



ELECTRICAL SERVICE SAFETY POLICY

Policy Type	Non Clinical
Directorate	Corporate
Policy Owner	Director of Finance, Estates and IM&T
Policy Author	Operational Estates Manager
Next Author Review Date	1 st July 2023
Approving Body	Policy Management Sub-Committee 3 rd December 2019
Version No.	3.0
Policy Valid from date	1 st December 2019
Policy Valid to date:	31 st December 2023

‘During the COVID19 crisis, please read the policies in conjunction with any updates provided by National Guidance, which we are actively seeking to incorporate into policies through the Clinical Ethics Advisory Group and where necessary other relevant Oversight Groups’

DOCUMENT HISTORY					
(Procedural document version numbering convention will follow the following format. Whole numbers for approved versions, e.g. 1.0, 2.0, 3.0 etc. With decimals being used to represent the current working draft version, e.g. 1.1, 1.2, 1.3, 1.4 etc. For example, when writing a procedural document for the first time – the initial draft will be version 0.1)					
Date of Issue	Version No.	Date Approved	Director Responsible for Change	Nature of Change	Ratification / Approval
29 Mar 12	1.0		Associate Director Facilities	Logo and wording updated for new organisation	
18 Nov 13	1.1		Associate Director Facilities	Version updated to new Trust format and verified	
20 Nov 13	1.1		Associate Director Facilities	Ratified at	Risk Management Committee
26 Nov 13	1.1	26 Nov 13	Associate Director Facilities	Approved at	Policy Management Group
Oct 16	1.2		Director for Strategy and Planning	Reviewed and Addition of definitions.	
8 Nov 16	2.0	08 Nov 16	Director for Strategy and Planning	For approval	Corporate Governance & Risk Sub Committee
03 Sept 19	2.1		Director of Finance, Estates and IM&T	Policy Review	
Nov 19	2.1		Director of Finance, Estates and IM&T	Endorsed via voting buttons at	Estates & Facilities Sub-Committee
18 Nov 2019	3.0	03 Dec 19	Director of Finance, Estates and IM&T	Policy approved via voting buttons at	Policy Management Sub-Committee
29 Jan 2021	3.0	3 Dec 19	Director of Finance, Estates and IM&T	12 month blanket policy extension due to covid 19 applied with author review date set 6 months prior to Valid to Date.	Quality & Performance Committee
06 May 2021	3.0	3 Dec 19	Director of Finance, Estates and IM&T	Extended policy uploaded and linked back with new cover sheet	Corporate Governance

NB This policy relates to the Isle of Wight NHS Trust hereafter referred to as the Trust

Contents

1	Executive Summary	4
2	Introduction	4
3	Definitions	4
4	Scope.....	8
5	Purpose	9
6	Roles and Responsibilities	9
7	Policy detail/Course of Action.....	10
8	Consultation	11
9	Training.....	11
10	Monitoring Compliance and Effectiveness.....	11
11	Links to other Organisational Documents.....	12
12	References.....	12
13	Appendices	14

1 Executive Summary

The prime purpose of this document is to detail the Trust's policy to achieve safety in all of its electrical activities in compliance with its legal and statutory obligations.

- 1.2 The electricity at work regulations 1989 places duties on the Trust's Chief Executive to ensure that all electrical systems are safe and do not represent a danger to anyone using electrical systems on Trust owned or occupied properties. This policy outlines how the officers, employees, and users of the system will ensure electrical systems are designed, constructed, maintained, and used safely.
- 1.3 This document also provides guidance and references to assist staff in the implementation of the Electrical Safety Policy.

2 Introduction

- 2.1 This policy sets out the commitment of the Isle of Wight NHS Trust (The Trust) to provide a safe and secure environment for patients, visitors and staff. It applies to all persons who have access to, use of, or are responsible for the maintenance of Trust premises. It is important that electrical services function safely and correctly, have adequate protection and do not exceed their design limits. The assurance of safe and reliable operation can only be achieved through a regime of regular inspection and testing of such systems and equipment that fail to safety and the implementation of appropriate maintenance works.
- 2.2 The Trust has a responsibility to ensure all electrical (low voltage (LV) and high voltage (HV)) networks and systems are safe, all relevant safe working practices are followed and adequate precautions are taken to prevent the risk of personal injury or death from electrical shock, to all clients, employees and members of the general public.
- 2.3 The Policy also provides guidance and references to assist staff in implementing the requirements set out within this policy.
- 2.4 This document sets out the electrical safety policy and procedures in operation within the Trust. The procedures should be regarded as a guide to minimise to an acceptable level the risks associated with electrical systems and equipment.

