

PAT Testing Policy

Introduction

This Policy specifies the Employ My Ability's requirements for inspecting and testing portable electrical appliances: to reduce the risk of injury or fire; and to meet our legal and insurance obligations.

Definition

A portable electrical appliance is 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 plugs. Examples include power tools, vacuum cleaners, kitchen appliances, heaters, photocopiers, computers, etc. *This list is **not** exhaustive.*

Application

The policy applies to all portable electrical appliances across the site, including all such equipment owned by staff or students, with the sole exception of appliances brought in to supported living service accommodation by occupants for personal use. Supported Living, items placed in communal areas i.e. kitchens shall be deemed not for personal use and this Policy will apply. The safety of personal equipment brought in to the supported living accommodation remains the responsibility of the owner.

Responsibilities

The Senior Management Team and Commercial Lead are ensuring compliance with this Policy. In addition, staff and students are themselves each responsible for the correct use of equipment and for reporting any faults or damage.

All users are responsible for ensuring that there is no visible damage to the electrical equipment, leads and plugs, which they use. They should report any fault or damage to their supervisor, manager (including supported living). Faulty or damaged electrical equipment should be labelled as such and should be immediately taken out of use by physical removal, removal of the plug, or equivalent means of ensuring that it cannot be used.

Arrangements for Inspection and Testing

The different types of equipment, leads and plugs must be formally inspected and/or tested by a Competent Person in line with the requirements set out in Table 1.

Competent Persons

A competent person can be:

- A suitably trained person within the Service.
- An approved contractor employed by a Service to carry out the task.

Record Keeping

The Services should keep an inventory of appliances, showing the frequency and results of the formal inspections and tests.

Appliances should be labelled, tagged or marked to identify the Competent Person and to show the date of the last and next inspection / test.

Faults

In the event of failure to satisfy visual inspection or to meet test criteria, the Competent Person must ensure that the item is not re-used until the fault has been corrected (either by the Competent Person or by alternative electrically competent agency) and has been re-inspected and retested.

If faults cannot be rectified, the Competent Person must arrange for the appliance to be taken out of use and safely disposed of.

TABLE 1

Non-Exhaustive List of Portable Appliances and Maximum Intervals for Inspections and Tests

Services where equipment is subject to heavy or continuous use, or whose equipment is used in a variety of environments, e.g. in catering, maintenance activities, etc., may need to reduce the maximum intervals indicated below.

NB2 A Combined Inspection and Test includes a Formal Visual Inspection.

Type of Appliance	Formal Visual Inspection Required	Combined Inspection and Test Required
Extra low voltage appliances, e.g. low voltage desk lights	N/A	Plug and Lead at four-yearly intervals
IT equipment, e.g. computers, monitors, and fax machines or copiers	N/A	Yes at four-yearly intervals
240V extension leads	N/A	Yes at yearly intervals
Kitchen-type earthed equipment, e.g. kettles, hotplates, stirrers, fridges	N/A	Yes at yearly intervals
workshop equipment	N/A	Yes at yearly intervals
Double insulated equipment which is not handheld but is occasionally moved, e.g. fans, table lamps, slide projectors	Yes at four-yearly intervals	Plug and Lead at four-yearly intervals
Double insulated hand-held appliances, e.g. drills and floor cleaners	Yes at yearly intervals	Plug and Lead at yearly intervals
Other	Seek advice	Seek advice

