

PORTABLE APPLIANCE TESTING (PAT) POLICY

This policy refers to both Wellington Senior School and Wellington Prep School

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Portable Appliance Testing (PAT) Policy

1.0 Introduction

Wellington School recognises its duty of care under the Electrical at Work Regulations 1989 (EAWR) in so far as it is reasonably practicable, for the health and safety of their pupils, staff, and visitors whilst using portable electrical equipment/appliances and School management has a legal responsibility for ensuring compliance with this legislation.

The Regulations state that electrical systems must be maintained to prevent danger. This includes any electrical equipment used by employees at work.

The Health & Safety at Work Act etc. 1974 (sections 2, 3 & 4) imposes a general duty of care on both employer and employee to ensure the safety of all persons using work premises. There are also specific legal requirements relating to the use and maintenance of electrical appliances that are contained within the Electricity at Work Regulations (1989), the Provision of Use of Work Equipment Regulations (PUWER) and, in particular, the IET Code of Practice for the service Inspection and Testing of Electrical Equipment (4th Edition).

In-service Inspection and Testing is the technical term known as PAT testing (Portable Appliance Testing).

These regulations apply to all work activities and place requirements upon employers, self-employed and employees to control risks that may arise from the use of portable electrical equipment.

This policy outlines the school strategy to achieve a safe system of work for the inspection and testing of portable electrical appliances. The policy identifies key requirements within the relevant legislation and sets out a framework to facilitate compliance within the context of good practice.

2.0 Purpose

The purpose of this Policy is to provide appropriate guidelines and procedures to ensure Wellington School adopts all reasonably practicable means to eliminate hazards and reduce the risk of injury or damage where portable electrical appliances are used, and that it complies with its statutory duties associated with the aforementioned regulations.

There is also a statutory duty placed upon the users of such portable electrical appliances to follow all relevant policies and procedures put in place.

3.0 Scope

This policy applies to all work situations and to all employees of the School, any staff who are seconded to the School, contracted and agency staff and any other individual working on Campus.

This policy applies to all Wellington School premises whether owned or leased, and forms part of the overall risk management strategy. To this end, this policy will be circulated to representatives of tenant and contractor organisations.

4.0 Definitions

A portable appliance can be defined as an item of electrical equipment which is not part of a fixed installation but is connected to it by a flexible cable or a plug and socket. Examples include:-

- Equipment typically classified under the portable electrical appliance category would be equipment that is intended to be moved whilst in operation or an appliance that can be easily moved from one location to another while connected to an electrical supply, e.g. toaster or vacuum cleaner.
- Handheld appliances are those that are intended to be held in the hand during normal use, e.g. drill, hair dryer or kettle.
- Equipment connected by means of a flexible cord or cable to a fused or un-fused connection unit or isolator such as built in appliances and I.T. equipment.
- Moveable or transportable equipment which could be less than 18kg in weight and not fixed, but which may have wheels to facilitate movement, e.g. electric fan or heater.
- Stationary equipment that is either fixed or has a weight exceeding 18kg, e.g. refrigerator or washing machine.
- Extension leads, multi way and RCD adaptors.

5.0 Roles and Responsibilities:

Under the Electricity at Work Regulations 1989:-

- It is duty of every employer and self-employed person to comply with the provisions of these regulations in so far as they relate to matters which are within their control.
- It is duty of every employee whilst at work to co-operate with their employer so far as is necessary to enable any duty placed upon that employer by the provisions of these regulations to be complied with. To comply with the provision of these regulations in so far as they relate to matters which are within their control.

5.1 The Director of Finance and Operations

The Director of Finance and Operations, as the Duty Holder for the premises, has the overall authority and responsibility for ensuring compliance with the requirements to manage risks associated with the use of portable electrical appliances under the Health and Safety at Work etc. Act 1974, the Workplace (Health, Safety and Welfare) Regulations 1992 and, in particular, the Electricity at Work Regulations (1989) and any associated standards and guidelines. This responsibility may be assigned or delegated, by agreement, to other senior leaders within the School. However ultimate accountability remains with the Duty Holder.

