

## Policy Title: Electrical Safety (Fixed Installations) (CPFT)

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Policy Author	Professional Head of Estates

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## Policy On A Page

### **SUMMARY & AIM**

This policy provides an exemplar statement of how The Trust intends its Managers and staff to manage the safe operation of fixed electrical systems and equipment within the Trust's properties and consequently discharge its duty in law as far as is reasonably practicable.

### **KEY REQUIREMENTS**

Cumbria Partnership NHS Foundation Trust (hereinafter called the Trust) recognises and accepts that it has a duty to protect its service users, staff and other parties whom use electrical services and electrical equipment in the workplace. The Trust recognises the inherent danger associated with the use of electrical equipment and the need for safe and effective maintenance procedures to ensure a safe working environment. Hazards normally associated with electrical installations and equipment that are not tested on a regular basis include the risk of electrocution, shock and burns.

### **TARGET AUDIENCE:**

Estates engineering staff, contractors and all Trust staff who use electrical equipment of any kind.

### **TRAINING:**

All estates staff and contractors involved in the installation and maintenance of electrical systems and equipment are suitably trained and instructed and are classed as competent people.

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## 1. INTRODUCTION

This Policy covers all Trust owned, leased or informally occupied premises throughout the County, which can be solely occupied or shared with other organisations.

Where properties are not fully owned by the Trust, each of the other organisations will be formally advised of the Trust's limits of responsibility and will be provided with sufficient and reasonable advice to ensure that the building owner or head lease holder maintains compliant systems.

Because of the complexity of the property portfolio a table has been produced (see appendix 1) detailing the relevant policies that staff must follow. If staff are unsure about which Policy applies in the area that they are working, please contact the Estates Department for clarification.

Estates Helpdesk: 01228 603131

Email: [Estates-Helpdesk@cumbria.nhs.uk](mailto:Estates-Helpdesk@cumbria.nhs.uk).

All the above areas are audited and monitored for statutory compliance during the formal Quarterly Review Meetings with each service provider.

The Trust recognises the inherent danger of electricity and the need for safe and effective operational procedures. The Trust will take all reasonably practical steps to ensure the safe installation, operation and maintenance of all electrical installations included within the scope of this policy. Electricity can be inherently dangerous if the distribution system and equipment are not installed and maintained correctly. Hazards normally associated with electricity include the risk of electrocution, explosion and fire.

This Policy covers the safe installation and maintenance of all Low Voltage (LV) electrical distribution systems and fixed electrical equipment on Trust premises.

This will include all LV distribution, feeder pillars, distribution boards, consumer units, all sub circuits feeding lighting and socket outlets and all fixed electrical equipment under the control of the Trust. Included in this Policy is equipment supplied by mains electrical supply and from standby generators.

The Trust does not own or maintain any High Voltage (HV) Systems.

Note: Testing of Portable Appliances is covered under a separate policy  
This policy provides an exemplar statement of how The Trust intends its Managers and staff to manage the safe operation of Electrical Systems within the Trust's properties and consequently discharge its duty in law as far as is reasonably practicable.

## 2. PURPOSE

The basis for compliance of this Policy is that all installation, operations and maintenance of electrical installations included in this Policy shall be undertaken in accordance with the HTM 06-02 Electrical Safety Guidance for Low voltage Systems, BS 7671:2018 Requirements for Electrical Installations and Electricity at Work Regulations including amendments 1, 2 and 3.

In order to comply with the regulations the trust will appoint the following personnel:- a

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Designated Person, an Authorising Engineer, two Approved Persons (Electrical) and four Competent Persons in line with HTM 06-02.

Competent Person status will be achieved by in house staff after receiving the relevant (CP) training and gaining the required qualifications.

External contractors shall be members of a recognised national body such as the NICEIC that sets training criteria and assesses and monitors the competence of companies and individuals that work on electrical installations.

### **3. POLICY DETAILS**

#### **3.1 Testing of Fixed Electrical Installations**

The prime objective is to create a safe working environment and reliable electrical distribution system for staff and patients, meeting the standards set down in Health Technical Memoranda and to comply with the Electricity at Works Regulations.

Electrical work shall only be carried out by the Trusts appointed Competent Electricians or Electrical Contractors selected from the Trusts approved list by prior agreement with the Estates Department.