3 Definitions

AC	Alternating Current
AE	Authorising Engineer
AP	Appointed Person
COSHH	Control of substances hazardous to health
CP	Competent Person
HTM	Healthcare Technical Memorandum

- HV** High Voltage, voltages exceeding 1000 volts AC between live conductors
- LV** Low Voltage, voltages not exceeding 1000 volts AC between live conductors

Non-intrusive visual inspection

The non-intrusive visual inspection maintenance tasks will include the regular visual inspection of the electrical plant and/or distribution service. Visual inspection should not require the removal of any housing or the isolation (disconnection) of the plant or services. In general, maintenance of this type will ensure that there has been no obvious damage since the last maintenance visit. The skill level for maintenance tasks of this type will be at a minimum related to the respective electrical plant or part of the electrical distribution system. Non-intrusive visual inspection maintenance tasks should be frequent ("frequency" in this document is given in terms of time between successive tasks). Maintenance programmes for non-intrusive visual inspection maintenance tasks may include the issue of a "limitation of access" document. However, there should not be a need to raise any other "permit to work/permit to test" document.

Non-intrusive functional tests

The non-intrusive functional test maintenance tasks will include the routine operational checks of the electrical plant and/or distribution service. The routine operational checks should not require the removal of any housing, but may require the momentary isolation (disconnection) of the plant or services. Non-intrusive functional tests ensure that the plant and safety devices operate in the required way. The skill level for non-intrusive functional-test maintenance tasks will be minimal related to the respective electrical plant or part of the electrical distribution system. Maintenance tasks of non-intrusive functional tests should be of occasional frequency. Maintenance programmes for non-intrusive functional test maintenance tasks may include the issue of a limitation of access document. Depending on the actual tasks, the issue of a permit to work/sanction for test document may be a more appropriate document. Where the non-intrusive functional tests require the short term isolation (disconnection) of a service (with no resilient connection), "permission for disconnection/interruption of electrical services" should be issued.

Consumable services

Consumable-service maintenance tasks will include the servicing of the electrical plant and/or distribution service required to ensure that such items and systems operate in the most efficient way. The service checks may require the removal of housing and the isolation (disconnection) of the plant or services. The skills required to affect the consumable service of electrical plant will require formal training related to the respective electrical plant or part of the electrical distribution system. Consumable-service maintenance tasks should be of occasional frequency. Maintenance programmes for consumable services might require the issue of a permit-to-work/permit-to-test document. Where the consumable services require the short-term isolation (disconnection) of a service (with no resilient connection), a permission for disconnection/interruption of electrical services should be issued.

Full services

Full-service maintenance tasks will include the servicing of the electrical plant and/or distribution service required to ensure that the electrical plant and/or electrical distribution system may operate in the most efficient and safe way. The service checks may require the removal of housing and the isolation (disconnection) of plant or services. The skills required to affect full service will require detailed formal training related to the respective electrical

plant or part of the electrical distribution system. Full-service maintenance tasks should be of occasional frequency. Maintenance programmes for full services might require the issue of a permit-to-work/sanction-for test document. Where the full servicing requires the short-term isolation (disconnection) of a service (with no resilient connection), a permission for disconnection/interruption of electrical services should be issued.

Planned preventative maintenance

Set maintenance frequencies should be identified for each part of the electrical distribution and plant; they should be used to implement routine maintenance regimes. The typical ranges are:

daily;
weekly;
monthly;
six-monthly; and
annually.

