

Ormiston Academies Trust

Ormiston SWB Academy Portable Appliance Testing Policy

Policy version control

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1. Introduction and context

Ormiston Academies Trust (OAT) are committed to the health and safety of our staff, pupils and visitors. Ensuring the safety of our school community is of paramount importance to us, and this policy reflects our dedication to creating a safe learning environment.

The Electricity at Work Regulations 1989 (EAW) require precautions to be taken to prevent death or personal injury from electricity in work activities. The Regulations imposes a duty of care upon both employer and employee to ensure the safety of all persons using the premises and imposes responsibilities on all to conform to these regulations in every respect.

2. Scope

This policy covers equipment that may be connected to the fixed mains supply, or to a locally generated supply and could result in an electric shock or burn or fire due to damage, wear or misuse. It covers electric drills, extension leads, portable hand lamps, portable grinders, pressure water cleaners, floor cleaners, electric kettles and similar equipment used in all environments. It also gives advice on what the legal requirements for maintenance can mean in practice.

3. Definitions

Portable Appliance – Usually any piece of electrical equipment, whether it can be moved or not, which has a lead with a plug and needs to be plugged into an electrical socket outlet connected to the electrical mains supply.

Portable Appliance Testing – The testing of all portable electrical appliances, for their operational safety and the safety of the operatives.

Visual Inspection – The visual inspection of an item of equipment for obvious signs of wear and tear or damage.

4. Responsibilities

- 4.1 The Principal has overall responsibility for the Health and Safety within the academy for all appliance testing and for ensuring compliance by effective implementation of this policy and statutory legislation.

The Principal will ensure that funding is available for training, purchase and the up keep of equipment.

- 4.2 Headteacher and Senior Staff

Responsible for overseeing all aspects of this policy and for the safe management of electrical appliances for the academy.

Also to ensure:

- The provision of appropriate information, instruction, training and supervision of employees
- Compliance with current legislation
- Adequate resources for ensuring that action is taken and results monitored when faults to electrical systems or equipment are reported
- Records of testing are maintained

4.3 All Staff

To ensure:

- That procedure for taking out faulty equipment is adhered to
- All portable equipment displays a valid test label. Equipment without a valid test label must not be used
- All electrical equipment is used as per manufactures guidelines
- That faulty equipment is reported to the Headteacher/senior staff member
- They are familiar with the procedure and guidance relating to this policy.

5. Procedure

5.1 Equipment Checks

The most effective method of managing electrical risk is simply by looking at the equipment. Users are recommended to make the following visual checks (after disconnecting the appliance):

- Look for damage, e.g. by cuts/abrasion (apart from light scuffing) to the cable covering
- Look for damage to the plug, e.g. casing cracked or the pins bent
- Look for non-standard joints including taped joints in the cable
- Look for coloured wires visible where the lead joins the plug
- Ensure that the outer covering (sheath) of the cable is being gripped where it enters the plug or equipment. Look to see if coloured insulation from the internal wires is showing
- Ensure that electrical equipment is not being used in unsuitable conditions, e.g. in a wet or dusty workplace.
- Look for damage to the outer cover of the equipment, obvious loose parts or screws, plus overheating (burn marks or staining)

- Look for signs of overheating, such as burn marks or staining on the plug, lead or piece of equipment.

Any faults found should be reported immediately and the equipment must be taken out of service until suitably repaired or replaced.

Refer to **Appendix I** for examples of visual checks.

6. Related Documents

- OAT Health and Safety Policy
- Risk assessments

7. Monitoring and review




This policy is reviewed annually by the headteacher in conjunction with the governing body; any changes made to this policy will be communicated to all members of staff.

All members of staff are required to familiarise themselves with this policy as part of their induction programme.

Appendix I. The User Check

Table: Visual Check Pictorial Examples

<p>Plug</p>	<p>Faulty Plug Tops-</p> <p>1. Damaged plug,</p>  <p>3. Overheated plug,</p> 	<p>2. Damaged and poorly secured cable,</p>  <p>4. Dangerous use of silver foil to replace fuse</p> 
<p>Flex or Cable</p>	<p>Faulty/Damaged Cables</p>  	

<p>Socket Outlet Or flex outlet</p>	<p>Overheated & Faulty Sockets</p> 
<p>Adaptor or Extension lead Fitted with an RCD</p>	<p>Examples of a RCD adaptor & RCD PlugTop</p> 
<p>Appliance or Item of equipment</p>	<p>Dangerously Unsecured knotted cable flex with earth disconnected</p> 

Appendix 2: Portable appliance testing schedule and template

It is recommended that schools and academies conduct regular portable appliance testing (PAT). The tables below demonstrate a **suggested** frequency of PAT tests and provide a template to record the findings of an inspection, including the overall result and retest date.

Type of equipment	User checks	Class I		Class II	
		Visual inspection	Combined inspection and testing	Visual inspection	Combined inspection and testing
Stationary	7 days	None	12 months	12 months	48 months
Information technology	7 days	None	12 months	12 months	48 months
Movable	7 days	4 months	12 months	3 months	48 months
Portable	7 days	4 months	12 months	3 months	48 months
Hand-held	Before use	4 months	12 months	4 months	48 months

Inspected by:											
Date tested:											
Retest date:											
Log number	Appliance description	Serial number	Location of appliance	Appliance class	Fuse size	Appliance voltage	Earth continuity	Insulation resistance	Function check	Overall test result	Retest date
				[I or II]			Ω	MΩ	[Pass/fail]	[Pass/fail]	