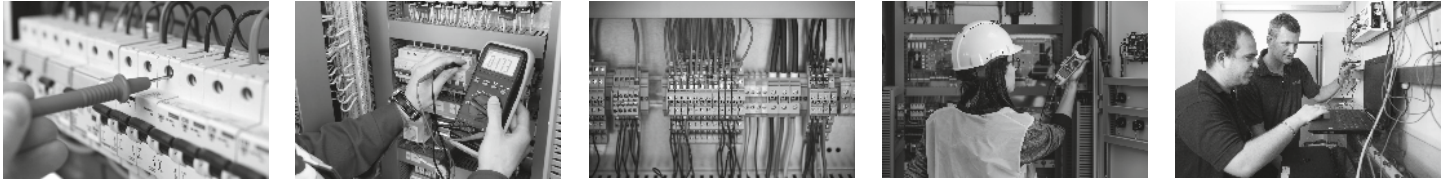


# SITE ELECTRICAL DUTY HOLDER



## WHO SHOULD PARTICIPATE?

It is the responsibility of every employer to ensure that appropriate procedures are in place for serious and imminent danger in the workplace with respect to electricity. A competent person shall be nominated to implement the electrical procedures, that person is the 'Electrical Duty Holder'.

## CERTIFICATION

Delegates will receive an MGTS certificate of attendance.

## DURATION

1 Day

## THE PROGRAMME WILL COVER:

### Outline of Health & Safety Legislation

- Health & Safety at Work - HASAWA
- Electricity at Work Regulations - EAWR
- The Provision and Use of Work Equipment Regulations - PUWER
- Management of Health and Safety at Work Regulation - MHSWR
- Explanation of the relevance of BS 7671:2018

### Responsibilities of Duty Holders

- Safe working systems
- Training and supervision of staff
- Producing maintenance, inspection and testing programmes
- Ensuring electrical equipment is fit for purpose
- Ensuring adequate working space access and lighting levels
- Provision of information necessary to avoid dangers
- Supervision of contractors and sub-contractors