Maintenance tasks of least frequency will include all tasks that are more frequent. For example, the six-monthly maintenance tasks will include the six-monthly maintenance tasks, the six-weekly maintenance tasks and the weekly maintenance tasks for the same equipment or system. The maintenance tasks might be grouped as non-intrusive visual inspection, non-intrusive functional tests, consumable services and full services, as described above. Planned preventative maintenance programmes should be designed to minimise the opportunity for failure of electrical plant and/or electrical distribution systems.

Condition-based maintenance

Condition-based maintenance requires the monitoring of the electrical plant, equipment and electrical distribution system. Maintenance records should be maintained so that comparisons can be made of the collected information and any historical data of the generic family of electrical plant and distribution system. Where the measured values fall to a preset tolerance value, corrective maintenance tasks should be initiated. Where the measured value continues to fall (due to the non-completion of the task), operational and estates managers should ensure more urgent attention to maintenance requirements. Condition-based maintenance regimes should include predetermined tolerance values, designed to minimise the opportunity for failure of electrical plant and/or electrical distribution systems.

Failure maintenance

Failure maintenance is not a structured maintenance regime. Electrical plant and electrical distribution systems may continue to operate until a fault or failure causes their isolation. This maintenance strategy may be appropriate for items such as lamp-replacement maintenance where there is more than one fitting in the room. However, lamp maintenance strategies are outside the scope of this document. This form of maintenance has no place within the fixed wiring system and electrical plant of a healthcare facility, and therefore is not covered any further in this policy. Operational and estates managers should ensure that there are adequate measures in place for an appropriate response to such failures to meet the operational requirements of the facility. This entails establishing a fault category to aid the management of response. Categories suggested may include immediate, urgent, same-day, next-day and general response. The initial response to a failure should not exceed 48 hours. The categories could relate to the clinical risk categories 1–5 identified in Health Technical Memorandum 06-01. The level of spare parts held should be adequate to avoid system downtimes exceeding one week. Improvements in the resilience of the electrical infrastructure may offset the level of spares held.

Corrective maintenance

Corrective maintenance of the fixed wiring systems and electrical plant includes any additional maintenance activities identified by any of the above service visits.

Frequent maintenance

Frequent maintenance will include any non-intrusive visual inspection or non-intrusive functional tests and, consequently, will require immediate or permanent access. The frequency of the maintenance will depend on the electrical plant and/or part of the electrical infrastructure. However, the frequency is likely to range between daily and six-weekly intervals.

Occasional maintenance

Occasional maintenance will include any consumable-service maintenance, and consequently access for maintenance should be readily achievable. Access may be by the opening of an unobstructed switch room door or switch panel door, but should not require the need to dismantle any building fabric or engineering services. The frequency of the maintenance service will depend on the electrical plant and/or part of the electrical infrastructure. However, the frequency is likely to range between six-weekly and yearly intervals.

Infrequent maintenance

Infrequent maintenance will include any full-service maintenance or plant replacement and, consequently, access for maintenance should be readily achievable. Access may be by the opening of an unobstructed switch room door or switch panel door, but should not require the need to dismantle any building fabric or engineering services. However, where the infrequent maintenance is for the replacement of plant or distribution cables etc, consideration may be given to the dismantling of specific soft-constructed building-fabric sections. The frequency of any infrequent maintenance is likely to range between six-monthly and yearly, or possibly greater, intervals.

Permit-to-work and limitation-of-access

The fixed wiring and electrical plant within healthcare premises must prevent the risk of injury and/or danger. The only acceptable way of achieving this high standard will be the adoption of a permit-to-work system. In addition, the control of access to specified areas must be regulated by a limitation-of-access system. These two standard procedures are procedures recognised by the Department of Health. The procedures are included in Health Technical Memorandum 06-02 – 'Electrical safety guidance for low voltage systems'.

Service/test/record documentation

Estate management staff should maintain countersigned records of all maintenance tasks and servicing activities on any part of the fixed wiring or plant. In some cases, the service record may form part of an insurance inspection or similar mandatory requirement. Examples might include the standard electrical test sheets referred to in Appendix 2 of Health Technical Memorandum 06-01 Part A. Maintenance software applications or similar database applications should record any maintenance test information. Where any part of

the maintenance regime includes a computerized planned maintenance system, the software may include facilities to generate maintenance test record sheets. The essential part of any maintenance recordkeeping is to list out all the activities required at any particular service inspection visit and indicate the tasks that were successfully completed. The service records should be kept either in a service logbook relating to the maintained item, or in the building logbook (see Appendix 2 of Health Technical Memorandum 06-01 16.37).