To achieve this primary objective to the highest safety and quality standards by the use of adequately trained staff, competently installed systems with comprehensive “as fitted documentation” and maintenance manuals.

This will be achieved by adopting the following principles and ensuring that they are applied by all staff and contractors working on the electrical system:

- i) To maintain and manage the installation by inspection & testing, documentation, procedures and maintenance.
- ii) To generate an open and informed team culture, understanding any problems associated with systems and sharing in achieving all objectives detailed in the Electrical Safe Working Procedures & Practices (LV Policy).
- iii) To have safety as a high priority through design and development of safe working systems.
- iv) To develop long term Electrical Safe Working Procedures and Practices to maintain safety of electrical installations.
- v) To provide precise scheme requirements with both staff and electrical contractors prior to commencement of works, to ensure the systems and labelling methods are compatible with the site systems.
- vi) To develop and enhance the system through continuous improvement.
- vii) To encourage training, development and innovation.

- viii) Improve performance and working procedures to improve the safe operation of the electrical system detailed in the Electrical Safe Working Procedures & Practices (LV Policy).

### **3.2 Inspection and Testing**

The Electricity at Work Regulations, require that all electrical systems should be designed and installed so as to be safe. Furthermore, it requires that all electrical systems be maintained in order that they remain safe.

The most effective way to achieve this is to inspect and test the installation on a regular basis to assess its safety in accordance with BS7671:2018.

Inspection is an important part of any system verification, but it is of greater significance on a periodic check. For a new installation, a large part of the inspection may have been carried out during installation and therefore additional inspection is only to support testing. For a periodic inspection, the installation is already in use and testing is therefore unlikely to show up major defects except perhaps earthing. The inspection would however, highlight deterioration to connections, corrosion of conduit etc. overheating of cables and so on, things are more likely to occur after use and not normally discovered by testing alone.

For a periodic check a sample of approximately 20% of every circuit should be inspected. If problems are found, this sample should be doubled, after which, if more problems are found a 100% inspection should be performed.

BS7671:2018 Chapters 64 and 65 provide guidance and a list of areas that the inspection should be concentrated on.

Following the visual inspection a series of tests should be carried out. The testing should be carried out in the order prescribed in Regulation 643.

### **3.3 Fault reporting**

All staff should report damaged or defective switches, sockets, lighting or electrical equipment to estates department. Defective equipment should not be used until inspected and repaired by estates department.

### **3.4 Certification**

On completion of a new installation or an addition to an installation, electrical installation certificate must be issued. An inspection schedule, a test schedule and a schedule of test results should accompany this certificate.

For periodic inspection and testing, a periodic inspection report, complete with installation schedule is to be issued. This document indicates that the required tests and test methods used are in accordance with BS7671:2018 and verifies that the installation is safe and the earthing is adequate.

Minor Works (e.g. new work that is fairly basic and does not require a new circuit such as adding

lights or sockets to an existing circuit) a Minor Works Certificate shall be issued.

### 3.5 Frequencies Schedule

Type of Premises	Schedule Type of Installation Check / Test	
	Visual Inspections	Combined Inspection and Testing
All Trust Owned and Leased Properties	12 Months	Not more than 60 Months

#### Notes

1. Formal inspections may be part of the combined inspection and test when they coincide and must be recorded.
2. The results of inspection and test are recorded.
3. Confirmation of tests undertaken will be sought for leased or shared premises maintained by the Landlord.

#### 4. TRAINING AND SUPPORT

Training required to fulfil this policy will be provided in accordance with the Trusts Training Needs Analysis. Management of training will be in accordance with the Trusts learning and development Policy

#### 5 PROCESS FOR MONITORING COMPLIANCE

The table below outlines the Trusts' monitoring arrangements for this policy/document. The Trust reserves the right to commission additional work or change the monitoring arrangements to meet organisational needs.

