



Electricity Policy

Version control

The version history must reflect the current status of a document, i.e., whether it is in its draft or approval status. The table shall reflect the date issued / approved, who by, the current version, and a brief statement outlining the amendments made.

Rev:	Status / amendments	By	Date
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1_02	Document amended following client's comments	C. Warden	29.11.2022
1_03	Final draft issued to sportscotland	A. MacDonald	28.06.2023
1_04	Comments received from Health and Safety Operational Group Document amended	M. Fraser	19.09.2023

Document creation / approval

	Signature	Title	Date
Prepared by: Christopher Warden (Amalgamate – Safety Risk Management Ltd)		Health & Safety Consultant	28.06.2023
Approved By: Jo Dixon on behalf of the H&S Committee	DocuSigned by:  889E63E8056342B...	Head of Human Resources	26.09.2023
Approved By: Scott Baxter on behalf of PCS Union	DocuSigned by:  1455ED4FC7E1447...	Trade Union Representative	26.09.2023

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Introduction

Electricity can kill, and the risk is often underestimated as it cannot be seen. It can cause burns, shock, fire and fatalities.

Whilst the ultimate responsibility is vested in the Chief Executive Officer, the success of this policy will require the involvement and commitment of everybody within the organisation. **sportscotland** will ensure that adequate resources are made available to fulfil this policy and employees will, where appropriate, be consulted with and involved at every relevant stage.

Scope

The following arrangements have been prepared for all **sportscotland** premises as detailed in the Health and Safety Policy.

This policy applies to all managers, employees, visitors and contractors who may be affected by the activities and temporary works at **sportscotland**.

Policy statement

sportscotland acknowledge our legal duties and will take the necessary precautions to prevent any accidents or incidents occurring.

Fixed electrical installations include the wiring, electrical sockets, switches, isolation boxes, fuses etc. that are installed in our building. Damage to any fixed installation is to be reported and a repair arranged with minimum delay. Remedial action will be required to be taken to restrict access use of damaged equipment until a repair can be arranged. The completion of any electrical work is only to be conducted by a competent electrical engineer.

We will ensure fixed electrical installations are safe and we will accomplish this by ensuring installations, modifications, maintenance, inspection and testing are completed following relevant procedures established by the Institution of Engineering and Technology (IET) and their regulations.

We understand preventative maintenance is the key to help minimise accidents. We have in place an internal periodic monitoring system to identify electrical faults; all faults are to be reported, and the necessary action arranged for repair.

We will arrange for a competent electrical engineer to inspect and test our electrical installations at a period of every 5 years or less. Documentation will be kept reflecting the findings of this visit.

Portable appliance testing covers all electrical equipment that has a wire or plug, and connects the fixed wiring of the building. We will ensure that all electrical equipment covered in PAT is fit for purpose. Plugs and appliances can get damaged, wires and pins can become loose, and leads can get split or flattened increasing the risk of a shock, burn or fire. Plugs that get hot, smell or spark are to be put out of use and a repair arranged.

To ensure appliances are safe to use we will ensure:

- A register of all equipment is maintained, this includes any home working equipment, mobile phone chargers, extension leads and any personal items that are permitted to be used at work e.g., radios;
- Periodic internal monitoring checks will be conducted that will include a review of electrical appliances;
- All employees are instructed to visually check equipment before use and report any defects;
- Portable appliance testing will be organised at appropriate intervals, the frequency of inspection and testing will depend on the equipment and the environment in which it is used;

- Portable appliance testing will include all items on the equipment register. This will ensure all equipment requiring a PAT inspection (including items issued for home working) are not omitted from the inspection schedule;
- All inspections, testing, maintenance and repairs will be conducted by a suitably competent person; and
- The use of extension leads will be monitored, and 'daisy chaining' will be avoided.

Any electrical or general contractor engaged to undertake work will be requested to prove competence and testing arrangements for their own equipment. When contractors carry out electrical works on **sportscotland** premises, they must first be signed a permit to work, highlighting the electrical hazards and control measures to attain prior to any work commencing (see Control of Contractor's Policy).

