

## **F MANAGEMENT ISSUES      7 Electrical and Gas Safety (PRN 241)**

1      The PLATO entry is comprehensive and it deals with, electrical safety, electrical installations, routine checks, inspections and tests, portable electrical equipment and organs. They also deal with Gas Safety, therefore please read these guidelines in conjunction with the Synod guidelines and other relevant material.

### **Electrical and Gas Safety (SYN)**

2      Electricity can kill. Each year there are hundreds accidents involving electric shock or burns and some are fatal. Even non-fatal shocks can cause severe and permanent injury. Many accidents can be avoided by careful planning and straightforward precautions.

### **3      The main hazards are:**

- they are contact with live parts causing shock and burns (normal mains voltage, 230 volts AC, can kill);
- faults which could cause fires;
- fire or explosion where electricity could be the source of ignition in a potentially flammable or explosive atmosphere.

### **Assessing the risk**

4      Hazard means anything which can cause harm. Risk is the chance, great or small that someone will actually be harmed by the hazard. The first stage in controlling the risk is to carry out a risk assessment in order to identify what needs to be done.

- Therefore:
- Identify the risk;
- Decide who might be harmed, and how;
- Evaluate the risks arising from the hazards and decide whether the precautions in place are adequate or more should be done;
- Review the assessment from time to time.

### **Reducing the Risk**

5      Once you have completed the risk assessment you can use your findings to reduce unacceptable risks from electrical and gas equipment. There are many things you can do to achieve this:

- Ensure that all electrical installations are safe;
- Provide safe and suitable equipment for use;
- Reduce the voltage;
- Provide safety devices;
- Carry out preventative maintenance;
- Work safely.

6      The Institute of Electrical Engineers Wiring Regulations, which have been adopted as a British Standard, require that all fixed installations be tested for safety at least once every five years, unless the fall into the categories as stated below.

<b>R – Recommended 'M'</b>	<b>M- Mandatory</b>	<b>'R' or</b>
Type of installation	Maximum period	
Building installation	between inspections	
<b>Buildings open to the Public</b>		
Churches under 5 years old	1 year	R
Churches over 5 years old	2 years	R
Places of public entertainment	1 year	R

**Portable Electrical equipment** – is defined as any piece of electrical which has a plug fitted, kettles, heaters, computers, photocopiers and extensions leads.

**Desktop computers, VDU screens, Photocopiers and Fax machines** require formal visual inspection required between 2 and 4 years. If not double insulated then combined inspection and testing every 5 years.

**Double insulated equipment NOT hand held** – and only moved occasionally, fans, table lamps and slide projectors require a formal visual inspection only between 2 and 4 years.

**Hand-held equipment and double insulated** – e.g. some floor cleaners require a user check and a formal visual inspection between 6 months to 1 year.

**Earthed equipment (Class 1)** e.g. electric kettles and some floor cleaners require a user check, a formal visual inspection between 6 months and 1 year and a combined inspection and testing between 1 and 2 years.

**Cables (leads) and plugs connected** to the above require user checks, formal visual inspections between 6 months and four years depending on the type of equipment it is connected to, and a combined inspection and testing between 1 year and 5 years depending on the type of equipment it is connected to.

**7 The Gas Safety (Installation and Use) (Amendment) Regulations 1996**

All premises – any place of work that has a gas installation and/or gas appliances installed must be maintained in such away so as to prevent risk of injury to any person. The definition of what is an appropriate maintenance programme will be determined by the installations age, condition and usage. If an inspector is of the opinion the installation is not being properly maintained and may give rise to danger, enforcement action may be taken. Please note: See the Manse Policy Guidelines at in this document for the Landlord and Tenant – Residential Gas Regulations.