Aspect being monitored	Monitoring Methodology	Reporting		
		Presented by	Committee	Frequency
An Authorising Engineer (AE) will be appointed by the Trust, HTM 06-02 requirement. Areas of Audit:- ❖ Two Approved Persons will be appointed by the (AE) on behalf of the Trust.	At annual (AE) meeting, audit of appointment records.	Professional Head of Estates.	Corporate Fire Health Safety and Security Committee	Annual

Aspect being monitored	Monitoring Methodology	Reporting		
		Presented by	Committee	Frequency
The Estates Department will ensure all work is compliant with the most current IEE Regulations, i.e. BS 7671:2018 Areas of Audit:- <ul style="list-style-type: none"> <li>❖ Only competent individuals work on electrical installations and equipment</li> <li>❖ Maintain a current inventory of all fixed electrical installations.</li> <li>❖ Maintain current schematics for all electrical installations.</li> </ul> Ensure all electrical installations have a 5 yearly inspection and test	Departmental Quarterly Meetings, internally and with all service providers.	Professional Head of Estates. Maintenance Manager Electrical	Corporate Fire Health Safety and Security Committee	Quarterly

Wherever the above monitoring has identified deficiencies, the following must be in place:

- Action plan
  - Progress of action plan monitored by the Corporate Fire Health Safety and Security Committee minutes
  - Risks will be considered for inclusion in the appropriate risk registers

**6 REFERENCES**

HTM 06-02 Electrical Safety Guidance for Low voltage Systems, BS 7671:2018 Requirements for Electrical Installations  
 Electricity at Work Regulations.1999

**7 ASSOCIATED DOCUMENTATION**

POL / 002/ 046 Portable Appliance Testing

**8 DUTIES (ROLES & RESPONSIBILITIES)**

**8.1 Chief Executive / Trust Board Responsibilities:**

The Chief Executive and Trust Board jointly have overall responsibility for the strategic and operational management of the Trust, including ensuring that Trust policies comply with all legal, statutory and good practice requirements.



## **8.2 Executive Director Responsibilities:**

All policies have a designated Executive Director and it is their responsibility to be involved in the development and sign off of the policies, this should ensure that Trust policies meet statutory legislation and guidance where appropriate. They must ensure the policies are kept up to date by the relevant author and approved at the appropriate committee.

## **8.3 Accountable Director**

The Accountable Director has responsibility for ensuring that the Electrical Safety (Fixed Installation) Policy is deployed effectively within their area of control and agreeing the strategy and future direction of the policy.

## **8.4 Nominated Responsible Person**

The Trusts Authorising engineer shall appoint the Professional Head of Estates and the Maintenance Manager Electrical as the Authorising Persons (LV) within the Trust in respect of electrical safety.

These appointments will be writing, they shall have sufficient competence to assess the risk associated with maintaining electrical safety and implementation of procedures and control measures to maintain and confirm compliance with the regulations.

The Authorising Persons (LV) Responsibilities will include:

- Maintaining a current record of the location and route of all underground electrical cabling on Trust operated property including locations of all sub-stations, feeder pillars and distribution rooms.
- Maintaining a current asset register of all distribution equipment to include the type of equipment, age and estimated remaining life.
- Maintain a library of health and safety maintenance manuals and operating instructions provided for each item of equipment and to ensure users receive adequate instruction on the routine operation of individual items of equipment. This will normally be in the form of a “users manual” supplied with the equipment.
- Ensure adequate maintenance, inspection and testing programmes are initiated for all electrical equipment and work is to be undertaken at appropriate frequencies by Competent persons. Records of the same shall be maintained in a retrievable form.
- Maintain all records of installations, maintenance, inspections and repairs undertaken on electrical equipment in such a form to allow easy retrieval and inspection.
- Liaise with all premises to ensure planned maintenance work on electrical equipment is undertaken at times to cause minimum disruption.
- Ensure individuals working on electrical equipment are competent for the tasks undertaken.
- Ensure a “ Safety Programme” and a “Permit to Work “are issued when any work to a feeder pillars, distribution board or standby generators is to take place.

## 8.5 Approving Committee Responsibilities:

The Chair of the approving committee Estates & Facilities Assurance Group will ensure the policy approval is documented in the final section of the Checklist for Policy Changes. The committee will agree the approval of the final draft of the policy.

