

1. Introduction

1.1 This policy describes Warsash Sailing Club's (the Club) arrangements for electrical safety.

2. Responsibility

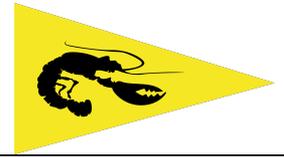
- 2.1 The Commodore has overall responsibility for Health and Safety within the Club and to ensure that the Club complies with its statutory obligations.
- 2.2 The Executive Committee as the Club's decision-making body oversees Health and Safety matters as a standing agenda item.
- 2.3 The Flag Officers are responsible for the day to day management of the buildings and facilities appropriate to their areas of responsibilities. Rear Commodore House is responsible for the arrangements for electrical safety within the Club.
- 2.4 Club staff have a legal duty to apply these electrical safety policies during their working day.
- 2.5 Club members are required to follow these electrical safety procedures and key elements thereof are specified in the Club's byelaws.

3. Hazards

- 3.1 The main hazards of working with electricity are:
 - Electric shock and burns from contact with electrically live parts.
 - Injury from exposure to arcing.
 - Fire from faulty electrical equipment or installations.
 - Explosion caused by unsuitable electrical apparatus or static electricity igniting flammable vapours or dusts, for example where there is petrol vapour.
- 3.2 Electric shocks can also lead to other types of injury, for example by causing a fall from a ladder work platform etc.

4. Policy

- 4.1 Staff and members are to minimise the danger to persons and properties from electricity. Key to this is that staff, and where appropriate members, know how to operate electrical equipment safely.
- 4.2 Electrical hazards are to be included in risk assessments carried out for activities within WSC.
- 4.3 The Club's electrical installation and electrical equipment is to be:
 - suitable for its intended use and the conditions in which it is operated.
 - only used for its intended purpose.
- 4.4 Fuses, circuit-breakers and other devices must be correctly rated for the circuit they protect. Isolators and fuse-box cases should be kept closed and, if possible, locked.
- 4.5 Cables, plugs, sockets and fittings must be robust enough and adequately protected for their working environment. In wet surroundings, unsuitable equipment can become live and make its surroundings live too. Consider using a residual current device (RCD) between the electrical supply and the equipment, especially when working outdoors, or within a wet or confined place (see HSE's electrical safety at work guidance).
- 4.6 All wiring work in the Club premises is to comply with Part P of the Building Regulations. Notifiable items are required by Law to have a Building Regulations Compliance Certificate. All work on the Club's electrical installation is to be carried out by a properly qualified electrician and then checked and certificated under the regulations and the necessary Building Regulations Compliance Certificate issued.



4.7 Club officers, within their areas of responsibility, are to ensure that the following guidance is adhered to by staff and Club members:

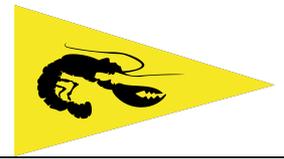
- Electrical equipments are used correctly.
- Electrical socket outlets are not overloaded, this can cause fires.
- There are no trailing cables that can cause people to trip or fall.
- Appliances are switched off and unplugged before cleaning or adjustment.
- Check for signs of dangers from electricity (e.g. electrical wires, cables or equipment) near where work is planned.
- That those working with electricity have sufficient skills, knowledge and experience to do so. Incorrectly wiring a plug can be dangerous and lead to fatal accidents or fires.
- That those using electrical equipment stop using it immediately if it appears to be faulty, and get it checked by a competent person.
- That any electrical equipment hired, or brought to work by staff or members, is checked suitable for use before using it and then remains suitable for use by being correctly maintained, see also para 5.2 below.

4.8 Club byelaws require that:

- Items of portable electrical equipment for use outside (e.g. in a Club pound) are only to be connected to the designated external power points. Care is to be taken when running external cables to protect people from electric shock (e.g. from a damaged cable) and from a trip hazard. Cables are to be disconnected and safely stowed when the supplied equipment is not in use and during the hours of darkness.
- Boats using Shore House jetty may make use of the designated shore power points at all times although skippers are to ensure that cables are safely run (e.g. to avoid trip hazards and cable damage due to boats surging etc). Electrical cables are not to be taken across water to e.g. boats at the scrubbing piles.
- Members are to ensure the safe operation of their own equipment (e.g. music/sound systems) when used within the clubhouses. Such equipment is normally to be switched off when unattended, unless suitable arrangements have been made for its safety monitoring (e.g. by Club staff).

5. Maintenance

- 5.1 So far as is reasonably practicable the Club's electrical equipment and installations are to be maintained so as to prevent danger.
- 5.2 Users of electrical equipment, including portable appliances, are to carry out visual checks before use. They are to remove suspect equipment from use immediately and check it, repair it or replace it if:
- the plug or connector is damaged.
 - the cable has been repaired with tape, is not secure, or internal wires are visible.
 - burn marks or stains are present (e.g. suggesting overheating).
- 5.3 Repairs to electrical equipment is only be carried out by a competent person (i.e. someone who has the necessary skills, knowledge and experience to carry out the work safely).
- 5.4 Every 5 years (and every 1 year for afloat facilities), the club's fixed wiring is to be inspected and tested by a competent person (i.e. a properly qualified electrician approved to conduct such tests). This testing is to check the condition of the wiring against the UK standard for the safety of electrical



installations, BS 7671 – Requirements for Electrical Installations (IET Wiring Regulations). This is to include:

- The adequacy of earthing and bonding.
- The suitability of the switchgear.
- The serviceability of switches, sockets and lighting fittings.
- The type of wiring system and its condition.
- Sockets that may be used to supply portable electrical equipment for use outdoors, making sure they are protected by a suitable residual current device (RCD).
- The presence of adequate identification and notices.
- The extent of any wear and tear, damage or other deterioration.
- Any changes in the use of the premises that have led to, or may lead to, unsafe conditions.

5.5 Electrical equipment is to be routinely inspected and/or tested by a competent person.

5.6 Portable electrical equipment is to be maintained so that it cannot become a danger. Portable Appliance Testing (PAT) is to be carried out annually by a trained member of staff following the guidance within the HSE leaflet “Maintaining portable electrical equipment in low-risk environments”. More frequent checks are required for items more likely to become damaged (e.g. portable electrical tools and equipment that is regularly moved, or used frequently or in arduous environments). Less frequent checks are needed for equipment less likely to become damaged (e.g. desktop computers etc).

6. References

SF104: WSC Policy for the conduct of Risk Assessments.

www.hse.gov.uk/pubns/indg236.htm

7. Change history

Version 1.0 dated 7 Dec 2016 - initial issue;

Version 2.0 dated 1 April 2019 – update following initial experience.