

Programme  
14-16 May 2024 | Online.

Day 1	
08:40	Teams opens
08:45	Welcome and introductions
An introduction to managing electrical safety	
09:00	Basic Electricity
09:45	<b>Why Electrical Risk Management is important</b> <ul style="list-style-type: none"> <li>▪ What is electrical risk?</li> <li>▪ Incidents</li> <li>▪ Issues</li> <li>▪ Lessons</li> </ul>
11:00	<b>Comfort Break</b>
11:15	<b>Managing Electrical Risk</b> <ul style="list-style-type: none"> <li>▪ Incident statistics</li> <li>▪ Effects of failure</li> <li>▪ Risk management</li> <li>▪ Competence</li> </ul>
11:45	<b>Reduce risks in the workplace and how the Code of Practice was developed</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>
12:10	<b>Case Study - Managing Policy</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>
13:00	<b>End of Day 1</b>

<b>Day 2</b>	
<b>08:40</b>	<b>Teams opens</b>
<b>08:45</b>	<b>Case Study Managing 'Procedure' Issues</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>10:00</b>	<b>Case Study Managing 'People' Issues</b> <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>11:00</b>	<b>Comfort Break</b>
<b>11:15</b>	<b>Case Study Managing Specific Issues</b> <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> <li>▪ Operating and maintaining high voltage electrical equipment</li> </ul>
<b>13:00</b>	<b>End of Day 2</b>

<b>Day 3</b>	
<b>08:40</b>	<b>Teams opens</b>
<b>08:45</b>	<b>Self-Assessment Evaluation</b> <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>09:15</b>	<b>Incident investigation</b> Delegates break into groups to discuss 3 real incidents
<b>10:45</b>	<b>Comfort Break</b>
<b>11:00</b>	<b>Guest speaker - Michael Appleby, Partner, Fisher Scoggins Waters LLP Solicitors</b>  <b>Legal consequences of failure to manage risk</b> 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 session will provide insights and advice as follows: <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> </ul> 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
<b>12:20</b>	<b>Using the IET Code of Practice</b> <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> <b>Implementing the IET code in your workplace</b> <ul style="list-style-type: none"> <li>▪ Self-assessment</li> <li>▪ Reporting results</li> <li>▪ Identifying priorities for change</li> <li>▪ Implementing change</li> <li>▪ Review</li> </ul>
<b>13:00</b>	<b>Closing remarks and end of course</b>