## 9. ABBREVIATIONS / DEFINITIONS OF TERMS USED

ABBREVIATION	DEFINITION
HTM 06-02	Health Technical Memorandum. Electrical Safety Guidance for Low Voltage Systems
HSE	Health and safety Executive. The HSE is the national independent watchdog for work-related health, safety and illness. They are an independent regulator and act in the public interest to reduce work-related death and serious injury across Great Britain's workplaces.
NICEIC	National Inspection Council For Electrical Installation Contractors
EFAG	Estates & Facilities Assurance Group

TERM USED	DEFINITION
Low Voltage	51 To 1000 volts a.c

**APPENDIX 1 - PROPERTY PORTFOLIO:**

	LOCATION	PROPERTY	MAINTENANCE & MANAGEMENT OF ELECTRICAL SYSTEMS
<b>IF YOUR PROPERTY IS NOT LISTED BELOW YOU MUST FOLLOW THE CPFT POLICIES</b>			
1	Alston	Ruth Lancaster James Hospital, Town Foot Road, Alston, CA9 3QX	CPFT
2	Ambleside	Ambleside Health Centre, Ambleside	NHS PS
3	Ambleside	Ambleside Library	Follow Landlords Procedures
4	Ambleside	Galava Day Centre	Follow Landlords Procedures
5	Appleby	Appleby Medical Practice, The Riverside Building, Chapel Street,	NHS PS
6	Askham in Furness	Rankin Hall	Follow Landlords Procedures
7	Aspatria	West Street Health Centre, West Street, Aspatria, CA7 3HH	NHS PS
8	Barrow	102 Dalton Lane, Furness General Hospital, Barrow, LA14 4UF	UHMBFT
9	Barrow	Abbey Road Clinic, Barrow-in-Furness	CPFT
10	Barrow	Abbey View Day Hospital, Patterdale Drive, Barrow. LA14 4LS	UHMBFT
11	Barrow	Beckside Ward, Furness General Hospital, Barrow LA14 4UF	UHMBFT
12	Barrow	Danegarh, Furness General Hospital, Barrow LA14 4UF	UHMBFT
13	Barrow	Duke Street, Barrow LA14 1RD	CPFT
14	Barrow	Fairfield Offices, 2 - 6 Fairfield Lane, Barrow-in-Furness, LA13 9AH	NHS PS
15	Barrow	Greengate Centre (SureStart), Barrow-in Furness	Follow Users Procedures

16	Barrow	Gum Clinic Barrow - Birchwood	UHMBFT
17	Barrow	Manor Ward, Furness General Hospital, Barrow LA14 4UF	UHMBFT
18	Barrow	PCAS FGH	UHMBFT
19	Barrow	Prospect House, Barrow-in-Furness,	NHS PS
20	Barrow	Stafford House, Abbey Road, Barrow in Furness	NHS PS
21	Barrow in Furness	Abbey View FGH	UHMBFT
22	Barrow in Furness	Abbotsvale Community Centre, Barrow in Furness LA13 9PA	Follow Landlords Procedures
23	Barrow in Furness	Atkinson Health Centre, Market Street, Barrow in Furness, LA14 2LR	NHS PS
24	Barrow in Furness	Barrow Loan Store, Ambulance Station, Hindpool Road, Barrow in Furness, LA14 2LU	NHS PS
25	Barrow in Furness	Baycall FGH	UHMBFT
26	Barrow in Furness	Bram Longstaff Nursery	Follow Landlords Procedures
27	Barrow in Furness	Bridgeway Medical Centre	Follow Landlords Procedures
28	Barrow in Furness	CDC Paed FGH	UHMBFT
29	Barrow in Furness	Central & Hindpool Neighbourhood Management Clinic	Follow Landlords Procedures
30	Barrow in Furness	Community Nurses FGH	UHMBFT
31	Barrow in Furness	Dental Access Centre, Unit 5, Old Fire Station, Abbey Road, Barrow - in - Furness LA14 1XH	NHS PS
32	Barrow in Furness	Dental FGH	UHMBFT
33	Barrow in Furness	Drs. Rothnie, Knox & Wear Practice	Follow Landlords Procedures
34	Barrow in Furness	Duke Street Surgery	Follow Landlords Procedures
35	Barrow in Furness	Fairfield Centre, LA14 1LF	Follow Landlords Procedures

