1. **Introduction**

Newry, Mourne and Down District Council (the Council) has a duty under the Health and Safety at Work (NI) Order 1978 to ensure, so far as is reasonably practicable, the health, safety and welfare at work of their employees and others who may be affected by their activities.

This policy statement and associated Portable Electrical Appliance Management Plan (Management Plan) have been developed to manage the risk associated with use of portable electrical appliances.

1. **Policy Statement:**

The Council recognises that use of portable electrical appliances can present a serious risk to health and fire. The Council is committed to protecting the health and safety of their staff, contractors, clients and visitors who may be affected by their activities, along with ensuring compliance with all relevant health and safety legislation.

# Policy Objectives

The Council is the “Duty Holder” for all portable electrical appliances within their estate. Only portable electrical appliances (as defined by Section 5) will fall within the scope of this policy and associated Management Plan.

The objectives of this policy are to:

* Ensure so far as is reasonably practicable, that portable electrical appliances used within the Council estate do not present a risk to the health, safety and welfare of staff, contractors, clients and visitors to the Council estate.
* Provide and maintain safe systems of work for the use of portable electrical appliances, that are safe and without risk to health & safety;
* Provide such information, instruction, training and supervision to

ensure employees carry out their works safely.

The Council through the successful implementation of its Management Plan will meet these policy objectives.

# Scope

This policy applies to all premises including temporary structures and activities falling, to any extent, under the Council’s control. The policy and associated Management Plan sets down the framework by which the Council, all employees, contractors and visitors will be expected to meet their legal duties regarding the use of portable electrical appliances.

The Management Plan details the requirements and standards that must be complied with to prevent harm to employees, visitors and others and to achieve and maintain compliance with all applicable health and safety legislation.

The Management Plan provides a standardised approach for all persons who are responsible for managing workplaces, premises, facilities and work activities, ensuring consistency across the Council.

# Definitions

**Duty Holder** – Organisation responsible for ensuring compliance with the relevant legal duty.

**Portable Electrical Appliance** – Electrical appliances fitted with a plug, rated between 110 and 500 volts ac, and allowing disconnection from the electrical supply without the use of a tool.

# Related Policies and Guidance

This document should be read in conjunction with the following: -

* Newry, Mourne & Down District Council Health & Safety Policy
* Newry, Mourne & Down District Council Health & Safety Policy Organisational Procedures
* Newry, Mourne & Down District Council Portable Electrical Appliance Management Plan

Other relevant statutory regulations and documents to be consulted as part of the policy include: -

* Health & Safety at Work (NI) Order 1978
* Management of Health & Safety at Work Regulations (NI) 2000
* The Electricity at Work Regulations (NI) 1991
* Provision and Use of Work Equipment Regulations (NI) 1999
* Maintaining Portable Electrical Equipment in low-risk environments INDG236(rev3) HSE 2013
* Relevant British Standards
1. **Equality Screening & Good Relations**

The policy has been equality screened and the outcome is that it not be subject to an EQIA (with no mitigating measures required).

1. **Rural Impact Assessment**

Due regard to rural needs has been considered and a rural needs impact assessment has been completed.

# Document Owner

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# Document Authorisation

SMT 3rd March 2020

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# Effective Date

12th March 2020

# Review Date

Review of Policy at least biannually.