

## AYR UNITED FOOTBALL ACADEMY



**POLICY**            **Electricity**  
**FOR**                **VOLUNTEERS AND STAFF**  
**VERSION**        **1.2**

Created

January 2013

Passed by Board of Management

June 2013

Next Review Date

September 2017

### 1. Purpose

1.1 To ensure that all persons are protected from harm which could be caused by misuse of, or by faulty, electrical equipment belonging to the Academy or used by Academy personnel and participants.

1.2 To ensure formal safe working procedures are followed when performing maintenance on electrical equipment.

### 2. Definitions

2.1 'Portable Appliances' – Any portable or transportable electrical equipment or appliances.

### 3. References

3.1 Health and Safety at Work etc. Act 1974

3.2 Electricity at Work Regulations 1989

3.3 IEE 17<sup>th</sup> Edition Guidance Note 3 – Inspection and Testing

3.4 INDG236 (rev2) - Maintaining portable electric equipment in low-risk environments

### 4. Portable Appliance Testing

4.1 All portable / transportable electrical equipment used on Academy premises will be given a unique identification number and tagged.

4.2 A PAT database (asset register) will be kept of all the equipment by the Stadium Manager.

4.3 All such equipment will be subject to a formal documented inspection regime by a competent person and records will be updated regularly in line with the inspections and maintenance carried out. The required frequency and nature of inspections will be determined by the Board of Management having consulted current guidance.

4.4 All the items will be maintained in a safe condition and ready for use, as far as reasonably practicable.

4.5 Any new or used electrical equipment brought on to Academy premises (including being brought into vehicles) will be tagged, logged and visually checked at next routine PAT cycle. All used equipment will be formally inspected by a competent person prior to use. It should be noted however, that all private items brought in by personnel and participants are to be checked and tested prior to use.

4.6 Should any item be deemed unfit to repair by the competent person or a repair contractor, Stadium Manager must be informed so that it can be removed from the PAT database before disposal.

## **5. Isolation of Equipment**

5.1 Before inspection or repair work on any electrical item, it will be necessary to effectively isolate it from the power supply.

5.2 Contractors must also comply with 6.1. The method used to isolate will depend on the assessment made by the Contractor.

## **6. Employee Duties**

6.1 All employees are instructed not to use damaged or defective items.

6.2 All employees must visually check electrical equipment prior to use for signs of cable damage, loose plugs, cracked casings and overlong trailing cables and, if no defects are obvious, maintain vigilance during use for sparks etc.

6.3 Should any faulty equipment be observed, it will be immediately reported to the Stadium Manager who will take the item out of service until it is repaired or replaced by a competent person. Items which cannot be moved will be isolated and labelled, e.g. 'DANGER - DO NOT USE'.

6.4 All such actions will be recorded and the record kept.

6.5 All employees must use equipment only for its correct purpose and must not overload sockets / adaptors, etc.

## **7. Competent Persons**

7.1 Staff will not attempt electrical repairs of any nature, unless specifically authorised to do so, irrespective of how trivial the repair may seem.

7.2 The Academy will take all reasonable steps to ensure that Service Contractors employed for inspection, test and repair work are competent within the terms of the Electricity at Work Regulations 1989. That is, they must possess adequate technical knowledge or experience of electricity and electrical work and of the particular work to be carried out. Preference will be given to contractors who are members of 'SELECT' (electrical contractors association).

## **8. Fixed Electrical Installation**

8.1 The Stadium Manager will arrange for all fixed electrical installation (wiring, sockets, fuses, switchboards etc.) to be subject to a periodic inspection and testing regime. This regime will include routine checks and formal Inspection and Testing programmes (carried out by a competent person). Records of all inspections/tests will be retained in the Testing and Inspection Records File.

8.2 Routine checks need not be carried out by electrically skilled persons and are intended to take the form of simple visual inspections, identifying wear and tear, breakages, missing parts, signs of overheating etc. Formal Inspection and Testing must be carried out by a competent person and will include careful scrutiny of the installation, supplemented by testing to verify compliance.

8.3 Should any installation be seen to be faulty, corrective action will be taken as appropriate. Advice will be sought from a competent person where necessary.

8.4 The frequency of tests will be in accordance with that set out in the Electrical Installation Certificate for the premises. In any case, frequency of checks and inspections should not be less than:

8.4.1 Routine checks: annually

8.4.2 Inspection and test: every five years