### PUWER

- Information and instructions

### MHSWR

- Employee's duties

### Contractors

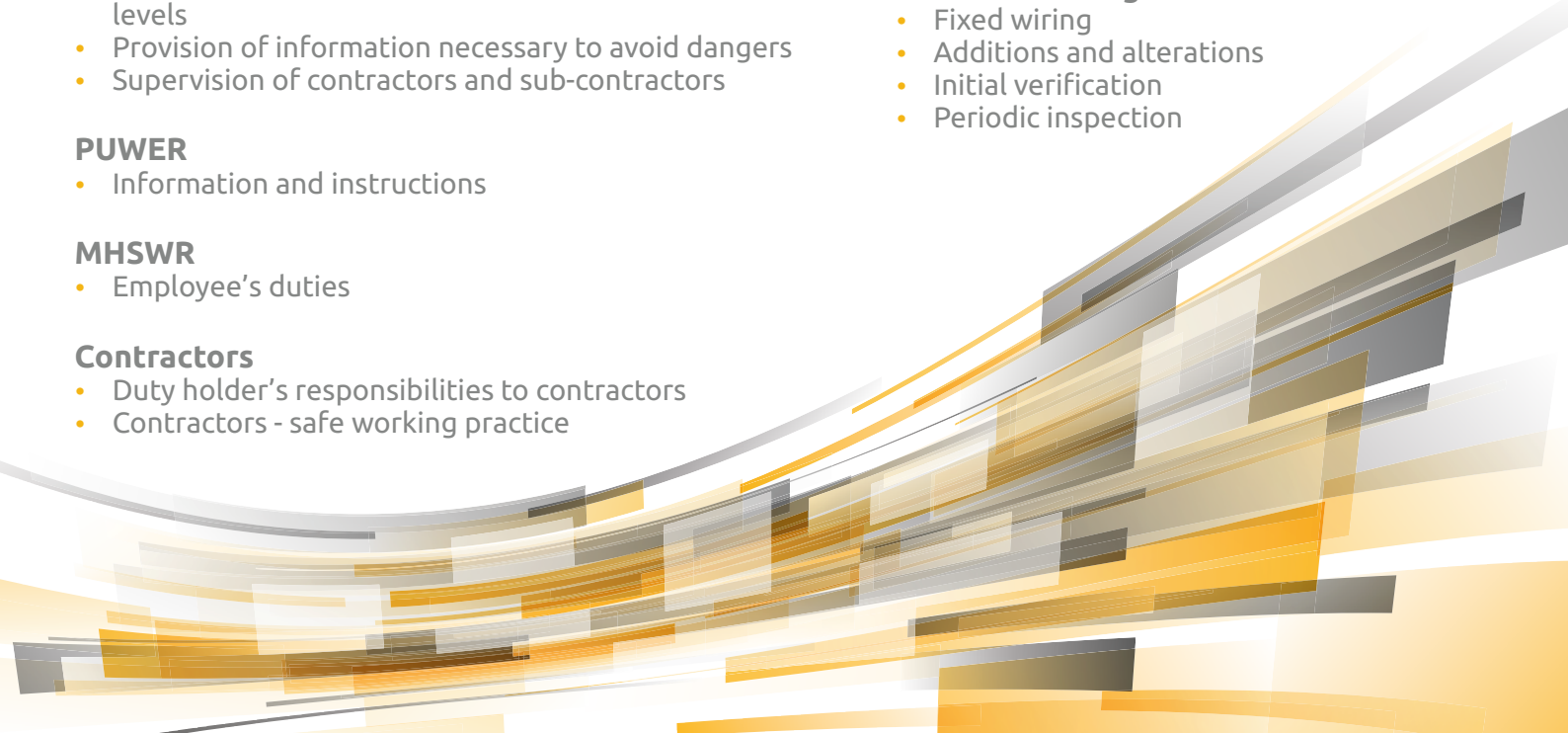
- Duty holder's responsibilities to contractors
- Contractors - safe working practice

### Electricity at Work Regulations

- Employer and employee duties
- System construction maintenance, work activity and protective equipment
- Strength and capability
- Adverse / hazardous environment
- Shock protection
- Connections
- Overcurrent protection
- Isolation
- Work on equipment made dead
- Work on live equipment
- Workspace access and lighting
- Competence

### BS7671:2018 Significance

- Fixed wiring
- Additions and alterations
- Initial verification
- Periodic inspection



## OUR SERVICE LEVEL COMMITMENT

MGTS will ensure that:

- Your training and assessment programmes are delivered by Tutors highly experienced in the relevant subject matter and your industry
- The delivery of training and assessment will focus on your training objectives supported by up to date programmes and learning materials
- Your employees will receive training designed to meet their personal learning needs with additional support where appropriate
- Training programmes are delivered with your requirements as the focus ensuring total flexibility and on time delivery
- Your employees benefit from a healthy, safe and secure learning environment ensuring equality of opportunity and diversity of contribution to enhance the learning experience
- You and your employees are given support to achieve high quality personal learning and successful learning transfer to the workplace
- The confidentiality of your business development needs is maintained throughout

## BOOKINGS & PAYMENTS

Bookings must be confirmed with either a purchase order or full payment to secure the booking.

New customers will be required to complete a New Customer Account form to open a credit account.

All customers will be invoiced upon booking; our standard payment terms are 30 days unless otherwise agreed in advance for credit account customers and 7 days for non-account customers.

Payment can be made by credit card or BACS/ bank transfer.

## CANCELLATION POLICY

Where courses are under subscribed MGTS may cancel or re-arrange a course at their discretion. Customers will be notified no later than 10 working days prior to the planned commencement date.

MGTS accepts customer cancellations or transfers to alternative course dates, without charge up until 7 working days prior to commencement of training.

Cancellations or transfers 1 to 7 working days prior to commencement of training will incur a 50% course fee.

Cancellations with less notice than 1 working day will incur a 100% course fee.



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