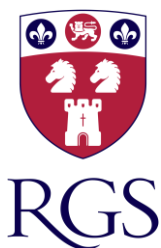


**PORTABLE
APPLIANCE
TESTING
(PAT)
POLICY**



RGS



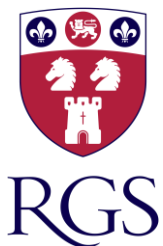
PORTABLE APPLIANCE TESTING (PAT) POLICY

Newcastle upon Tyne Royal Grammar School

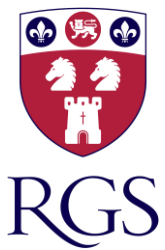
- Royal Grammar School (RGS) seeks to have arrangements in place to meet the requirements of the *Health and Safety At Work Act 1974* and the *Provision and Use of Work Equipment Regulations 1998 (PUWER)*, and in particular, *regulation 4(1)*, that: *Every employer shall ensure that work equipment is so constructed or adapted as to be suitable for the purpose for which it is used or provided.*
- RGS recognises that PAT is an important part of Health and Safety management in the school, which has over 3,400 appliances coming within requirements for PAT.
- The regulations make no specific requirements for arrangements for testing, for record keeping or the intervals at which equipment should be tested. RGS will seek to follow as a minimum the recommended practice for schools set down in the *IEE Code of Practice for In-Service Inspection and Testing of Electrical Equipment (4th Edition)*, which are as follows:

		Class I (Earthed)			Class II (Double insulated)	
		User Checks	Formal visual inspection	Combined inspection & testing	Formal visual inspection	Combined inspection & testing
S	Stationary equipment (e.g. fridge)	Weekly	None	12 months	12 months	48 months
IT	IT equipment	Weekly	None	12 months	12 months	48 months
M	Moveable equipment 18kg or less (e.g. electric fire)	Weekly	4 months	12 months	4 months	48 months
P	Portable equipment 18kg or less (e.g. kettle, food mixer)	Weekly	4 months	12 months	4 months	48 months
H	Hand-held equipment (e.g. hair-dryer, power drill)	Before use	4 months	12 months	4 months	48 months

- Though not included in the IEE schedule, RGS includes power leads and extension cables as electrical equipment to be included in PAT procedures.
- The RGS policy is that staff using electrical equipment are advised to carry out regular visual inspections and to report any damage or faults and that, in practice, all equipment will be tested on an annual basis.
- All relevant equipment should display a label showing the date of the last test and/or next test due.
- Staff, visitors and students are not allowed to bring electrical equipment into school without prior consent and arrangements for testing (e.g. for games machines during Charities Week, for which special arrangements are set up). If a private piece of electrical equipment is brought into school, once tested it must remain under supervision within school for the test to remain valid. The only exception to this rule is private laptops, for which power leads are visually checked each half term by one of the approved RGS PAT testers.



- Staff are also required to report to the Director of Finance & Operations (DFO) the acquisition of new, or disposal of redundant, RGS electrical equipment so as to ensure that the register remains accurate.
 - The person responsible to the DFO for managing PAT procedures is the Senior Technician.
 - Testing will be carried out only by trained and qualified staff – one of the seven RGS technicians holding the City and Guilds 2377 qualification (which includes the Senior Technician) or an approved electrical contractor.
 - The school owns appropriate test equipment for PAT, including two Prime Test 350 and an Apollo 600 testing machines. The Senior Technician is responsible for the maintenance and calibration of these machines.
 - A central database of tested equipment is maintained using Seaward Patguard 3 software, which can also be accessed via the RGS network by authorised users (currently restricted to desktop in S104).
 - This policy and associated procedures will be monitored and reviewed from time to time as necessary.
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