Health Technical Memorandum (HTM)

Health Technical Memoranda (HTMs) give comprehensive advice and guidance on the design, installation and operation of specialised building and engineering technology used in the delivery of healthcare.

The focus of Health Technical Memorandum guidance remains on healthcare-specific elements of standards, policies and up-to-date established best practice. They are applicable to new and existing sites, and are for use at various stages during the whole building lifecycle.

HTMs included within this policy:

- Health Technical Memorandum 00: 'Policies and principles of healthcare engineering '
- Health Technical Memorandum 06-01: Electrical services supply and distribution
- Health Technical Memorandum 06-02: Electrical safety guidance for low voltage systems
- Health Technical Memorandum 06-03: Electrical safety guidance for high voltage systems
- Health Technical Memorandum 06-03: Authorised Persons Log Book
- Health Technical Memorandum 2015: Bed head Services (all parts);
- Health Technical Memorandum 05: Fire Code

4 Scope

- 4.1 This electrical safety policy is issued under the authority of the Chief Executive and will apply to all electrical activities.
- 4.2 This policy applies to all persons (Estates staff and authorised contractors) who may use or be affected by any electrical systems (including use or contact with equipment) carried out on Trust property. It also applies to all electrical activities undertaken by employees and/or contractors when working at any Trust location.
- 4.3 Although this policy is administered by the Estates Department, through consultation, relevant Trust stakeholders understand that they have a duty to manage equipment and services they operate to meet the requirements of this policy.
- 4.4 Relevant Trust stakeholders may include any or all of the following: -
- All service/ premises managers occupying Trust property
 - Stakeholders who may arrange for external contractors, to which this policy applies
 - Diagnostic Imaging
 - Pathology

- IM&T Services
- Estates

5 Purpose

The purpose of this electrical services policy is to ensure:

- the electrical systems in the Trust operate safely and do not represent a danger to any one operating the electrical system
- there is no risk of fire arising from the installation, alteration or operation of the electrical systems within the Trust.
- any substances that could be harmful to health are managed safely as required by the COSHH regulations
- that the construction and operation of the electrical systems do not give rise to health and safety risks
- that any repairs or defects discovered are resolved in a timely manor
- that all new, refurbished and amended systems are not brought into service unless they are fully compliant with this policy.

6 Roles and Responsibilities

6.1 The key personnel and their duties are as follows:

- Chief Executive
- Director of Estates & Facilities
- Authorising Engineer
- Operational Estates Manager
- Designated Person
- Authorised Persons
- Competent Persons
- Named Persons
- Skilled Persons
- Responsible Persons
- Managers/Heads of Departments

6.2 Chief Executive has the ultimate managerial responsibility for the adequate allocation of resources, personnel and the organisation where electricity is used; HTM 00 recommends the Chief Executive delegates this duty to a Designated Person.

6.3 Designated Person has the overall authority and responsibility for the low/high voltage electricity systems within the premises and is a Director of the Trust appointed by the Chief Executive.

- 6.4 Associate Director of Estates & Facilities (TBC) has the overall responsibility for the Estates Department and should monitor the implementation of this policy. This responsibility may be delegated to the Estates Manager and should be formally agreed in writing.
- 6.5 Operational Estates Manager has the delegated responsibility to monitor the operation of this policy and should be an Authorised Person (LV/HV).
- 6.6 Authorising Engineer is a chartered engineer with appropriate experience and possesses the necessary independence from local management and is appointed in writing by management. The AE also assesses the suitability and appointment of Authorised Person.
- 6.7 Authorised Persons are the individuals possessing adequate technical knowledge and have received appropriate training, appointed in writing by the Authorising Engineer and be responsible for the implementation of the electrical safety policy.
- 6.8 Competent Persons are individuals recognised by the Authorised Persons as having sufficient technical knowledge and experience to prevent danger and work on the system. They will normally be the Trust's employed electricians and approved contractor electricians.
- 6.9 Skilled Persons are individuals who have received necessary training and technical knowledge to prevent danger.
- 6.10 Responsible Persons are individuals who have been given permission (normally non- electrical tasks) where it is considered that there is an inherent risk of danger.