The Duty Holder shall appoint a competent person or persons to take responsibility for the management and control of portable electrical appliances. This person shall be known as the Designated Person.

5.2 Designated Person – Campus Manager and Health & Safety Advisor

The Campus Manager and Health & Safety Advisor is the individual appointed by Wellington School, who has overall authority and responsibility for the implementation of safe systems of work outlined in this policy. They have a duty under the Health and Safety at Work etc. Act 1974 to prepare and issue a policy statement on Health and Safety at Work, including the organisational arrangements associated with this policy.

The Designated Person shall:

- Ensure that appropriate systems are in place to implement the requirements of this Policy for all premises under their control.
- Ensure the appointment of a competent person to carry out the duties identified within this policy.

- Periodically review the effectiveness of this policy in association with the Director of Finance and Operations and Estates Manager.
- Receive assurance on the application and audit of this policy.
- Approve and authorise any changes to this policy guidance as advised by the Estates Manager.

5.3 The Estates Manager

The duties of the Estates Manager shall include:

- Being the nominated person with specific responsibilities for managing the portable appliance-testing programme.
- Being responsible for the maintaining a record of testing.
- Managing the activities of the Competent Person carrying out the testing.
- Managing the process whereby judgements are made based upon past and present results as to whether an appliance is safe to use until its next test date.
- Periodically reviewing appliance test frequencies based upon test results.

5.4 Competent Person(s)

The 'Competent Person' will be an appropriately qualified individual capable of performing the required tests to the various electrical appliances across the campus in accordance with the Regulations without danger to themselves or others and able to make valid judgements based upon those results as to whether the appliance under test is safe, and is likely to remain safe, until its next scheduled test date.

Responsibilities of the Competent Person:

- Undertaking portable appliance testing programmed at the appropriate frequencies in accordance with current policy and guidelines.
- Making valid judgements based upon a visual inspection and the results as to whether the appliance is safe to use until its next test date.

- Affixing a next test date label to the appliance confirming it has passed the appropriate test.
- Providing a written record of testing undertaken and the results found.
- Removing or disabling any appliance found to be defective and advising that such action has been taken.
- Maintaining records of all repaired, faulty or condemned appliances in conjunction with the Campus Manager and Health & Safety Advisor.

5.5 Line Managers

It shall be the duty of all departmental managers to ensure compliance with this policy in so far as it relates to portable electrical appliances that are within their direct operational control.

In particular:

- To ensure that all new portable electronic equipment is added to the testing regime.
Newly purchased equipment may be used on receipt prior to receiving any portable appliance test **providing it is** “CE and CE/UKCA” marked, and has been supplied by a reputable supplier, and is in its original packing with full user instructions, and a moulded plug and lead is fitted, and a visual inspection has been carried out to determine there are no obvious faults.
- To discourage, whenever possible, staff & visitors from bringing their own portable electrical equipment into the premises.
- To ensure unsafe equipment is withdrawn from use.

5.6 (All) Staff Responsibility

As most faults associated with portable appliances can be found by visual Inspection, all users should undertake visual inspections of all appliances under their personal control before use, including cables. In addition, staff should:-

- Follow local rules for use; for example, switch off at wall socket when not in use.
- Use all equipment in accordance with instructions.
- Ensure that each time they use equipment, it is safe to use by carrying out a brief pre-use check (no loose wires, no obvious damage to equipment, cable, plug or socket, no evidence of over-heating).

- Ensure that the appliance has a valid test label which is dated within the current date/test frequency.
- Report any defects or difficulties with the equipment to the Campus Manager and Health & Safety Advisor or Estates team for repair or disposal.
- Take any defective appliances out of use and label 'do not use'.

A combined inspection and test should also be carried out whenever there is reason to suppose the equipment is defective and this cannot be confirmed by visual inspection, or after any repair or modification work.

