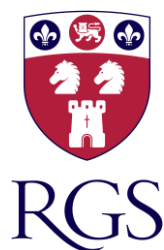


PORTABLE APPLIANCE TESTING (PAT) POLICY



RGS



IN-SERVICE INSPECTION & TESTING OF ELECTRICAL EQUIPMENT POLICY (formally PAT)

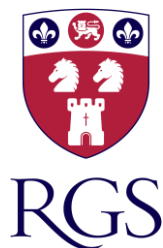
Newcastle upon Tyne Royal Grammar School

- 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 recognizes that In-service inspection and testing is an important part of Health and Safety management in the school, which has over 4400 appliances coming within requirements of inspection and testing.
- 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 (5th Edition)*, which are as follows:

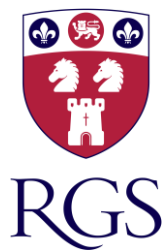
		Class I (Earthed)			Class II (Double insulated)	
		User Checks	Formal visual inspection	Combined inspection & testing	Formal visual inspection	Combined inspection & testing
S	Stationary equipment (e.g. fridge)	Weekly	None	12 months	48 months	48 months
IT	IT equipment	Weekly	None	12 months	48 months	48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

*(dependent on area used)

- Though not included in the IEE schedule, RGS includes power leads and extension cables as electrical equipment to be included in inspection and testing procedures.
- The RGS policy is that staff / students using electrical equipment are advised to carry out regular visual inspections prior to use and to report any damage or faults. In practice, all equipment will be tested on a regular basis as outlined above.
- All relevant equipment which has passed testing and/or inspection should display a green label showing the date of the last test and the initials of the tester.
- Equipment that fails testing should display a red label, be reported to the relevant HOD and taken out of service.



- Staff, visitors and students are not allowed to bring electrical equipment into school without prior consent and arrangements for testing. 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.
- Hired equipment safety and testing becomes the responsibility of RGS and should be included in the ongoing in-service inspections and testing, unless a contract or agreement exists for its regular inspection, testing and maintenance by the supplier. Items onsite for a short period (less than one week) may not require testing but should be inspected before use. For extended periods (longer than one week) items should be assessed for their need to be included in the cycle of in-service inspection and testing.
- Staff are also required to report to the Director of Finance & Operations (DFO) and the PAC Technical Manager the acquisition of new, or disposal of redundant, RGS electrical equipment to ensure that the register remains accurate.
- The person responsible to the DFO for managing in-service inspection and testing procedures is the PAC Technical Manager.
- Testing will be carried out only by trained and qualified staff – one of the Five RGS technicians holding the City and Guilds 2377 qualification or equivalent (which includes the PAC Technical Manager) or an approved electrical contractor.
- The school owns appropriate test equipment, including two Prime Test 350 and an Apollo 600 testing machines. The PAC Technical Manager 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 P104).
- This policy and associated procedures will be monitored and reviewed from time to time as necessary.



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