7 Policy detail/Course of Action

7.1 Procedures

This Policy is supported by the following procedures, to be read in conjunction with this Policy, and will be subject to revision from time to time and as required by changes in Legislation, guidance and practice.

- (a) HV and LV Safety Rules;
- (b) Maintenance
- (c) Fixed Electrical Systems;
- (d) Portable and Fixed Electrical Equipment;
- (e) Works undertaken by Contractors and Designers;
- (f) Information and Instructions;
- (g) Reporting of Accidents and Dangerous Occurrences;
- (h) Training;
- (i) Safety and Test Equipment including protective Clothing;
- (j) Records;
- (k) Labelling and Numbering.

The procedures listed above can be viewed 'on-line' on the estates intranet webpage or by appointment at the Estates Department.

7.2 Review

The condition, fitness for purpose and safety shall be reported on periodically (minimum annually) to the Trust Board or more frequently if needed. Additionally information for the report should be gathered from other departments within the Trust that have responsibility for operating and maintaining electrical systems, these include: -

- All service/ premises managers occupying Trust property
- Medical Engineering
- Diagnostic Imaging
- IM&T Services
- Pathology
- Catering
- Hotel Services

8 Consultation

This policy revision consultation has included all managers with assigned responsibilities within this policy. The policy was seen and reviewed by the Estates & Facilities Sub-Committee.

9 Training

This policy requires that to follow HTM 06:02/03, in order to become eligible for appointment as an AP (LV or HV), candidates should have successfully completed an approved training course for Authorised Persons. This will be the responsibility of the independent Authorising Engineer to monitor AP qualifications during their appointment.

This Electrical Services Safety Policy does not have a mandatory training requirement or any other training needs.

10 Monitoring Compliance and Effectiveness

10.1 The effectiveness of this Electrical Safety Policy and its supporting procedures shall be monitored by the Authorising Engineer (AE), assisted by the Authorised Persons (AP). These shall be reviewed and readopted by the Board at least every TWO years or more frequently if new Legislation or Guidance is published.

10.2 Annual Report

10.2.1 The Authorising Engineer shall submit an annual report on the effectiveness of the Trust's compliance with HTM 06 (HV) and HTM 06 (LV) and this policy, and presented to the Health, Safety and Estates Committee.

10.2.2 This will normally be tabled by the Director of Finance, Estates and IM&T; the report will normally highlight the following subjects:

1. Progress, made since last report (including major electrical modifications etc.);
2. Appointment of named personnel (confirmation that AE, AP, CP, etc. are appointed as required by HTM 00 and HTM 06);
3. Operational electrical incidents;
4. Accidents and dangerous occurrences;
5. Safety and testing equipment, including protective clothing (confirmation that all personnel involved in operating the electrical systems have and use this equipment and that it is being maintained and operated correctly);
6. Training (to confirm that all personnel using and operating the electrical systems have current training to operate the systems safely);
7. Fixed electrical installation compliance (report by exception, by reference to estates risk register and backlog maintenance list);
8. Portable and fixed electrical equipment compliance (report by exception, by reference to estates risk register and backlog maintenance list);
9. Records (report by exception, by reference to estates risk register);
10. Emergency preparedness (report by exception on any areas of the electrical systems, where emergency plans are not robust or in place);
11. Recommendations (propose costed action plan to resolve any areas where improvement is needed in the next year).
12. Annual Audits will be undertaken by the Authorising Engineer (AE), which will include a full audit of:
 - i. All permits issued,
 - ii. All log book entries,
 - iii. The re-appointment of Appointed Persons (APs)

11 Links to other Organisational Documents

Trust Health and Safety Policy;
Trust COSHH Policy;
Trust Disciplinary procedures;
Trust Policy on Manual Handling
Trust Fire Safety Policy

11.1 It is the responsibility of the staff to check the Trust intranet to ensure that the most recent version/issue of this document is being referenced.