36	Barrow in Furness	Furness Child Care Nursery	<b>Follow Landlords Procedures</b>
37	Barrow in Furness	Furness General Hospital (Podiatry), Dalton Lane, Barrow in Furness, LA14 4LF	<b>UHMBFT</b>
38	Barrow in Furness	Hindpool Community Centre	<b>Follow Landlords Procedures</b>
39	Barrow in Furness	Hoops Gym	<b>Follow Landlords Procedures</b>
40	Barrow in Furness	Midwife office, FGH	<b>UHMBFT</b>
41	Barrow in Furness	Ormsgill Community Centre, Barrow in Furness	<b>Follow Users Procedures</b>
42	Barrow in Furness	The Park Leisure Centre	<b>Follow Landlords Procedures</b>
43	Barrow in Furness	Victoria Hall	<b>Follow Landlords Procedures</b>
44	Barrow in Furness	Walney (SureStart), Mill Lane, Walney Island, Barrow in Furness	<b>Follow Users Procedures</b>
45	Barrow in Furness	Walney Cottage, Burnett Edgar Medical Centre, Walney, Barrow in Furness, LA14 3HY	<b>Follow Landlords Procedures</b>
46	Barrow in Furness	Ward 10 south FGH	<b>UHMBFT</b>
47	Barrow	College House, Howard Street, Barrow LA14 1NB	<b>CPFT</b>
48	Brampton	Brampton Community Centre	<b>Follow Landlords Procedures</b>
49	Brampton	Brampton War Memorial, Tree Road, Community Hospital, Brampton, CA8 1TQ	<b>CPFT</b>
50	Brampton	Ella Thompson Central, Union Lane, Brampton CA8 1BX	<b>NHS PS</b>
51	Broughton in Furness	Broughton Clinic	<b>Follow Landlords Procedures</b>
52	Burneside	Bryce Institute	<b>Follow Landlords Procedures</b>
53	Carlisle	113 - 117 Botchergate, Carlisle. CA1 1RZ	<b>Follow Landlords Procedures</b>
54	Carlisle	4 Wavell Drive, Rosehill, Carlisle, CA1 2SE	<b>NHS PS</b>
55	Carlisle	Belah Community Centre	<b>Follow Landlords Procedures</b>

56	Carlisle	Botcherby Community Centre	Follow Landlords Procedures
57	Carlisle	Botcherby Healthy Living Centre	Follow Landlords Procedures
58	Carlisle	Bourne Business Centre, Carlisle. CA2	Follow Landlords Procedures
59	Carlisle	Capital Building, Hilltop Heights, London Road, Carlisle	CPFT
60	Carlisle	Carleton Clinic - Physio Dept	CPFT
61	Carlisle	Carlisle Methodist Church	Follow Landlords Procedures
62	Carlisle	Currock House Community Centre	Follow Landlords Procedures
64	Carlisle	Dalston Pharmacy	Follow Landlords Procedures
65	Carlisle	Dental Education Centre	CPFT
66	Carlisle	Denton Holme Community Centre	Follow Landlords Procedures
67	Carlisle	Greystone Road Community Centre	Follow Landlords Procedures
68	Carlisle	Hardwicke Suite 17, Tannery House, Tannery Road, Harraby Green Business Park, Carlisle, CA1 2SS	Follow Landlords Procedures
69	Carlisle	Harraby Community Centre	Follow Landlords Procedures
70	Carlisle	Houghton Village Hall	Follow Landlords Procedures
71	Carlisle	Longtown Community Centre	Follow Landlords Procedures
72	Carlisle	Morton Manor	Follow Landlords Procedures
73	Carlisle	Morton Surgery	Follow Landlords Procedures
74	Carlisle	Orton Lea, Orton Road, Carlisle	CPFT
75	Carlisle	PCAS CIC	NCUHT
76	Carlisle	Petteril Bank Children's Centre	Follow Landlords Procedures

