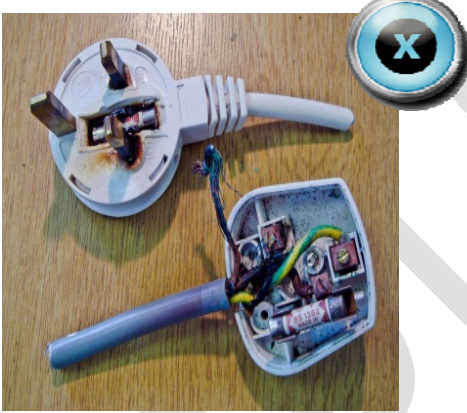







SAFE SYSTEM OF WORK FOR USE OF ELECTRICAL EQUIPMENT

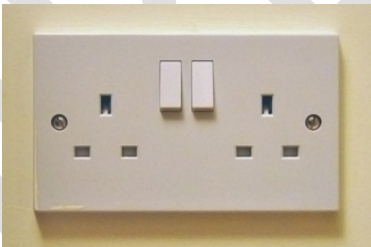


Who is to follow this system of work?

- Staff
- Managers
- Partnership workers /Property Division
- **Carry out a visual check of all electrical equipment prior to use**



<p>Ensure the plug is not damaged Things to look for:- Damaged, cracked, loose screws, incorrectly fitted – outer cable must fully enter the plug Pins not black or burnt No inner wire visible Does not rattle Hot to touch, signs of overheating, burns or scorch marks Wet.</p>		
<p>Ensure the cable is not damaged Things to look for:- Damaged, burnt or joined, taped areas, frayed Inner wires showing, cracked, too short, been extended. Trapped or caught on something. Wet.</p>		
<p>Ensure the appliance is in good working order Things to look for:- No obvious signs of damage Cable entry point Intermittent in use Unusual noise Smell of burning Heat or sparks. Wet</p>		

- **Place an out of order/do not use sign on any appliance showing visual signs that it may be unsafe ,and remove to a secure location**
- Report any faulty equipment **immediately** to the duty manager
- Duty manager to report for repair to appropriate supplier
- Duty manager **must** record in faults report book
- Only use the equipment for the purpose it is intended for
- Follow any training given for the equipment, training provided through Work in safety courses and or manufacturers instruction of use
- Nominated electrical equipment **Must** be used with a RCD adaptor
- Avoid trailing cables. Only use extension leads where no other option is available
- Keep all appliances dry
- Do not use with wet hands
- Use for intended purposes only with no adaptations

Plugging in equipment

Ensure plug socket is switched off	
Plug in equipment	
Switch on plug socket.	

Unplugging of equipment

Switch off plug socket.	
Unplug equipment	

Maintenance of the Equipment

- All equipment must be serviced at the stated times and display a current PAT test sticker
- Records of maintenance must be retained on site
- All equipment to be kept clean and stored in a clean and dry environment
- To be repaired by Competent person only
- The person carrying out the repair **MUST** report to the duty manager before leaving site and brief them on what repairs have been carried out and further work needed. This must be recorded