12 References

BS 7671:2018 Requirements for Electrical Installations. IET Wiring Regulations Eighteenth edition. British Standards Institution, 2018.

The Construction (Design and Management) Regulations 2015.

The Control of Pollution (Oil Storage) (England) Regulations 2001. SI 2001 No 2954. HMSO, 2001.
<http://www.opsi.gov.uk/si/si2001/20012954.htm>

Electricity at Work Regulations 1989. SI 1989 No 635. HMSO, 1989.

http://www.opsi.gov.uk/si/si1989/Uksi_19890635_en_1.htm

Electricity Safety, Quality and Continuity Regulations 2002. SI 2002 No 2665. HMSO, 2002.

<http://www.opsi.gov.uk/si/si2002/20022665.htm>

Electromagnetic Compatibility Regulations 2016.

Health and Safety (Safety Signs and Signals) Regulations 1996. SI 1996 No 341. HMSO, 1996.

http://www.opsi.gov.uk/si/si1996/Uksi_19960341_en_1.htm

Health and Safety at Work etc Act 1974. HMSO, 1974.

Health and Safety (First-aid) Regulations 1981. HMSO, 1981.

Health Technical Memorandum 00: 'Policies and principles of healthcare engineering'

Health Technical Memorandum 06-01: Electrical services supply distribution

Health Technical Memorandum 06-02: Electrical safety guidance for low voltage systems

Health Technical Memorandum 06-03: Electrical safety guidance for high voltage systems

Health Technical Memorandum 06-03: Authorised Persons Log Book

Health Technical Memorandum 2015: Bed head Services (all parts);

Health Technical Memorandum 05: Fire Code

Management of Health and Safety at Work Regulations 1999. SI 1999 No 3242. HMSO, 1999.

<http://www.opsi.gov.uk/si/si1999/19993242.htm>

Manual Handling Operations Regulations 1992. SI 1992 No 2793. HMSO, 1992.

http://www.opsi.gov.uk/si/si1992/Uksi_19922793_en_1.htm

Personal Protective Equipment Regulations 2002. SI 2002 No 1144. HMSO, 2002.

<http://www.opsi.gov.uk/si/si2002/20021144.htm>

Provision and Use of Work Equipment Regulations 1998. SI 1998 No 2306. HMSO, 1998.

<http://www.opsi.gov.uk/si/si1998/19982306.htm>

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995. SI 1995 No 3163.

http://www.opsi.gov.uk/si/si1995/Uksi_19953163_en_1.htm

Workplace (Health, Safety and Welfare) Regulations 1992. SI 1992 No 3004. HMSO, 1992.

http://www.opsi.gov.uk/si/si1992/Uksi_19923004_en_1.htm

Registered Homes Act 1984. HMSO, 1994.

13 Appendices

Appendix A Financial and Resourcing Impact Assessment on Policy Implementation

Appendix B Equality Impact Assessment (EIA) Screening Tool

Uncontrolled when printed

Financial and Resourcing Impact Assessment on Policy Implementation

NB this form must be completed where the introduction of this policy will have either a positive or negative impact on resources. Therefore this form should not be completed where the resources are already deployed and the introduction of this policy will have no further resourcing impact.

Document title	Electrical Services Safety Policy
-----------------------	-----------------------------------

Totals	WTE	Recurring £	Non Recurring £
Manpower Costs	0	0	0
Training Staff	0	5000	12500
Equipment & Provision of resources	0	500	2000

Summary of Impact:

Risk Management Issues:

Benefits / Savings to the organisation:

Equality Impact Assessment

- Has this been appropriately carried out? YES/NO
- Are there any reported equality issues? YES/NO

If "YES" please specify:

Use additional sheets if necessary.

Please include all associated costs where an impact on implementing this policy has been considered. A checklist is included for guidance but is not comprehensive so please ensure you have thought through the impact on staffing, training and equipment carefully and that ALL aspects are covered.

