






This pack is to help you facilitate the monthly health and safety meeting for your site in **NOVEMBER 2024**
Please ensure you complete the template [Monthly Unit Safety Meeting_v9.doc](#)

This Month's Topic		Electrical Safety ⚡
Training available		AccessPlanit eLearning for CH&Co and MyLearning at Compass
	CH&Co Relevant risk assessments / SSoW's /SOP's	<ul style="list-style-type: none"> • HS SOP 4 Electrical Safety • Risk Assessment 48 Electricity
	Compass Relevant risk assessments / SSoW's /SOP's	<ul style="list-style-type: none"> • Compass 'task cards' identify if electric shock risks are present with picture • Within Compass's Workplace Management System PAT risk assessment (ES07) 
Lessons Learnt		See the one lesson learnt relating to electrical equipment

TASK FOR THIS H&S MEETING- discuss with your team

- *Are there any electrical risks from faulty equipment, which haven't been reported?*
- *What would you do if you saw a melted or scorched socket or electric cable?*

Protecting Our Team, Preventing Hazards

Accidents involving electricity can cause serious harm, including burns, shocks, and even fires. Taking simple precautions can prevent incidents and ensure a safer workplace for everyone.

Electrocution

- ⚡ Occurs when live electrical components, such as wires or metal casings, are touched.
- ⚡ Even minor shocks can cause severe injuries, such as falls or contact with dangerous equipment.

Overheating & Fire

- 🔥 Overloading circuits or using faulty equipment can cause overheating.
- 🔥 Signs include scorched outlets or the smell of burning, which must be reported immediately.

Essential Safety Practices

Inspect Equipment Regularly:

Before using any appliance (e.g., oven, stick blender kettles), check for visible damage like frayed wires or broken plugs.

Avoid Overloading Circuits

Do not use multiple plug adaptors excessively. Overloaded circuits can cause fires.

Unplug Before Cleaning

Always unplug electrical devices before cleaning or adjusting them. This simple step prevents accidents.

Use Equipment Safely

Ensure that all portable appliances, especially in wet areas (e.g., outdoors), are plugged into outlets with Residual Current Devices (RCDs) to prevent electric shocks.

Work on Electrical Equipment

Only qualified personnel or contractors should handle repairs or maintenance. Testing is completed every 1 to 5 years depending on type of electrical equipment. Never attempt to fix electrical faults yourself.

Damaged Equipment

- ⊖ Report damaged equipment and remove it from use. Always label it with "Do Not Use."
- ⊖ If you notice circuit breakers tripping or scorched sockets, report them to your manager immediately.

Emergency Response :

If someone is electrocuted:

- **Get Help:** Have someone call emergency services and find a first aider.
- **Isolate the Power:** Turn off the power using the isolation switch or unplug the equipment.
- **Move the Person Safely:** If you can't turn off the power, push the person away from the electrical source using a non-conductive object (e.g., wood or plastic).
- **After Removing the Person:**
 - If breathing, place them in the recovery position and wait for help.
 - If not breathing, administer CPR if trained, or get a trained first aider to assist.

ACCIDENT REPORTING

- Report all accidents, incidents & near misses are reported on AIR3.
- Link to new incident report system here : [AIR3](#)
- More information on Hazard Spotting and Near Miss reporting: [AIR3 Information](#)



IN THE MEDIA

Tesco has been ordered to pay more than £536,000 after a 10-year-old child received an electric shock

The parent went with the 10-year-old boy to the freezer section to get ice lollies. As he reached for the product, he started screaming and crying. The electrical supply to a glass heating element under the rub rail at the front of the freezer had become damaged and exposed, leaving a severed live wire sticking out under the rail,

While the incident was reported to staff, procedures were not followed properly and the freezer was left on and filled with food items until the next day when it was eventually switched off and isolated, magistrates heard. A subsequent review of records showed the freezer's rail was known to be loose and had temporary fixes of glue or tape some months prior to the accident.



