

<b>Tuesday 26 October 2021</b>	
<b>09:00</b>	<b>Welcome and introductions – Bill Tubey + polls</b>
<b>An introduction to managing electrical safety</b>	
<b>09:20</b>	<b>Electrical Risk Management - Bill Bates</b> <ul style="list-style-type: none"> <li>▪ Effects of failure</li> <li>▪ Incident statistics</li> <li>▪ Typical faults and incidents</li> <li>▪ Risk management</li> </ul>
<b>10.05</b>	<b>Incident investigation - Bill Tubey</b> <b>Delegates break into groups to discuss 3 real incidents:</b> <b>Incident 1</b> <b>Incident 2</b>
<b>11.05</b>	<b>Comfort Break 10 mins</b>
<b>11.15</b>	<b>Incident 3</b>
<b>11.45</b>	<b>Reduce risks in the workplace and how the Code of Practice was developed – Bill Tubey</b> <ul style="list-style-type: none"> <li>▪ Who should use the Code?</li> <li>▪ What is the Code's purpose and structure?</li> <li>▪ Where is the Code applicable?</li> <li>▪ When should the Code be used?</li> <li>▪ Unilever's case study example of self-assessment</li> </ul>
<b>13.00</b>	<b>End of Day 1</b>

<b>Wednesday 27 October 2021</b>	
<b>Self-Assessment (sections 3-6 of Code of Practice)</b> <b>How a structured approach to managing electrical safety can be achieved</b>	
<b>09:00</b>	<b>Case Study 1 - Managing Policy - Bill Tubey</b> Practical application of the Code of Practice <ul style="list-style-type: none"> <li>▪ Electrical safety policy</li> <li>▪ Leadership</li> <li>▪ Planning</li> <li>▪ Design</li> <li>▪ Electrical system standards</li> </ul>
<b>09:25</b>	<b>Case Study 2 Managing 'Procedure' Aspects – Bill Bates</b> <ul style="list-style-type: none"> <li>▪ Identifying and controlling your own risks</li> <li>▪ Safe working practices</li> <li>▪ Workplace precautions</li> <li>▪ Procedures</li> <li>▪ Electrical system maintenance</li> <li>▪ Electrical system documentation</li> <li>▪ Incident investigation</li> <li>▪ Measurement of performance</li> </ul>
<b>10.30</b>	<b>Comfort Break 10 mins</b>

<b>10:40</b>	<p><b>Case Study 3 Managing 'People' Aspects – Bill Tubey</b></p> <ul style="list-style-type: none"> <li>▪ Appointments, roles and responsibilities</li> <li>▪ Training</li> <li>▪ Competence</li> <li>▪ Cooperation</li> <li>▪ Communication</li> <li>▪ Audits</li> </ul>
<b>11:20</b>	<p><b>Case Study 4 Managing Specific Aspects – Bill Bates</b></p> <ul style="list-style-type: none"> <li>▪ Work undertaken on or near exposed live electrical parts</li> <li>▪ Operating electrical machinery</li> <li>▪ Using electrical contractors</li> <li>▪ Storing, handling and using flammable gases, vapours or dusts</li> <li>▪ Buried cables on your land</li> <li>▪ Overhead power lines on or near your site</li> </ul> <p>Operating and maintaining high voltage electrical equipment</p>
<b>12:30</b>	<b>End of Day 2</b>

<b>Thursday 28 October 2021</b>	
<b>09:00</b>	<p><b>Self-Assessment Evaluation - Bill Bates &amp; Bill Tubey</b></p> <ul style="list-style-type: none"> <li>▪ Self-assessment summary</li> <li>▪ Deciding on actions and implementations</li> <li>▪ With whom should you share the results?</li> <li>▪ Review your improvement plan</li> </ul>
<b>09:35</b>	<p><b>Guest speaker - Michael Appleby, Partner, Fisher Scoggins Waters LLP Solicitors</b></p> <p><b>Legal consequences of failure to manage risk</b></p> <p>Michael specialises in defending directors, senior individuals and companies facing investigation or prosecution for health and safety offences or manslaughter arising from work related incidents.</p> <p>This session will provide insights and advice as follows:</p> <ul style="list-style-type: none"> <li>▪ The role of hindsight when a criminal investigation starts</li> <li>▪ Brief outline of the law – manslaughter, s37 HSWA, s7 HSWA</li> <li>▪ Case study of actual criminal trial concerning an electrocution of a subcontractor at a data centre during a resilience upgrade</li> <li>▪ Some practical issues if an individual is involved in an incident – i.e. if you are asked to give a statement by police/HSE find out if you are a witness or a suspect</li> </ul>
<b>10.40</b>	<b>Comfort Break 10 mins</b>
<b>10.50</b>	<b>Interview under caution – Case study</b>
<b>11.25</b>	<b>Legal questions for Mike Appleby</b>
<b>Evaluation of self-assessment and next steps (sections 7-8 of Code of Practice)</b>	
<b>12.10</b>	<p><b>Using the IET Code of Practice</b></p> <ul style="list-style-type: none"> <li>▪ Bringing together Policy, Procedure and People aspects.</li> <li>▪ Considering the ESM CoP structure and how you can produce your improvement plan with its prioritised actions.</li> <li>▪ How will you take this forward?</li> </ul> <p><b>Implementing the IET code in your workplace</b></p> <ul style="list-style-type: none"> <li>▪ Self-assessment</li> </ul>

	<ul style="list-style-type: none"><li>▪ Reporting results</li><li>▪ Identifying priorities for change</li><li>▪ Implementing change</li><li>▪ Review</li></ul>
<b>12:30</b>	<b>Closing remarks and end of course</b>

**Presenters:**

**Bill Bates** worked for 20 years in the electricity utility, Manweb, followed by 20 years as a Principal Electrical Inspector at the Health and Safety Executive. He was also a contributor to the IET Code of Practice for Electrical Safety Management and has practical experience applying the Code with clients.

**Bill Tubey** worked for Manweb which was acquired by Scottish Power in 1996. His operational engineering background in the electricity industry and extensive experience of the leadership and effective management of large multi-disciplined teams makes him ideally suited to share his knowledge on electrical safety management.

**Michael Appleby** is a partner with Fisher Scoggins Waters LLP Solicitors. Michael specialises in defending directors, senior individuals and companies facing investigation or prosecution for health and safety offences or manslaughter arising from work related incidents. This includes representing clients at inquests, in appeals against prohibition and improvement notices and challenging notifications under Health and Safety Executive's Fee for Intervention scheme. He has also acted in investigations by the Environmental Agency and Fire and Rescue Authorities. Mike acts for clients in the rail and bus sectors, construction, ports, manufacturing, facilities management sector, waste industry and the lift industry.