



8.0 Electricity At Work



The company will ensure that the mains electrical installation and any electrical equipment provided for use at work is safe to use and is maintained in a safe condition.

8.1 Inspection And Testing

The mains electrical installation at the office shall be inspected by a competent person at the recommended intervals and a copy of the inspection report shall be kept on file.

The main purpose of periodic inspection and testing is to detect, any factors impairing the safety of the existing electrical installation and to make appropriate recommendations.

8.1.1 Inspection Report

The competent person is required to provide a summary of the outcome of the inspection. The summary should describe the overall condition of the installation taking into account the specific observations made. The summary is required to provide a clear indication of the condition of the electrical installation taking into account the following considerations;

- Adequacy of earthing and bonding.
- Suitability the switch gear and control gear.
- Type of wiring system and its condition.
- Serviceability of equipment.
- Presence of adequate identification and notices.
- Extent of any wear and tear, damage or other deterioration.
- Changes in use of the building, which have led to deficiencies in the installation.

8.2 Portable Appliance Testing

Portable electrical appliances include all electrical equipment with a plug and lead, which are easily moved around, e.g. kettles, drills, lamps, or which could be moved around.

The company shall ensure that all portable electrical appliances are inspected by a competent person at the recommended intervals and that records are kept. The competent person shall check the equipment, cables and plugs for any visible damage and where necessary, carry out electrical tests on the equipment.



8.3 Frequency Of Testing

The frequency of testing shall depend upon the type of equipment, the amount of use it gets and the environment that it is operating in. Recommended inspection intervals for equipment used in offices or other low risk environments are shown in the table below.

Equipment/environment	User checks	Formal visual inspection	Combined inspection and testing
Battery-operated: (less than 40 volts)	No	No	No
Extra low voltage: (less than 50 volts AC): Telephone equipment, low-voltage desk lights	No	No	No
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 <input type="checkbox"/> (Class II) equipment: Not hand-held. Moved occasionally, eg fans, table lamps	No	Yes, 2–4 years	No
Double insulated <input type="checkbox"/> (Class II) equipment: Hand-held, eg some floor cleaners, some kitchen equipment	Yes	Yes, 6 months–1 year	No
Earthed equipment (Class I): Electric kettles, some floor cleaners, some kitchen equipment and irons	Yes	Yes, 6 months–1 year	Yes, 1–2 years
Cables (leads and plugs connected to the above) and mains voltage extension leads and battery-charging equipment	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