5.7 Frequency of testing

The frequency of PAT maintenance depends upon the type of equipment and the environment it is used in. The Electricity at Work Regulations 1989 require all portable appliances to be maintained and inspected on a schedule that is determined by the risk presented by each unit.

This should take account of;

- The type of equipment, its power rating and electrical class.
- The age of the equipment and any manufacturer's recommendations,
- The individuals using the equipment, the environment in which it is used and frequency of use.

The School will endeavour to test: -

- *All Boarding students' personal equipment will be tested every twelve months. A visual inspection will occur after the Christmas holiday and Easter holiday to check whether additional equipment has been introduced to the Boarding House. Any new equipment will be tested following that inspection.*
- *All Boarding accommodation, together with common areas, offices, kitchens, cleaning and laundry facilities in the Boarding Houses every twelve months. Students are only permitted to use plug adaptors designed to enable a non-UK plug to be used with a UK socket which meets the requirements of BS1363/3, be fitted with a fuse, have the line and neutral contacts protected by shutters and be marked by an approved body.*

- *On-site staff living accommodation where their tenancy is short term (six – twelve months) every twelve months.*
- *On-site staff living accommodation where their tenancy is long term (twelve - twenty-four months plus) every 3 years.*
- All power tools used by pupils during their lessons, every six months.
- All science instruments requiring a 240v power supply, every twelve months.
- All power tools used by maintenance personnel, every twelve months.
- All lighting extension leads and musical equipment, every twelve months.
- All computer and monitor leads every 3 years and computers and monitors, every 5 years.
- All classroom equipment, scanners, audio, lamps, screens fans and heaters, every twelve months.
- All office equipment, copiers, printers, lamps, scanners, audio, fans and heaters, every twelve months.
- *All TV screens/monitors where wall fixed at high level displaying School information, every twenty-four months.*
- *All stage lighting and extension leads on a fixed gantry only, within Southside Theatre, every twenty-four months.*
- *All lighting and extension leads on a fixed trusses only, within Small Hall, every twenty-four months.*

The School has adopted the above policy based upon guidance set out by the HSE:
HSG107 Maintaining Portable Electrical Equipment.

<http://www.hse.gov.uk/pubns/priced/hsg107.pdf>

6.0. Statutory Requirements and Guidance Documents

The main Acts and regulations which have a bearing on portable appliance safety are:

- The Health and Safety at Work etc. Act 1974
- The Management of Health and Safety at Work Regulations 1999
- Electricity at Work Regulations 1989
- The Provision of Use of Work Equipment Regulations (PUWER)
- HSE 107 – Maintaining Portable Electrical Equipment.

Each of these contains provisions which stipulate that non-compliance is a criminal offence and which set out the penalties for such offences. Those with managerial responsibility within the School, as well as the corporate body, may be prosecuted and the penalties on conviction include fines, imprisonment or both.

7.0. Monitoring Compliance with and Effectiveness of this Policy

Compliance with this policy will be monitored by the Director of Finance and Operations and the Campus Manager and Health & Safety Advisor as a part of the annual audit and the results will be communicated as a part of the Annual Health & Safety Report.

Ongoing monitoring will also be undertaken to identify any potential changes in legislation and/or relevant Codes of Practice, following which the policy will be updated and submitted to the relevant committee for approval.

8. 0 Review

This Policy will be reviewed every two years from the date of implementation, except where legislation changes apply, or if there has been a significant issue.

Extracts from HSG107 Maintaining Portable Electrical Equipment

Class I equipment

Class I equipment has an earth connection. If there is a fault within the equipment there is a possibility that the outside of the equipment could cause an electric shock if the earth connection is lost. This type of equipment is considered a higher risk and must be formally tested; the test schedule will be determined by risk assessment. All extension leads must be earthed and tested as Class I equipment. 3.2.2 Class II Equipment (Double Insulated). This equipment does not require an earth connection to maintain safety and is regarded as low risk if the plug and lead are rarely disturbed and the equipment is used in a low-risk (e.g. office) environment. In such circumstances, it will only require a formal visual test every 2-4 years depending on the frequency of use. Page 5 of "Safety and Health Services Portable Appliance Testing Version 4.3"

Class II equipment

Class II equipment that may be used by students or the public may require an annual combined inspection and test, dependent on the risk of damage. Class II equipment used in demanding conditions (e.g. outside, or in a laboratory or workshop environment), will need more frequent visual inspection and testing. The frequency and form of testing should be determined by a competent person with the knowledge, training and experience of the equipment, conditions of use and portable appliance test procedures.

