

Electrical Safety Question Set

1	Is the University Electrical Code of Practice available?
2	Is the Department conversant with the WEEE regulations?
3	Are electrical staff qualified and/or competent?
4	Is training complete/in progress and documented?
5	Has PAT testing been carried out?
6	Are PAT testing records available?
7	Are 'users' aware of their responsibility?
8	Are 'users' aware of the danger signs?
9	Is the fixed wiring installation testing up to date?
10	Do all distribution boards and consumer units have circuits correctly marked?
11	Are the electrical mains cupboards clearly marked?
12	Are electrical mains cupboards being used for storage?
13	Are emergency lights regularly tested and recorded?
14	Is a procedure in place for the correct disposal of redundant/used lamps and tubes?
15	Does the department have any digital projectors?
16	If so, are they aware that the lamps may contain mercury and have to be disposed of as hazardous waste?
17	Does the Department have adequate socket outlets?
18	Are extension leads being used?
19	Are lighting levels adequate?
20	Does the Department have a purchasing policy for electrical equipment?
21	Do departmental staff know the procedure for reporting electrical problems?
22	If applicable, are risk assessments available and up to date?