Manpower	WTE	Recurring £	Non-Recurring £
Operational running costs	0	0	0
Totals:	0	0	0

Staff Training Impact	Recurring £	Non-Recurring £
Totals:	5000	12500

Equipment and Provision of Resources	Recurring £ *	Non-Recurring £ *
Accommodation / facilities needed	0	0
Building alterations (extensions/new)	0	0
IT Hardware / software / licences	0	0
Medical equipment	0	0
Stationery / publicity	200	0
Travel costs	0	0
Utilities e.g. telephones	0	0
Process change	0	0
Rolling replacement of equipment	200	2000
Equipment maintenance	200	0
Marketing – booklets/posters/handouts, etc	0	0
Totals:	600	2000

- Capital implications £5,000 with life expectancy of more than one year.

Funding /costs checked & agreed by finance:	
Signature & date of financial accountant:	
Funding / costs have been agreed and are in place:	
Signature of appropriate Executive or Associate Director:	



Equality Impact Assessment (EIA) Screening Tool

Document Title:	Electrical Service Safety Policy
Purpose of document	To ensure the Trust fulfils its legal duties for electrical services
Target Audience	<i>All trust staff</i>
Person or Committee undertaken the Equality Impact Assessment	<i>Operational Estates Manager</i>

1. To be completed and attached to all procedural/policy documents created within individual services.
2. Does the document have, or have the potential to deliver differential outcomes or affect in an adverse way any of the groups listed below?

If no confirm underneath in relevant section the data and/or research which provides evidence e.g. JSNA, Workforce Profile, Quality Improvement Framework, Commissioning Intentions, etc.

If yes please detail underneath in relevant section and provide priority rating and determine if full EIA is required.

		Positive Impact	Negative Impact	Reasons
Gender	Men	✓		If the policy is adhered to the Trust can operate a safe electrical environment
	Women	✓		If the policy is adhered to the Trust can operate a safe electrical environment
Race	Asian or Asian British People	✓		If the policy is adhered to the Trust can operate a safe electrical environment
	Black or Black British People	✓		If the policy is adhered to the Trust can operate a safe electrical environment
	Chinese people	✓		If the policy is adhered to the Trust can operate a safe electrical environment

	People of Mixed Race	✓		If the policy is adhered to the Trust can operate a safe electrical environment
	White people (including Irish people)	✓		If the policy is adhered to the Trust can operate a safe electrical environment
	People with Physical Disabilities, Learning Disabilities or Mental Health Issues	✓		If the policy is adhered to the Trust can operate a safe electrical environment
Sexual Orientation	Transgender	✓		If the policy is adhered to the Trust can operate a safe electrical environment
	Lesbian, Gay men and bisexual	✓		If the policy is adhered to the Trust can operate a safe electrical environment
Age	Children	✓		If the policy is adhered to the Trust can operate a safe electrical environment
	Older People (60+)	✓		If the policy is adhered to the Trust can operate a safe electrical environment
	Younger People (17 to 25 yrs)	✓		If the policy is adhered to the Trust can operate a safe electrical environment
Faith Group				
Pregnancy & Maternity				
Equal Opportunities and/or improved relations				

Notes:

Faith groups cover a wide range of groupings, the most common of which are Buddhist, Christian, Hindus, Jews, Muslims and Sikhs. Consider faith categories individually and collectively when considering positive and negative impacts.

The categories used in the race section refer to those used in the 2001 Census. Consideration should be given to the specific communities within the broad categories such as Bangladeshi people and the needs of other communities that do not appear as separate categories in the Census, for example, Polish.

3. Level of Impact

If you have indicated that there is a negative impact, is that impact:			
		YES	NO
Legal (it is not discriminatory under anti-discriminatory law)			
Intended			

If the negative impact is possibly discriminatory and not intended and/or of high impact then please complete a thorough assessment after completing the rest of this form.

3.1 Could you minimise or remove any negative impact that is of low significance? Explain how below:	
3.2 Could you improve the strategy, function or policy positive impact? Explain how below:	
3.3 If there is no evidence that this strategy, function or policy promotes equality of opportunity or improves relations – could it be adapted so it does? How? If not why not?	
Scheduled for Full Impact Assessment	Date:
Name of persons/group completing the full assessment.	
Date Initial Screening completed	