

 WARWICKSHIRE POLICE		POLICY
Security Classification	OFFICIAL	
Disclosable under Freedom of Information Act 2000	Yes	

POLICY TITLE	Maintaining High Voltage Systems & Approved Person Switching
REFERENCE NUMBER	WP114
Version	3.2

POLICY OWNERSHIP	
DIRECTORATE	ENABLING SERVICES
BUSINESS AREA	ESTATES, FACILITIES AND HEALTH AND SAFETY

INITIAL IMPLEMENTATION DATE	August 2022
NEXT REVIEW DATE:	December 2028
RISK RATING	LOW
EQUALITY ANALYSIS	LOW
TIER	3

Warwickshire Police welcome comments and suggestions from the public and staff about the contents and implementation of this policy. Please e-mail policiesandprocedures@warwickshire.police.uk

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1.0 POLICY

1.1 Policy Statement

Warwickshire Police are committed in so far as reasonably practicable to ensuring the health safety and welfare at work of all its staff, to minimise any risk presented to our staff, other persons on site, the public and the environment.

- 1.1.1 The policy is required to manage the maintenance of the Forces High Voltage Electrical systems on its sites to prevent the risk of fatalities, electric shock, or other injury to Warwickshire Police personnel and other persons posed by these networks on Police premises.

1.2 Compliance

The policy has been prepared considering existing and prevailing legislation and the working practices of the force. New legislative requirements or changes in current legislation may necessitate a review of this policy.

- 1.3 The policies of Warwickshire Police are intended to promote quality, eliminate unlawful discrimination and actively promote good relationships regardless of:

- a. Age
- b. Disability
- c. Gender Reassignment
- d. Race
- e. Religion or Belief
- f. Sex
- g. Sexual Orientation
- h. Marriage & Civil Partnership
- i. Pregnancy & Maternity

- 1.4 The policy has been assessed as having a LOW potential impact using the equalities impact assessment template, by incorporating equality considerations into the policy process, has allowed the force to identify any actual or potential equalities and reduce them as much as possible, by applying the policy differently or looking for alternatives.

1.5 Freedom of Information

On behalf of the Warwickshire Police, the Police & Crime Commissioner, the Enabling Services Directorate maintains a list of owned and leased property. Inappropriate disclosure of such information has the potential to undermine the effectiveness of the service in its provision of law enforcement and to jeopardise the Health & Safety of staff and the public. Disclosure of this detail will only be made to authorised personnel. (Freedom of Information Act 2000, sections 31 and 38)

1.6 Warwickshire Justice Centres – For the Avoidance of Doubt

This policy does apply to the Warwickshire Justice Centres as Warwickshire Police has responsibility for the running and maintenance of both Leamington and Nuneaton Justice Centres.

2.0 PURPOSE OF THE POLICY

2.1 Summary

This document outlines the policy for the management of maintaining and working on the Forces High Voltage Networks of 11KV and it's testing on all premises under the control of the Enabling Services Directorate. The procedures for this management are contained within Section 7.00.

- 2.2 In its role as site owner or occupier or its nominated representative, the Force will assume responsibility for the planning, co-ordination, controlling and the monitoring of the activities of Contractors / Companies to effectively minimise the risks presented to staff, other persons on site, the public and the environment.
- 2.3 Warwickshire Police have a responsibility by law to comply with Regulation 4(2) of the Electricity at Work Regulations 1989 requires that all electrical systems be maintained, so far as reasonably practicable, to prevent danger.
- 2.4 High Voltage (HV) systems operate at voltages exceeding 1KV and for the purposes of this policy the force has produced a Safety Code of Practice that gives guidance on the safe operation and maintenance of high voltage systems.
- 2.5 This document should be used in conjunction with current legislation and associated codes of practice.

