



ELECTRICAL SAFETY POLICY AND PROCEDURE

Version 1.2

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1. AIM

- To maintain health and safety.
- To comply with statutes, regulations and quality standards.
- All electrical appliances and electrical installations on premises owned or controlled by HEM Clinical Ultrasound Service Limited must be checked for safety on a regular basis

2. INRODUCTION

It is the responsibility of the company to ensure a safe environment, in the case of electrical safety all electrical equipment used by the company is a potential hazard and as such is subject to regulation compliance and H&S standards

3. ROLES & RESPONSIBILITY

It is the responsibility of the Directors and all staff to ensure electrical equipment is properly used and maintained and that any faults suspected or found must be reported to the senior team immediately. Directors and senior team must ensure that

- The main electrical installation will be subject to a statutory inspection by an appropriately qualified electrician at a maximum period of every 5 years, a certificate of compliance will be subsequently issued, and a current certificate will always be in place.
- Ensure annual PAT tests of all electrical equipment over a year old

4. EQUIPMENT

N/A

5. HAZARDS and SAFETY

The risk of fire or electrocution from faulty electrical equipment is high and must always be mitigated by safe processes and procedures

6. PROCEDURE / SYSYEMS IN PLACE

- Annual PAT testing
- 5 yearly Electrical installation inspections
- Daily checks of cables and plugs
- Notification by staff to senior team of faults or concerns regarding electrical equipment

7. QUALITY CONTROL and AUDIT

Records kept of all inspections and PAT tests