



Policy

Electrical Safety: Portable Appliance Testing (PAT)

UK Legislation:

Electricity at Work Regulations 1989

Health and Safety at Work Act 1974

1. Introduction

1.1 Regular inspection of equipment is an essential part of any preventative maintenance program whilst practical experience of the use of the equipment may help to determine the frequency at which the preventative maintenance needs to be carried out. Records of maintenance, including test results, should be kept throughout the working life of the equipment.

1.2 This procedure applies to all portable equipment used in council buildings together with allocated work equipment used in other areas, such as the open spaces of the town.

1.3 Other than the fixed wiring installation, all electrical equipment, whether permanently connected or connected by a plug and socket, should be inspected & tested.

1.4 Not all electrical equipment will need a portable appliance test. Further details on how to ensure the safety of electrical equipment and how to carry out user checks and visual inspections can be found in the HSE's Maintaining portable electric equipment in low-risk environments pamphlet.

1.5 Definition: A 'portable appliance' is defined as any item of equipment with a lead and a plug and which is normally moved around or can be moved and is connected to the mains supply by a standard 3 pin plug.

2. General Requirements

2.1 The main requirements of this procedure are:

- All electrical items covered by Portable Appliance Testing must be inspected and tested on a regular basis by a suitably trained and competent person.
- A register of portable electrical equipment is maintained and a record is kept of when it is checked, inspected and tested.

- Based on a suitable and sufficient risk assessment which takes into account the amount of wear and tear items of portable electrical equipment receive in establishments/settings, the authority requires that items of equipment are visually checked before use and given a formal test as frequently as determined by the risk assessment.
- Any item failing its required inspection or test must be withdrawn from service immediately and not re-used until the fault(s) have been rectified and it has been re-tested and successfully passed the PAT tests or disposed of and replaced as necessary.
- All new electrical items must be recorded before use, inspected and tested within the warranty period and regularly thereafter. Second hand items must be tested before use and regularly thereafter.
- Those carrying out inspection and tests must be competent to undertake the inspection, and where appropriate, testing of electrical equipment and appliances, having due regard to their own safety and that of others. The Tester must be able to recognise electrical, mechanical or thermal damage to electrical equipment and appliances and their flexes/cables which may be encountered in any environment.

3. Frequency of inspections and testing

3.1 Frequency of inspections and testing should be determined using a risk assessment including consideration of:

- The environment the appliance is both used and stored in, e.g. work site, office, etc.
- The users, the likelihood of reporting any damage and the extent of any misuse or abuse of the equipment.
- The equipment construction - Class I or Class II double insulated.
- The equipment type, whether hand-held, fixed, IT, etc.
- Frequency of use - kettle used many times a day, fridge that is not moved, etc.
- Type of installation for static equipment - flexes and spurs etc.
- Previous test records - history will provide information of the equipment life and its level of use/misuse/abuse. On-going test frequency should be risk assessed by the operations manager taking into account the findings of inspections and tests, and the frequency increased or decreased if necessary.

4. Responsibilities

4.1 The operations manager will ensure the following:

- Organise all programmed formal associated inspection and testing of council portable appliances (PAT) as identified by risk assessment.
- Once tested, items shall be tagged and logged.
- Non-council portable appliances or equipment is not to be used on the premises unless evidence of a valid inspection and test can be evidenced e.g. hirers bringing their own electrical equipment.

- When advised of any equipment that fails inspection and testing ensure it is taken out of use immediately and arrange for its safe repair/replacement/disposal.

4.2 Staff responsibilities include:

- Informing the operations manager of any equipment that fails inspection and testing, ensuring it is labelled accordingly to prevent continuing use.
- Carrying out regular visual inspections of allocated personal electrical equipment e.g. laptop power transformers and cables, mobile phone chargers etc., to ensure they are safe for use. Report any damage immediately and take the damaged item out of use until rectified. Check for: no damage to the lead including fraying, cuts or heavy scuffing, no damage to the plug, e.g. to the cover or bent pins; no coloured wires visible where the lead joins the plug; no damage to the outer cover of the equipment itself, including loose parts or screws; no signs of overheating, such as burn marks, melting or staining on the plug, lead or piece of equipment.

5. HSE Suggested inspection and testing intervals

5.1 Lyme Regis Town Council will follow, as best practice, the inspection and testing interval example laid out in the HSE publication HSG107 table: Maintaining portable and transportable electrical equipment. In any case portable appliances will be tested at least every 3 years unless a more frequent interval is required as specified below.

Type of business		User Checks	Formal visual inspection	Combined inspection and test
Battery operated equipment (less than 40 V)		No	No	No
Extra low voltage (less than 50 V ac), telephone equipment, low-voltage desk lights		No	No	No
Construction	110v equipment	Yes, weekly	Yes, monthly	Yes, before first use on site then 3-monthly
	230v equipment	Yes, daily/every shift	Yes, weekly	Yes, before first use on site then monthly
	Fixed RCDs	Yes, daily/every shift	Yes, weekly	Yes, before first use on site, then 3-monthly (portable RCDs – monthly)

	Equipment site offices	Yes, monthly	Yes, 6-monthly	Yes, before first use on site then yearly
Heavy industrial/high risk of equipment damage (not construction)		Yes, daily	Yes, weekly	Yes, 6-12 months
Light industrial		Yes	Yes, before initial use and then 6 monthly	Yes, 6-12 months
Office information technology rarely moved, eg desktop computers, photocopiers, fax machines		No	Yes, 2-4 years	No, if double insulated otherwise up to 5 years
Double insulated (Class II) equipment moved occasionally (not hand-held), eg fans, table lamps		No	2-4 years	No
Hand-held, double insulated (Class II) equipment, eg some floor cleaners, some kitchen equipment		Yes	Yes, 6 months - 1 year	No
Earthed (Class I) equipment, eg electric kettles, some floor cleaners		Yes	Yes, 6 months - 1 year	Yes, 1-2 years
Cables, leads and plugs connected to Class I equipment, extension leads and battery charging equipment		Yes	Yes, 6 months – 4 years, depending on the type of equipment it is connected to	Yes, 1 – 5 years, depending on the type of equipment it is connected to

HSG107 Notes:

- Cables, leads and plugs connected to Class II equipment should be maintained as part of that equipment. Cables leads and plugs not dedicated to an item of equipment should be maintained as individual items as appropriate.
- Over time, when you look at the results of user checks, formal visual inspections and portable appliance tests you will notice trends. These may tell you that you need to look at or test electrical equipment more or less often, depending on the number of problems being found.
- If electrical equipment is grouped together for testing at the same time, you should use the shortest testing interval in the group rather than the longest. Alternatively, it may be appropriate to group your electrical.

6. Further Information and advice

6.1 Health and Safety Executive (HSE) <http://www.hse.gov.uk/electricity/faq-portable-appliance-testing.htm>

7. Review

7.1 This policy will be reviewed annually in November or sooner if there are changes in legislation or best practice

Implementation Date: 01 Nov 2018

Review Date: Nov 2019

John Wright
Town Clerk
Nov 2018