3.0 IMPLICATIONS OF THE POLICY

3.1 Legal

The legal basis for this policy is found in the following legislation:

- a. The Health and Safety at Work Act 1974
- b. The Management of Health and Safety at Work Regulations 1999
- c. The Electricity at Work Regulations 1989
- d. The Provision and Use of Work Equipment Regulations 1998
- e. The Control of Asbestos Regulations 2012
- f. The Fluorinated Greenhouse Gases Regulations 2009
- g. The Electricity Safety, Quality and Continuity Regulations 2002
- h. DSEAR (Dangerous Substances and Explosive Atmosphere Regulations 2002)

and underpinned by:

- a. HSG47 – Avoiding Dangers from Underground Services

- b. HTM 2021 – Electrical Safety Code for High Voltage Systems
- c. BS6626 – Maintenance of Electrical Switchgear and Control gear for Voltages above 1KV and up to and including 36KV – Code of Practice
- d. BS EN50110 - Operation of electrical installations
- e. RoHS Regulations 2008
- f. HSR 25 Memorandum of Guidance on Electricity at Work Regulations 1989
- g. MSA 19 PCB"s and you. Do you know how to work safely with PCB"s? – HSE publication.
- h. HSG230 – Keeping Electrical Switchgear Safe
- i. HSG85 Electricity at work. Safe working practices BS 7671:2008+A1:2011 Requirements for electrical installations. IET Wiring Regulations. Seventeenth edition

Standard	Year	Description
BS EN 61439 (many parts)	2009 - 2012	Low-voltage switchgear and controlgear assemblies
BS 5266 Parts 1 to 10 also BS EN 50172	1999 - 2008	Code of practice for emergency lighting
BS 5424 Parts 2 and 3, also IEC 60158 part 3	1985 - 1988	Specification for low voltage control gear
BS EN 60422	2008	Monitoring and maintenance guide for mineral insulating oils in electrical equipment
BS 5839 Parts 1 - 11, also PD6531:2010	1988 - 2010	Fire detection & alarm systems for buildings
BS EN 60079-30-2	2007	Electric surface heating
BS 6423	1983	Code of practice for maintenance of electrical switchgear and controlgear for voltages up to and including 1 kV
BS 6626	2010	Code of practice for maintenance of electrical switchgear and controlgear for voltages above 1 kV and up to and including 36 kV

BS EN 62305, 4 parts	2006-2011	Code of practice for protection of structures against lightning
BS 7375	2010	Code of practice for distribution of electricity on construction and building sites
BS 7430	1998	Code of practice for earthing
BS 7671	2008 - 2011	Requirements for electrical installations. IEE Wiring Regulations. Seventeenth edition
BS 7909	2008 - 2011	Code of practice for temporary electrical systems for entertainment and related purposes.
BS EN 50110 Parts 1 and 2	2004 - 2010	Operation of electrical installations
IEC 60479 Parts 1-4, also PD6519	1994-2005	Guide to effects of current on human beings and livestock.
BS EN 60529	1992	Specification for degrees of protection provided by enclosures (IP code)
BS EN 60947 Parts 1-8	2001 - 2011	Specification for low voltage switch gear and control gear

3.2 Financial

There are no additional financial implications for the Police & Crime Commissioner of Warwickshire Police in applying this policy.

3.3 Staff / Training

To ensure the competency of the Enabling Services Directorate's representative(s) to effectively manage the procedures of this policy and in respect to the management and implementation of this policy and Health and Safety requirements, the Estates, Facilities and Health and Safety Manager shall identify and coordinate the relevant training required via the Force Learning & Development Department.

3.4 Bureaucracy

The minimal additional bureaucracy created by this policy is necessary to safeguard police premises and persons working on or those visiting those premises.

4.0 GUIDANCE

- 4.1 It is the responsibility of all persons who may be concerned with the control, operation, working or testing, on or in the near vicinity of electrical equipment to be fully conversant with the Forces Code of Practice, to implement and to comply with it fully and with related Codes and Procedures.
- 4.2 The operation and servicing of high voltage equipment in accordance with clearly defined rules and procedures should be entrusted only to persons who are appointed by an Authorising Engineer; these will be appointed in writing as "Authorised Persons".
- 4.3 To satisfy the requirements of the Electricity at Work Regulations 1989 and HTM 2021 the Force must have:
 - a. A clearly defined safety policy for the operation of and the servicing of the High Voltage distribution network and equipment, High Voltage Code of Practice.
 - b. Means, by which the policy and program can be managed, implemented, monitored and reviewed. – Authorised Persons and the Force Health & Safety Department.

5.0 MANAGEMENT RESPONSIBILITY

The Office of the Police and Crime Commissioner for Warwickshire – will delegate to the Deputy Chief Constable the overall responsibility to ensure that this policy is implemented, and that appropriate funding is made available.

5.01 In practice the Duty Holder will delegate the day-to-day implementation of the policy to the nominated Responsible Person.

5.1 Deputy Chief Constable

The Chief Officer has functional responsibilities for estates, building matters and staff training.

