

Electrical Safety Checklist – Outdoor Settings

This checklist can be used for both temporary structures (e.g. market stalls, gazebos and marquees) and mobile vehicles/trailers.

It is a tool to assist in assessing the safety of electrical equipment and electrical supplies used outdoors. All outdoor electrical arrangements should be assessed for safety before use.

When using the checklist to assess the electrical supply to mobile vehicles or trailers, electrical safety checks that clearly apply to temporary structures should be marked N/A.

All checks will need to be carried out by a competent person but as many of the checks are visual, they might be carried out by a person with a good general knowledge of electrical safety.

If there is any doubt about the safety of any electrical connections or piece of equipment, advice should be sought from a competent electrician e.g. an NICEIC Registered Electrical Engineer.

Important Matters to Note

Fixed Supply System Certification

Although an Electrical Installation Condition (EIC) report can be used for up to 5 years, to demonstrate the safety of the electrical supply system in a fixed premises (bricks and mortar), it is recommended that the electrical supply system within a mobile vehicle or trailer is inspected and certified every year.

EIC reports must be produced by a competent electrician e.g. an NICEIC Registered Electrical Engineer.

Portable Appliance Certification

Portable Appliance Testing (PAT) should be carried out by a competent electrical engineer e.g. NICEIC registered and PAT certified, at least annually. It is recommended that more frequent inspection and testing should be carried out when equipment/appliances are regularly moved around. In addition to PAT all frequently used equipment should be visually inspected on a regular basis. Ideally a visual check should be carried out before the use of portable equipment.

Residual Current Device (RCD) Checks

This checklist will confirm whether or not suitable RCDs are in place.

However, ongoing checks will need to be made to ensure they will operate effectively in fault situations, this must be done by pressing the 'test' button regularly.

Completing the Checklist

To complete the checklist, the FBO or Responsible Person should:

Complete the business details, then go through the checklist and fill in YES, N/A or NO for each question. In the case of a NO, details of the actions taken to keep systems safe should be included.

An answer of NO could mean that the system/operation does not comply with the law and might cause serious harm. In such cases advice on alternative safety controls should be confirmed by a specialist in the area of activity e.g. an NICEIC Registered Electrical Engineer so that safety can be maintained.

- Where faults are found details should be noted in the Issues section of the Daily Record (within the Daily Diary) together with actions taken to maintain safety
- On satisfactory completion, the checklist will need to be signed off and dated by a competent person

Using the Checklist

NCASS recommends that the checklist is completed at the start of each trading season or annually when trading throughout the year. To ensure that the completed document is readily accessible, it is suggested that the checklist included in the Daily Diary be completed.

Unless there are any changes to the electrical supply system, new equipment is connected or problems occur, the checklist will only need to be completed annually. Where changes occur, a new checklist will need to be completed. Extra checklists can be downloaded from the Additional Resources area of the NCASS website.

If changes or problems have not occurred, the FBO or Responsible Person will not need to redo the checklist but should confirm that it remains accurate at the start of each day of trading. Confirmation should be based on visual checks to ensure that the condition of the connections (cables and plugs etc.) has not deteriorated, that RCDs are operating correctly and that there have not been any reports or signs of equipment damage.

Confirmation that the checklist remains accurate and that all checks have been completed should be provided by ticking the greyed out box on the left-hand side of the Daily Record (within the Daily Diary) alongside the statement "Electrical safety checks complete." If problems are identified, these should be noted in the Issues section of the Daily Record together with any actions taken.

Electrical Safety Checklist – Outdoor Settings

Business Name: _____

Type of trading unit e.g., gazebo, mobile vehicle etc. _____

Unit Name: _____

Date: _____

Checks	Yes/NA	No - comments/actions taken
Cables		
Suitable grade (industrial)		
Sufficient for electrical loading		
Insulation in good condition		
Suitable protection from adverse environmental conditions e.g. protected against mechanical damage, water and dust penetration		
Joints made using proprietary (designed for purpose) joints and cable connectors that ensure safety		
Cables tangle free, fully unrolled and do not pose a trip hazard		
Extension leads avoided (wherever possible)		
Other – please provide details		

Checks	Yes/NA	No - comments/actions taken
Plugs		
Correct fuses fitted		
No internal wires visible, cable clamp in place		
Undamaged e.g. no cracks or scorch marks		
Waterproof, dust resistant and protected from mechanical damage (i.e. suitable protection from adverse environmental conditions)		
Other – please provide details		
Earthing and Overcurrent Protection		
Suitable RCDs in place – maximum tripping current 30mA		
Residual Current Devices (RCDs) tested-regular use of test button		
Other – please provide details		
Equipment		
Fit for purpose, safe and in good condition		
Has CE mark or UKCA mark		
Damaged equipment removed from use		

Checks	Yes/NA	No - comments/actions taken
All relevant equipment has up to date PAT certificates		
All equipment used outdoors has appropriate protection against adverse environmental conditions		
Other - please provide details		
Generators		
Protected against adverse environmental conditions and well ventilated		
Located on hard standing, protected from members of the public e.g. cage surround/ barriers		
Sited away from flammable materials		
Not overloaded		
Earth staked		
Have appropriate RCD protection		
Have current electrical safety certificate i.e. less than 5 years old		
Where a generator powers its own electrical system, a separation distance of at least 3 metres is required from any other electrical system		
Refuelling is only carried out when the generator is switched off and the engine has cooled down		
Other- please provide details		

Checks	Yes/NA	No - comments/actions taken
Additional question for mobile vehicles only		
Certification		
Fixed electrical installation has a current Electrical Installation Condition Report less than 1 year old		
Any other relevant checks		

Assessor Name: _____ Job Title: _____

Signed: _____ Date: _____



Scan the QR code or visit ncass.org.uk/safetymanagementsystem for additional resources.