

ELECTRICAL SAFETY CHECKLIST: Any NO items NEED TO BE ACTIONED and RESOLVED. Only a risk assessment without any NO's ticked can be classed as NON HOSTILE.

Location(s): _____ Date: _____

CHECK:	YES	NO	N/A
General			
Is electrical safety part of your staff induction ?			
People working with electricity are given suitable information, instruction, training and have appropriate licenses?			
Does all electrical equipment and leads have inspection tags?			
Are tags visible to the user or fitted to the cable close to the plug?			
Are light switches easily locatable and in good working order?			
Are light fittings serviceable and suitable for the area?			
Is emergency lighting and exit lights adequate for the area?			
Do permanent electrical appliance such as photocopiers have their own power point?			
Are Earth Leakage Circuit Breakers installed and tested by Facilities Management at regular intervals?			
Are power points easily locatable and not obstructed?			
Are power point switches and sockets in good condition?			
Are power points correctly labelled with the circuit details?			
Are power points labelled that they are protected by ELCB?			
Has the risk of circuit breaker tripping been controlled?			
Are plugs pushed all of the way into the power point?			
Is the total power load on a normal circuit less than 2400 watts?			
Are heavy current items plugged into power points, not power boards?			
Are power points kept free of cleaners and detergents?			

Are electrical leads protected from strain?			
Work area free of any trip hazard from leads and cables?			
Do all power boards have overload protection, preferably with individual switches?			
Appropriate use of power boards or extension leads?			
Are extension leads a suitable length?			
Are portable cable reels unwound fully before use?			
Is the use of double adaptors prohibited?			
Are piggy back plugs only used in applicable areas (such as University Theatres)?			
If you need to unplug items do you use a power board with switches?			
Do new flexible leads have moulded plugs or transparent covers?			
Does all portable electrical equipment has current electrical tags?			
Are any frayed or damaged electrical leads removed from service?			
Are flexible leads effectively anchored to equipment, plugs and sockets?			
Have power leads been tested for correctly wiring or polarity?			
Are extension leads of suitable length, not too long and coiled up?			
Are you using heavy duty leads where needed such as floor polishers?			
Are electrical appliances being used in a safe manner?			
Are electrical appliances used in a manner where they will not become wet or have liquid spilt into them?			
Any noisy fans or blocked air vents in electrical equipment?			
Do you have a maintenance programme to avoid long term dust buildup inside equipment such as computers?			
Are there any loose or missing covers or guards from electrical equipment?			
Is electrical equipment suitable for use for the work task ?			
Is faulty electrical equipment clearly marked and removed from service?			

Do portable fan heaters have a one hour timer fitted?			
Is combustible material stored near electrical equipment?			
Do you report faulty electrical installations immediately?			
Are switchboards correctly labelled and unobstructed?			
Workshops/Laboratories			
Do all electrical equipment and leads have current test tags?			
Is workshop free of any trip hazard from leads and cables?			
Is high voltage equipment labelled with appropriate warning?			
Is access to electrical switchboards easily available through Facilities Management if locked?			
Is access to switchboards blocked by furniture?			
Do emergency isolation switches need to be installed?			
Are emergency isolation switches clearly marked and located near an exit?			
Are carbon dioxide fire extinguishers located near switchboards?			
Are residual current devices fitted to all outlets?			
Are electrical ignition sources controlled in flammable environments?			
Are laboratory refrigerators spark proof if storing flammable materials?			
Outdoors			
Are safety procedures in place for working near overhead power lines?			
Is site power suitable and outlets protected?			
Are only heavy duty extension leads used outdoors?			