77	Carlisle	Raffles Living Well	<b>Follow Landlords Procedures</b>
78	Carlisle	Reiver House, Cumberland Infirmary	<b>NCUHT</b>
79	Carlisle	Yewdale Community Centre	<b>Follow Landlords Procedures</b>
80	Cleator Moor	Cleator Moor Health Centre, Wath Brow Clinic, Ennerdale Road, Cleator Moor, CA25 5LR	<b>NHS PS</b>
81	Cleator Moor	Wyndaham Manor Care Home, Wyndam Street,	<b>Follow Landlords Procedures</b>
82	Cleator Moor	Wyndam Street Surgery, Wyndam Street, Cleator Moor, CA25 5AN	<b>Follow Landlords Procedures</b>
83	Cockermouth	Cockermouth Cottage Hospital, Isel Road, Cockermouth, CA13 9HT	<b>PCT</b>
84	Cockermouth	Cockermouth Leisure Centre, Castlegate Drive,	<b>Follow Landlords Procedures</b>
85	Cockermouth	Temporary GP surgery portakabins, Cockermouth Cottage Hospital, Isel Road, Cockermouth, CA13 9HT	<b>Follow Landlords Procedures</b>
86	Coniston	Coniston Institute	<b>Follow Landlords Procedures</b>
87	Dalton	Dalton Clinic, Dalton-in-Furness	<b>NHS PS</b>
88	Distington	Old School, Main Street, Distington. CA14 5UJ	<b>Follow Landlords Procedures</b>
89	Egremont	Beech House Medical Centre, St Bridget's Lane, Egremont, CA22 2BD (part only)	<b>NHS PS</b>
90	Egremont	Dental Access Centre, 55/56 Main Street, Egremont, CA22 2DB	<b>NHS PS</b>
91	Frizington	Children's Centre, Main Street, Frizington, CA26 3PF	<b>Follow Landlords Procedures</b>
92	Frizington	Frizington School, Main Street, Frizington, CA26 3PF	<b>Follow Landlords Procedures</b>
93	Glenridding	Glenridding Health Centre, Glenridding, CA11 0PD	<b>NHS PS</b>
94	Grange over Sands	Grange Clinic, Hampsfell Road, Grange-over-Sands, LE11 7EY	<b>NHS PS</b>
95	Grange over Sands	St Charles Church Hall	<b>Follow Landlords Procedures</b>
96	Grasmere	Old School House	<b>Follow Landlords Procedures</b>

97	Haverigg	HMP Haverigg, North Lane, Haverigg, LA14 4NA	<b>Follow Landlords Procedures</b>
98	Holme	Holme Parish Hall	<b>Follow Landlords Procedures</b>
99	Kendal	1&2 Weaver's Court, Westmorland General Hospital, Burton Road, Kendal, LA9 7RG	<b>UHMBFT</b>
100	Kendal	17&18 Flaxman's Court, Westmorland General Hospital, Burton Road, Kendal, LA9 7RG	<b>UHMBFT</b>
101	Kendal	2nd Floor, Station House, Station House, Kendal	<b>Follow Landlords Procedures</b>
102	Kendal	Abbot Hall Social Centre	<b>Follow Landlords Procedures</b>
103	Kendal	Austen Block, Kendal LA9 4RQ	<b>Follow Landlords Procedures</b>
104	Kendal	Baycall and NHS Direct, Westmorland General Hospital, Burton Road, Kendal, LA9 7RG	<b>UHMBFT</b>
105	Kendal	Beck Community Centre	<b>Follow Landlords Procedures</b>
106	Kendal	Blackhall Unit WGH	<b>UHMBFT</b>
107	Kendal	Captain French Lane Surgery	<b>Follow Landlords Procedures</b>
108	Kendal	Chiropody WGH	<b>UHMBFT</b>
109	Kendal	Connexions	<b>Follow Landlords Procedures</b>
110	Kendal	Dental Centre, Stramongate, LA9 4BD	<b>Follow Landlords Procedures</b>
111	Kendal	Dental Clinic WGH	<b>UHMBFT</b>
112	Kendal	Garburn House, Westmorland General Hospital, Kendal LA9 7RG	<b>UHMBFT</b>
113	Kendal	Ghyllside, Kendal	<b>Follow Landlords Procedures</b>
114	Kendal	Hallgarth Community Centre	<b>Follow Landlords Procedures</b>
115	Kendal	Kentmere Ward, Westmorland General Hospital, Kendal LA9 7RG	<b>UHMBFT</b>
116	Kendal	Kirkstone Unit, Westmorland General Hospital, Kendal LA9 7RG	<b>UHMBFT</b>



