



**UNIVERSITY OF  
CAMBRIDGE**

**Health and Safety Office**

**Safety Inspection Checklist  
Electrical Matters**

**Location of Inspection .....**

|    | <b>Item</b>                                                                                                                 | <b>Yes</b> | <b>No</b> |
|----|-----------------------------------------------------------------------------------------------------------------------------|------------|-----------|
| 1  | Is there free access to isolation switches for the equipment?                                                               |            |           |
| 2  | Is it obvious which isolation switch belongs to which piece of equipment?                                                   |            |           |
| 3  | Can the equipment be isolated, and that isolation made secure (e.g. by padlock)?                                            |            |           |
| 4  | Are all joints or connections mechanically and electrically suited to purpose?                                              |            |           |
| 5  | Are the leads in good condition?                                                                                            |            |           |
| 6  | Are there any exposed conductors at potentially dangerous voltages (> 50V ac, 120 V dc) in the equipment?                   |            |           |
| 7  | Are the covers all in place?                                                                                                |            |           |
| 8  | Are the doors to electrical cabinets closed?                                                                                |            |           |
| 9  | Are all leads placed safely (eg. not trailing across the floor, or underneath boxes, etc, where they are liable to damage)? |            |           |
| 10 | Are all pieces of electrical equipment 'in-date' as regards PAT testing?                                                    |            |           |

**If electrical work is being carried out with the normal covers removed or opened:**

|    | <b>Item</b>                                                                        | <b>Yes</b> | <b>No</b> |
|----|------------------------------------------------------------------------------------|------------|-----------|
| 11 | If live, would there be voltages or stored energy present that could be dangerous? |            |           |

**If yes, then**

|    | <b>Item</b>                                                                                                                                                                                                            | <b>Yes</b> | <b>No</b> |
|----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|-----------|
| 12 | Has the equipment been isolated securely and proved to be dead?                                                                                                                                                        |            |           |
| 13 | If the answer to 12 is no, then is there adequate justification for the equipment to remain live? (Convenience is not an adequate justification). Terminate the work immediately if the answer to this question is no. |            |           |
| 14 | Is the person working on the equipment suitably experienced to do so, and if not, under close supervision from someone who has such experience?                                                                        |            |           |
| 15 | If the work is being done live, is it being done with adequate precaution to prevent injury – e.g. Using the correct tools, in a cordoned off labelled area or closed room.                                            |            |           |

Comments, observations or recommendations arising from the above

Inspection carried out by .....Date.....