



UTILITY MANAGEMENT ELECTRICAL DISTRIBUTION

GOOD PRACTICE GUIDANCE

UTILITY MANAGEMENT

ELECTRICAL SYSTEM CONTROL



INTRODUCTION

The “Good Practice Guidance” is focused on the key controls to ensure that the site electrical system is appropriately managed at all times.

KEY CONTROLS

The key controls are:

1. Only appropriately trained and competent individuals should be allowed to carry out any work on the electrical distribution system.
2. The site should have a “shut off” and ‘lock off’ device for the main electrical inlet into site. This would ensure that the electrical supply to the entire site can be shut off by activating this “shut-off” device. It would be good practice to verify that essential equipment (e.g. sprinkler pumps) has a separate electrical supply.
3. Electrical inlet cupboards need the following controls:
 - a. The structure (walls, ceiling and floors) should be fully enclosed and sealed without any breaches by wiring, pipework going through the structure, creating gaps.
 - b. The electrical cupboard/room should be secure to prevent unauthorised entry.
 - c. Appropriately labelled, identifying the electrical hazard.
 - d. The area should not be used for the storage of any items, and high standards of maintenance are to be maintained.
 - e. The area should have an appropriate protective electrical rubber mat on the floor and display a resuscitation chart.
 - f. Appropriate fire-fighting equipment should be available in the immediate area.

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4. The electrical supply from the main inlet to all of the factory areas is achieved through a distribution network with distribution boards. Distribution boards needs to be secure and labelled.
5. Any electrical supply line to individual pieces of equipment should be controlled by a dedicated “isolator” near to the point of electrical connection. This isolator should have the capability to be locked off.
6. Fixed wiring testing should be carried out in accordance with regulations. According to HSE, the main standard for low-voltage electrical installations is BS 7671 (Requirements for Electrical Installations. IET Wiring Regulations). It describes how systems and equipment can be designed, constructed and installed so that they can be used safely. The standard covers installations that operate at low voltage (up to 1000 V ac). Meeting the requirements of this standard is likely to achieve compliance with the relevant parts of the EAW Regulations.

Reference Link 1: <https://www.hse.gov.uk/pubns/priced/hsg85.pdf>

Reference Link: 2: <https://shop.bsigroup.com/ProductDetail?pid=000000000030342613>

7. Portable Appliance Testing should be carried out on all non-fixed electrical equipment as per PAT regulations.

Reference Link 3: <https://www.hse.gov.uk/electricity/faq-portable-appliance-testing.htm>

8. The site should maintain an up-to-date electrical circuit diagram site drawing showing all electrical circuits and networks.
9. The electrical infrastructure located internally or externally at the site should be protected from inadvertent contact (i.e. internally – laundry cages, externally - vehicles).
10. Electrical extension cables should only be used on a “temporary” basis and must not be used a permanent solution for the electrical infrastructure.
11. Care should be taken when using electrical extension cables on a “temporary” basis:

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- a. Not to electrically overload when electrical equipment is connected to the extension cable (i.e. personal heaters often require a high electrical current to operate).
 - b. Reel type extension, the cable should be fully removed from the drum (i.e. the cable should not be still wound around the drum while it is in operation).
 - c. Block socket splitters should not be used.
12. Redundant wiring (historic wiring removed from use) should be removed from the factory at the time of disconnection.
13. The site should have a nominated Electrical duty holder.



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