117	Kendal	Murley Moss (units A1 & A2), Murley Moss Business Park, Kendal, LA9 7RL	<b>Follow Landlords Procedures</b>
118	Kendal	PCAS WGH	<b>UHMBFT</b>
119	Kendal	South Lakeland House	<b>Follow Landlords Procedures</b>
120	Kendal	SUSD WGH (Langdale North and South)	<b>UHMBFT</b>
121	Kendal	Tenterfield, Brigsteer Road, Kendal	<b>NHS PS</b>
122	Kendal	Ward 2 WGH	<b>UHMBFT</b>
123	Kendal	YWCA	<b>Follow Landlords Procedures</b>
124	Kendal	Bridge Mill, Kendal. LA9 4UB	<b>Follow Landlords Procedures</b>
125	Kendal	White Horse Yard, Strickland Gate, Kendal, LA9 4LT	<b>Follow Landlords Procedures</b>
126	Keswick	Keswick Methodist Church, South Street, Keswick	<b>Follow Landlords Procedures</b>
127	Keswick	Mary Hewitson Community Hospital, Crossthwaite Road, Keswick, CA12 5PH	<b>CPFT</b>
128	Kirkby Lonsdale	Lunesdale Surgery	<b>Follow Landlords Procedures</b>
129	Kirkby Stephen	Kirkby Stephen Health Centre, Silver Street, Kirkby Stephen, CA17 4RB	<b>NHS PS</b>
130	Longtown	Longtown Medical Centre, Moor Road, Longtown	<b>NHS PS</b>
131	Low Hesket	Court Thorn Surgery	<b>Follow Landlords Procedures</b>
132	Maryport	Fit for Life Gym, Maryport	<b>Follow Landlords Procedures</b>
133	Maryport	Maryport Clinic, Ewanrigg Road, Maryport - viewed as one site with hospital	<b>CPFT</b>
134	Maryport	Victoria Cottage Hospital, Ewanrigg Road, Maryport, CA15 8EJ	<b>CPFT</b>
135	Millom	Lapstone Bungalow, Lapstone Road, Millom LA18 4BY	<b>Follow Landlords Procedures</b>
136	Millom	Millom Hospital, Lapstone Road, Millom, LA18 4BY	<b>CPFT</b>

137	Milnthorpe	1a Haverflatts Lane, Milnthorpe	<b>Follow Landlords Procedures</b>
138	Milnthorpe	IT Suite Milnthorpe Primary School	<b>Follow Landlords Procedures</b>
139	Milnthorpe	Parkview (Podiatry)	<b>Follow Landlords Procedures</b>
140	Milnthorpe	Stoneleigh Surgery	<b>Follow Landlords Procedures</b>
141	Nenthead	Nenthead Clinic, Dene View, Overwater, Nenthead, Alston	<b>Follow Landlords Procedures</b>
142	Penrith	2 – 8 Tynefield Drive, Penrith	<b>CPFT</b>
143	Penrith	Clint Mill, Cornmarket, Penrith. CA11 7HW	<b>Follow Landlords Procedures</b>
144	Penrith	Penrith Community Hospital, Bridge Lane, Penrith, CA11 8HX - excludes Beacon / Lonsdale, maternity and 2, 2a, 4, 6	<b>CPFT</b>
145	Penrith	Penrith Health Centre, Bridge Lane Penrith, CA11 8AX	<b>CPFT</b>
146	Penrith	Unit 1, 5, 6, 7a, 7b Hackthorpe Hall	<b>Follow Landlords Procedures</b>
147	Penrith	Unit 4 & 8 Hackthorpe Hall	<b>Follow Landlords Procedures</b>
148	Seascale	Seascale Health Centre, Gosforth Road, Seascale,	<b>Follow Landlords Procedures</b>
149	Sedbergh	Dent Memorial Hall	<b>Follow Landlords Procedures</b>
150	Sedbergh	Sedbergh Health Centre, Loftus Hill, Sedbergh, LA10 5RX	<b>NHS PS</b>
151	Shap	Shap Health Centre, Peggy Nut Croft, Shap	<b>Follow Users Procedures</b>
152	Silloth	Silloth Clinic, Lawn Terrace, Silloth-on-Solway, CA7 4AH	<b>NHS PS</b>
153	Temple Sowerby	Drs Surgery	<b>Follow Landlords Procedures</b>
154	Ulverston	St Mary's Church hall	<b>Follow Landlords Procedures</b>
155	Ulverston	Ulverston Community Health Centre	<b>NHS PS</b>
156	Ulverston	Unit 6, Daltongate, Ulverston. LA12 7AJ	<b>Follow Landlords Procedures</b>