<https://www.ioshmagazine.com/2021/01/05/tesco-fined-after-boy-suffers-electric-shock>

LESSONS LEARNT

- See below one incidents in relation to electrical equipment within CH&Co
- Read them with your team and discuss

Section 2: Issues of H&S or Food Safety Concern this Month. For example: Premises & Equipment Issues, Food Complaints, Accidents, Coaching Opportunity

Details	Action Required

Section 3: Audits

Type of Audit (tick applicable)	Audit Date	Corrective Actions Required/Discussed
<input type="checkbox"/> Local Authority EHO <input type="checkbox"/> External Audit <input type="checkbox"/> Client Audit <input type="checkbox"/> Operations Manager Audit <input type="checkbox"/> Monthly Unit Manager Audit <input type="checkbox"/> IMS Audit <input type="checkbox"/> HSE Team Visit <input type="checkbox"/> Other (Please describe) <input type="checkbox"/> NO AUDITS THIS MONTH		

Section 4: Team Consultation – ask the team if they have any concerns around health and safety, issues, how the system works, ways of working etc and record here.

Item to Note from Colleague	Actions Required/Discussed

UNIT MANAGER NAME & SIGNATURE:		DATE:	
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OUR RISK ASSESSMENTS

ASSESSMENT OF RISK

Likelihood x severity
Rates High /Medium/ Low risk

SAFE SYSTEM OF WORK

Lists Hazards
and how to avoid

AVOIDING INJURIES

Training Requirements
PPE requirements

SITE SPECIFIC ACTIONS

Lists anything specific to
your site.

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LESSONS LEARNT

Type of Incident:	Laptops lithium battery exploded
Classification of Incident:	Explosion
Summary of Incident:	An employee placed the company laptop on top of the hotplate. The hotplate was turned on. The laptop lithium battery overheated to the point where a component almost reached its ignition point. Smoke was seen coming from the laptop followed by a small explosion which could have caused serious harm. On this occasion, the laptop did not catch fire and no injuries were sustained but this was a serious incident that could have caused major injury and serious damage to client property.
Photographs of Incident:	<p>The photographs show the aftermath of a laptop battery explosion. The top-left photo shows the laptop on a desk with significant damage to the keyboard and screen. The top-right photo shows the back of the laptop with the battery compartment open and components exposed. The bottom-left photo is a close-up of the keyboard area, showing melted plastic and debris. The bottom-right photo shows the hotplate the laptop was resting on, with a visible burn mark on the surface.</p>
Possible Causes:	Inattention/lack of awareness Routine activity without thought Improper use of equipment/tools
Immediate Action Taken:	The laptop was immediately removed from the hotplate using an oven cloth and left in a safe place to cool down.



Lessons Learnt:	<ul style="list-style-type: none">• Do not store your laptop/tablet containing a lithium battery in areas that can reach a temperature of over 60 degrees Celsius.• Do not place your laptop/tablet containing a lithium battery on a hot surface.• Do not keep your laptop/tablet containing a lithium battery in close proximity to a heat source.
Actions to be Taken (By Whom)	<p><u>Employees</u></p> <ul style="list-style-type: none">• Co-operate with management in all aspects of health and safety and act upon training provided.• Work in a safe manner, adhering to Company safety procedures and practices as detailed in the Health and Safety Management System.• To prevent overheating ensure laptop/tablet containing a lithium battery are stored below 60 degrees Celsius.• Ensure that laptop/tablet containing a lithium battery are not placed on a hot surface or kept in close proximity to a heat source.• Ensure that staff members receive instruction and training in the safe use of laptop/tablets in the workplace and comply with training and instruction given on the safe use of laptop/tablets containing a lithium battery.• Ensure that portable electrical appliances are periodically inspected by a competent person.• Ensure that all staff members follow safe methods of use of equipment and behave in a responsible and safe manner whilst in the workplace.• Report any known faults to their manager.