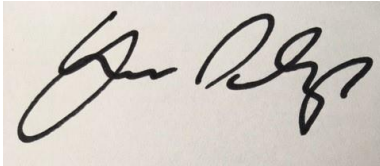
Under no circumstances is any employee to undertake any electrical work unless they are authorised and qualified to do so.

sportscotland's policies and procedures will adhere fully with all current UK legislation in relation to health, safety and welfare including (but not limited to) the Health & Safety at Work etc. Act 1974, Management of Health and Safety at Work regulations 1999, The Electricity at Work Regulations 1989, The Building Regulations 2010 and all subsequent regulations.

Policy review

This policy and the arrangements contained within, will be reviewed at least annually by the Health and Safety Committee and will be updated as necessary. The Senior Management Team endorses this policy and is fully committed to its implementation.

Signed on behalf of **sportscotland**

A handwritten signature in black ink, appearing to read 'Forbes Dunlop', is shown on a light-colored background.

Name: Forbes Dunlop
Position: Chief Executive Officer
Dated: 26 September 2023

Roles and responsibilities

Chief Executive Officer

sportscotland's Chief Executive Officer is ultimately responsible for the health and safety of employees and others affected by our activities.

The Chief Executive Officer has delegated executive responsibility for health and safety to the Director of Operations. The delegated role is supported by the Head of Human Resources.

Director of Operations and the Head of Human Resources

Together, they will:

- Be responsible for implementing the Electricity Policy;
- Provide adequate resources are made available to implement this policy, in particular, sufficient resources to install and maintain effective control measures in accordance with statutory requirements;
- Ensure training of employees is adequate for their associated role within the facility, including employee inductions and control of contractors;
- Ensure record keeping systems are in place to record electrical findings and remedial actions; and
- Regularly review the Electricity Policy and its arrangements.

Building Operations Managers

i.e., Office Facilities Manager (Corporate and Regional estate)
Facilities and Estates Manager (Inverclyde)
Operations Lead Manager (Glenmore Lodge)

They will:

- Ensure a register of portable appliances is kept within the department for the premises;
- Ensure sufficient information, instruction and training is provided to employees in order to enable employees to comply with this policy;
- Identify and compile a register of items of fixed electrical plant and equipment that have been installed or owned and are the responsibility of **sportscotland**;
- Ensure that items on the register are thoroughly inspected regularly, and formally tested at a frequency not less than that stipulated in the attached Code of Practice;
- Ensure that where necessary the inspection/testing of fixed wire electrical services will be completed and remedial action instigated where required;

- Provide routine inspections of plant equipment to visually inspect electrical equipment for wear and tear, or signs of damage;
- Keep records of testing for at least 5 years; and
- Periodically inspect risk assessment documentation to verify that suitable and sufficient assessments are in place and that they are reviewed and updated when required.

Line managers

They will:

- Monitor and ensure only products with a CE mark are purchased and used within the buildings;
- Ensure sufficient information, instruction and training is provided to employees in order to enable them to comply with this policy;
- Monitor that any electrical equipment introduced into the department is done so in accordance with **sportscotland's** policies and update the relevant Building Operations Manager on equipment purchased;
- Verify that plant, equipment and engineering controls are maintained in accordance with the agreed schedule; and
- Report incidents involving exposure to electricity by means of an Accident/Incident Report Form (AIRF).

All employees

They will:

- Familiarise themselves with this policy and the procedures it contains, and co-operate in implementing its contents;
- Any portable electrical equipment brought into the premises, must be reported to the relevant Building Operations Manager to ensure it is appropriate for use within the building;
- Not bring or use personal electrical equipment on work premises unless it has been PAT tested in the previous 12 months;
- Cooperate with **sportscotland** to implement any control measures identified in the electricity risk assessments; and
- Report any defects or deficiencies in these measures (e.g., concerns regarding the effectiveness of engineering controls).

Contractors and visitors

They will:

- Equipment belonging to and used by persons visiting or working at **sportscotland** premises, must be in an electrically safe condition. **sportscotland** reserves the right to prohibit the use of any electrical equipment brought onto the premises by a visitor which does not meet the requirements of this policy;
- Equipment belonging to, and used by, contractors must have a valid test certificate or label attached which is available for inspection upon request by a **sportscotland** employee. If the equipment does not possess the relevant safety documentation it will not be allowed onto the premises; and
- Any electrically powered tools used by contractors shall be 110 volt supplied by a centre tapped to earth transformer or battery powered. Mains operated 240 volt tools shall not be permitted for use on **sportscotland** premises unless approved in writing by an authorised representative from **sportscotland** in their permit to work.