5.2 Deputy Chief Constable – acting as the Duty Holder

- a. Implementation of Force policy and procedures.
- b. Implementation of relevant Health and Safety policies.
- c. Provision of adequate resources for training.
- d. Ensure "Maintaining High Voltage Systems & Approved Person Switching" policy is incorporated into relevant contracts.

5.3 Operational Chief Police Officers, Departmental Heads, Business Managers.

Implementation of Force policy and procedures.

5.4 Estates and HSQE Manager – acting as the Responsible Person

The Estates and HSQE Manager will appoint specialist contractors to manage the high voltage systems. No Force personnel will work on electrical installations. Management will be via the appointed M&E Contractor.

5.5 Specialist M&E Contractor

The specialist contractor will be responsible for:

- a. The Implementation and management of inspection, testing repair and maintenance programmes.
- b. For the Implementation and management of the Safety Code of Practice of High Voltage Systems.
- c. To maintain a list of all electrical equipment in use classed as High Voltage exceeding 1KV.
- d. To ensure the frequency of testing and maintenance is reviewed and monitored on a regular basis.
- e. To ensure that any incidents involving electrical equipment are reported to the Estates and HSQE Manager and are investigated and relevant action is taken.

6.0 DOCUMENT HISTORY

The policy will be subject to an annual review.

The history of the policy will be recorded using the chart below:

Date	Author / Reviewer	Amendment(s) & Rationale	Approval / Adoption
Nov 2013	Kim James	Harmonisation	JNCC 27/11/2013
Feb 2015	Kim James	Reviewed - No change due to JPV 2016	February 2015
Oct 2016	C Griffiths	Amended to take into account role of PPL –replacing Estates v1.1	February 2017
May 2018	C Griffiths	Review – No changes	May 2018
Aug 2021	H Minett	Update to reflect the end of the Alliance and PPL. Update to reflect that all works are delegated to third party specialists managed through the M&E specialist contractor.	
Aug 2022	H Minett	Update to provide clarity that this Policy does not apply to the Warwickshire Justice Centres	August 2022

June 2023	H Minett	Review – update reference to the Estates, Facilities & Health and Safety Manager and the Facilities Manager to reflect the changes to their job titles – Senior HSQE & Facilities Manager and HSQE & Facilities Manager	
Nov 2023	H Minett	Review – update reference to Senior HSQE & Facilities Manager – change to Strategic HSQE & Estates Manager	Jan 2024
Feb 2025	Shane Wilton	Review – update reference to Strategic HSQE & Estates Manager – change	
Nov 2025	Nathan Moore & A Roede ARK H&S	Title change to 'Estates and HSQE Manager' and compliance check. Minor changes.	Business Area Manager approval 27/11/25. Published 16/12/25.
May 2026	Mandy Harvey	Section 1.6 amendment to include both Justice Centres.	Republished 23/06/2026

Appendix A: Glossary

1.0 The Police & Crime Commissioner

A legal entity, enabled to contract with other legal entities. Owns and maintains all property used by Warwickshire Police.

2.0 The Force

Warwickshire Police cover the 764 square miles of Warwickshire, it serves a population of 568,167 (2019) and employs 1060 police officers, 101 specials and 722 police staff, including 78 community support officers (accurate at the time of update).

3.0 Contractor

Any person or undertaking or other legal entity entering into; or involved with a contract with the organisation for the supply of goods or services, including sub-contractors (hereafter called contractors) and staff employed by the Force carrying out construction work.

4.0 Staff

Any person employed by the PCC / Force or its contractors
Any person not specifically referred to above

5.0 Duty Holder

A person on whom the Electricity at Work Regulations 1989 impose a duty in connection with safety

6.0 Authorising Engineer (High Voltage)

The AE duties shall be provided by specialist contractors who are appointed to implement, administer and monitor the safety arrangements for the high voltage electrical supply and distribution systems of that organisation to ensure compliance with the Electricity at Work Regulations 1989 and to assess the suitability and appointment of candidates in writing to be "Authorised Persons".

7.0 Authorised Person (AP)

Is an individual who possesses adequate technical knowledge and having received appropriate training, appointed in writing by the Authorising Engineer to be responsible for the practical implementation and operation of the high voltage systems on the premises.

8.0 Competent Person

A person recognised by the Authorised Person as having sufficient technical knowledge and experience to enable them to avoid danger and who may be nominated to receive and clear specified safety documents.