not expected under normal conditions.
3 – Possible	Might occur occasionally.
4 – Likely	Will occur several times under normal conditions.
5 – Almost Certain	Expected to occur frequently or imminently.

### 2. Severity (S)

Severity describes how serious the harm would be if the incident occurred.

Severity Score	Description
1 – Minor	No injury or very minor injury; first aid only.
2 – Moderate	Minor injury requiring treatment; short-term impact.
3 – Serious	Injury causing time off work; reversible but significant harm.
4 – Major	Major injury such as fractures, burns, or hospitalisation.
5 – Fatal / Life-Changing	Death, permanent disability, or catastrophic impact.

### 3. Calculating the Risk

To determine the Risk Score, multiply Likelihood by Severity:

Example:

If a hazard is Possible (3) and the potential harm is Major (4)

→ Risk Score = 3 × 4 = 12

### Risk Rating Summary Table

Risk Score (L × S)	Risk Level	Meaning / Action Required
1 – 4	Low	Acceptable level of risk. Maintain existing controls and monitor.
5 – 12	Medium	Risk requires active management. Implement additional controls where reasonable and review regularly.
15 – 25	High	Unacceptable risk. Immediate action required to reduce risk. Work may need to stop until controls are implemented.

## Todmorden Town Council – Electrical Safety Risk Assessment

Hazard	Who May Be Harmed	Risks	Existing Controls	Risk Rating Before (L×S)	Additional Controls Required	Residual Risk (L×S)
Faulty Fixed Electrical Installation	Staff, councillors, contractors, visitors	Electric shock, fire, burns	5-yearly EICR; NICEIC/NAPIT contractors; immediate isolation of faults	3×5 = 15 (High)	Complete remedial actions promptly; maintain installation records	1×5 = 5 (Medium)
Faulty Portable Appliances	Staff, volunteers, hirers, public	Shock, burns, fire	Annual PAT testing; visual checks; defective items removed from service	3×4 = 12 (Medium)	Ban untested personal electrical items; centralised PAT record storage	2×3 = 6 (Medium)
Overloaded Sockets / Unsafe Extensions	Staff, councillors, visitors	Fire due to overheating	Limited extension use; room inspections; included in fire risk assessment	4×4 = 16 (High)	Use fused extensions only; restrict multi-gang adapters	2×4 = 8 (Medium)
Damaged Cables, Plugs, or Equipment	All building users	Shock, fire, trip hazards	Staff visual checks; contractors report damage; items removed from service	3×4 = 12 (Medium)	Staff refresher training	1×3 = 3 (Low)
Water Near Electrical Equipment	All building users	Electrocution, shock	Equipment kept dry; water ingress checks in inspections	3×5 = 15 (High)	Repair leaks immediately; use drip trays/barriers where needed	1×5 = 5 (Medium)
Unauthorised Access to Electrical Cupboards	Public, hirers, untrained staff	Shock, burns, accidental circuit isolation	Cupboards locked; authorised access only	2×5 = 10 (Medium)	Install clear safety signage	1×3 = 3 (Low)
Incompetent or Unqualified Repairs	Staff, contractors, public	Shock, fire, non-compliant works	Qualified contractors only; competence checked	2×5 = 10 (Medium)	Maintain list of approved contractors	1×4 = 4 (Low)

