



Swallowcliffe Parish Council

Emergency generator management plan

Introduction

To help support residents upon the loss of mains power, Swallowcliffe Parish Council (SPC) has purchased and maintains a generator for the use by residents to meet low power and basic needs (E.G. hot drinks and battery charging).

Community Emergency plan (CEP)

Swallowcliffe has a plan available on its web site which provides advice to residents on how they can prepare for various perils, and what to do in the event they occur.

One of those is loss of electricity.

A generator (Excel Power, XL8000ii, 7.5KW) is provided by the council for residents for these occasions.

Roles and responsibilities

- Emergencies planning - Nigel Cooke
- Generator Team (GT): See CEP
- Insurance: Parish Clerk
- Maintenance: Parish Clerk
- Oversight: Parish Council
- Readiness: See CEP

The service

Activation

The CEP contains the action plan of how, in an emergency, the emergency team is mobilized, vulnerable people checked, and resources mobilized (including generator).

Notification

Residents are reminded of the service in the Annual Parish meeting, and the village's newsletter.

The notification process is documented in the CEP.

Location & access

The generator is stored in the dedicated, padlocked, building behind the village hall, making it easy to connect into the emergency power circuitry in the hall.

Keys are held by the parish council chair, and in a key safe within the village hall, which is itself locked, with restricted key holders.

Operation

To minimise the risk of harm to persons and the equipment, operation is only permitted by members of the GT, who have been trained in its manual handling, means of connection, operation, and safe operating limits.

Quick-reference and detailed instructions are held with the generator.

Maintenance & testing

Routine

Generator readiness – the process by which it is ensured that the generator is known to be functional – is carried on a monthly schedule.

This includes checking fuel and running for 10 minutes to confirm it starts, and to recharge its internal battery.

Every run is logged.

Spare long-life fuel is purchased as needed and reclaimed. VAT is reclaimed by the RFO.

Annual

The generator will be inspected annually and need for annual service considered. This is managed by the Parish Clerk.

Faults

In the first instance, the supplier (Hampshire Generators) will be contacted.

Safety

Risks

To minimize risk, operation is only permitted by trained persons.

Specifically, for:

- CO poisoning - it must be removed from the storage building for operation.
- Electrical, including overload - a member of the GT must supervise its use.
- Fire - minimal spare fuel is stored.
- Manual handling – only permitted by members of the GT.

Insurance

The generator is itemized in the council's Asset Register, the annual review process of which ensures sufficient insurance for loss, damage, and public liability [1][2][3].

Legal context

SPC provides this service under its incidental powers to support its functions [4] and power to incur expenditure for community benefit [5].

It aligns with the '[Wiltshire & Swindon Local Resilience Forum](#)' and national resilience guidance [6].

Review

This document is reviewed by the Council annually.

References

1. Local Government Act 1972, Section 151
2. Accounts and Audit Regulations 2015, Regulation 15
3. SAPP Practitioners' Guide requires an annually reviewed Asset Register
4. Local Government Act 1972, Section 111
5. Local Government Act 1972, Section 137

6. Cabinet office Community resilience development framework

Review

Policy version

Review date:

Approved by:

Date adopted:

DRAFT