157	Various	Secondary schools	<b>Follow Landlords Procedures</b>
158	Warwick Bridge	Downagate Community Centre	<b>Follow Landlords Procedures</b>
159	WCH	Emergency Floor	<b>Follow Landlords Procedures</b>
160	WCH	Liason	<b>Follow Landlords Procedures</b>
161	WCH	STINT	<b>Follow Landlords Procedures</b>
162	Whitehaven	Clinical Psychology, Westmorland Cumberland Hospital, CA28 8JG	<b>NCUHT</b>
163	Whitehaven	Copeland Unit, Whitehaven Hospital, Hensingham, Whitehaven, CA28 8JG	<b>NCUHT</b>
164	Whitehaven	Distington Surgery	<b>Follow Landlords Procedures</b>
165	Whitehaven	Flatt Walks Health Centre, 3 Castle Meadows, Catherine Street, Whitehaven, CA28 7QE	<b>NHS PS</b>
166	Whitehaven	Footsteps CDC	<b>Follow Landlords Procedures</b>
167	Whitehaven	Hillcroft , West Cumberland Hospital, CA28 8JG	<b>NCUHT</b>
168	Whitehaven	Lowther medical Centre	<b>Follow Landlords Procedures</b>
169	Whitehaven	Mansion House	<b>Follow Landlords Procedures</b>
170	Whitehaven	Market Hall, Market Place, Whitehaven. CA28 7JG	<b>Follow Landlords Procedures</b>
171	Whitehaven	Miner's Welfare, Coach Road, Whitehaven	<b>Follow Landlords Procedures</b>
172	Whitehaven	Newlands, West Cumberland Hospital, CA28 8JG	<b>NCUHT</b>
173	Whitehaven	Queen Street Surgery	<b>Follow Landlords Procedures</b>
174	Whitehaven	Richmond House, Whitehaven. CA28 7QY	<b>Follow Landlords Procedures</b>
175	Whitehaven	Yewdale Ward, West Cumberland Hospital, CA28 8JG	<b>NCUHT</b>
176	Wigton	Brookside Centre, Birdcage Walk, Wigton. CA7 9HB	<b>CPFT</b>

177	Wigton	Wigton Community Hospital, Cross Lane, Wigton, CA7 9DD	<b>CPFT</b>
178	Wigton	Wigton Health Centre, Southend, Wigton, CA7	<b>NHS PS</b>
179	Windermere	Lady Holme Centre	<b>Follow Landlords Procedures</b>
180	Windermere	Queen Catherine School	<b>Follow Landlords Procedures</b>
181	Windermere	St. Mary's Surgery	<b>Follow Landlords Procedures</b>
182	Workington	Ann Burrow Thomas Health Centre, South William Street, Workington, CA14 2ED	<b>NHS PS</b>
183	Workington	Lilliyhall Business Park, Workington CA14 3BT	<b>Follow Landlords Procedures</b>
184	Workington	Minto Centre, Workington Children's Centre, Moorclose Road, Workington, CA14 5AP	<b>Follow Landlords Procedures</b>
185	Workington	Workington Community Hospital, Park Lane, Workington, CA14 2RW	<b>NHS PS</b>

**UHMBFT - UNIVERSITY HOSPITALS OF MORECAMBE BAY NHS FOUNDATION****TRUST NCUHT - NORTH CUMBRIA UNIVERSITY HOSPITALS NHS TRUST****CPFT - CUMBRIA PARTNERSHIP FOUNDATION****TRUST NHS PS - NHS PROPERTY SERVICES LTD**

**DOCUMENT CONTROL**

<b>Equality Impact Assessment Date</b>	N/A
<b>Sub-Committee &amp; Approval Date</b>	EFAG 2/10/18

**History of previous published versions of this document:**

Version	Ratified Date	Review Date	Date Published	Disposal Date
1	1/10/15	1/	30/10/15	Nov 18

**Statement of changes made from version**

Version	Date	Section & Description
1.1	7/11/18	<ul style="list-style-type: none"> <li>New format</li> <li>Reference to 18<sup>th</sup> edition regulations instead of 17<sup>th</sup> edition</li> </ul>

**List of Stakeholders who have reviewed the document**

Name	Job Title	Date
John Clarke	Electrical Manager	Oct 18
Lee Davidson	Engineering Manager	Oct 18
EFAG	Committee	2/10 18
	Minimum change to document, stakeholder input not required	