Class II FE equipment

The new Code of Practice from the IET, has made a slight change in the way that equipment is classified – previously we've considered mains powered electrical equipment to be Class 1 (if it has an earth connection) or Class 2 (if it has double or reinforced insulation.) Some equipment has required an earth for functional or screening purposes, even though it relies on double or reinforced insulation for safety. An example of this would be a laptop power-supply unit (PSU). Previously this would have been considered to be a Class 1 appliance, because it has an earth connection, even though it wouldn't be necessary to carry out electrical tests on it, because there are not any exposed conductive parts. (It would still require a visual inspection, of course.) From now on, these will be noted as Class 2 FE in the record keeping systems.

New Equipment

New equipment must be supplied in a safe condition with a declaration of conformity to the EU Low Voltage Directive 2006/95/EC and an accompanying CE or CE/UKCA mark. Such

equipment does not need a formal test, but a visual inspection is recommended, and items must be included on the School/Service inventory and a suitable frequency for future inspection/testing should be determined. Items that are to be used in higher risk environments may benefit from pre-use testing to confirm they are safe to use in the intended work conditions.

Second Hand Equipment

Equipment purchased second hand must be safe to use and comply with European and UK legislation and standards governing the supply of electrical equipment.

Schools/Services should ensure any second-hand equipment has undergone a combined inspection and test before it is put into service.

Hire Equipment

Suppliers of hire/leased portable electrical equipment (including printers, photocopiers and vending machines) are responsible for formally inspecting and testing the equipment before each hire. Schools/Services should check the terms of the lease agreement regarding the responsibilities for ongoing inspection and testing of the equipment during the rental period.

Computers and Laptops

Computers are unlikely to need to be electrically tested in their expected lifetime of 4-5 years. This is based not only on the risk of faults occurring, but also on the vulnerability of the equipment being damaged by the PAT test itself. During this period, it will be prudent to carry out formal visual checks every 2-3 years (depending on the positioning of the cables and frequency of being unplugged). If feasible, the IEC (kettle type) lead can be tested separately from the computer to assure earth continuity to the equipment, and the integrity of the insulation of the lead. Laptops fall within the same guidelines, but there is more priority put on these being tested and this should be done annually if it is regularly used as a portable unit. Remember that there may be more than one lead per laptop.

Equipment from other organisations

Where portable electrical equipment is loaned from other organisations the lender must ensure equipment has been formally tested. Staff borrowing equipment from other organisations should request documented confirmation of the testing. Where this is not available, Schools/Services must make arrangements for the loaned equipment to be tested prior to it being used. Where School equipment is to be loaned to another organisation the School/Service must ensure it has been formally tested beforehand.

Personal electrical equipment

Schools/Services should establish their own local arrangements for staff and students bringing personal electrical items into work and ensure these arrangements are communicated via the local rules. Personal electrical items used within the workplace must be within a current PAT period, as determined by the School/Service.

External Contractors

If an external contractor is to be used to carry out portable appliance testing, they should be on the School's current list of approved contractors. Contracting companies should provide documented evidence that they are competent to carry out inspection and testing, as outlined in the HSE guidance HSG107, 3rd edition.

Test Equipment

All equipment used to perform PAT testing must be fully calibrated at the time of use. This calibration should be carried out by UKAS certified bodies. Instruments must be calibrated at least annually, or in accordance with the manufacturer's instructions. The School must ensure that up to date certificates of calibration are held for all test equipment.