



**OUR LADY
OF LOURDES**

CATHOLIC MULTI-ACADEMY TRUST



In-Service Testing of Portable Electrical Equipment

DOCUMENT CONTROL

~~Version 1.00~~

Version 1.01

Trust Mission Statement

We are a partnership of Catholic schools and our aim is to provide the very best Catholic education for all in our community and so improve life chances through spiritual, academic and social development.

We will achieve this by:

- Placing the life and teachings of Jesus Christ at the centre of all that we do
- Following the example of Our Lady of Lourdes by nurturing everyone so that we can all make the most of our God given talents
- Working together so that we can all achieve our full potential, deepen our faith and know that God loves us
- Being an example of healing, compassion and support for the most vulnerable in our society

Genesis 1:3 ESV

And God said, "Let there be light," and there was light.

This Policy was approved and adopted by the Academy Trust Company on:	11.12.2024
Policy Review date:	13.11.2025
Reviewer:	Dave Burrough / OLOL Trust

Our Lady of Lourdes Catholic Multi-Academy Trust - Company Number: 7743523
Registered Office: 1st Floor, Loxley House, Riverside Business Park, Tottle Road, Nottingham NG2 1RT

1. Introduction

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 In service Inspection and Testing of Electrical Equipment (4th Edition).

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 Trust strategy to achieve a Safe System of Work for the inspection and testing of portable electrical appliances. As such, the policy identifies key requirements within the relevant legislation and sets out a framework to facilitate compliance within the context of good practice.

2. Purpose

The Trust recognises its duty of care under the Health and Safety at Work etc. Act 1974, The Workplace (Health, Safety and Welfare) Regulations 1992 and more specifically under the Electricity at Work Regulations 1989 to ensure, so far as is reasonably practicable, the health and safety of their patients, staff, students and visitors.

The purpose of this Policy is to provide appropriate guidelines and procedures to ensure that the Trust complies with its statutory duties to manage the risks associated with the use of portable appliances under the above regulations. The principles of this policy shall apply to all work situations where portable electrical appliances are used.

All Trust sites shall adopt all reasonably practicable means to eliminate hazards and reduce the risk of injury or damage arising from the use of portable electrical appliances. Management have a legal responsibility for ensuring compliance with relevant legislation pertaining to portable electrical equipment. However, there is also a statutory duty placed upon the users of such portable electrical equipment to follow any relevant policies and procedures put in place.

3. Scope

This policy applies to all employees of the Trust, any staff who are seconded to the Trust, contracted and agency staff and any other individual working on Trust premises.

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

4. 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. Equipment typically classified under the portable electrical appliance category would be:

- A portable appliance being 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.
- Hand held appliances being 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 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. 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 is 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. Also 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 Estates and Facilities (Duty holder)

Overall authority and responsibility for Health and Safety and as such, to ensure 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 members of staff, however ultimate accountability remains with the Duty Holder. He/she has 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 Director of Estates and Facilities 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 Trust Maintenance Manager (Designated Competent Person)

The Designated Competent Person is an individual appointed by the Trust who has overall authority and responsibility for the implementation of the safe systems of work outlined in this policy.

The Designated Competent 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 Duty Holder.
- Receive assurance on the application and audit of this policy.
- In coordination with the Responsible Property Officer, complete a risk assessment (Appendix 2.) periodically review appliance test frequencies based upon test results.
- Verify the competency of testers and provide training as required.

5.3 RPO, Site manager (Responsible Property Officer)

The Responsible Property Officer shall:

- Being the nominated person with specific responsibilities for managing the portable appliance-testing programme.

- Be responsible for the maintenance of testing records.
- Liaise and coordinate with the Trust maintenance Manager in carrying out testing.
- Liaise and coordinate with the Trust maintenance Manager whereby judgements are made based upon past and present results as to whether an appliance is safe to use until its next test date.
- In coordination with the designated competent person, complete a risk assessment (Appendix 2) and periodically review appliance test frequencies based upon test results.

5.4 Competent Person(s) (competent tester)

A 'Competent Person' will be an appropriately qualified individual capable of performing the required tests to the various electrical appliances in Trust premises accordance with the Regulations and THIS policy without danger to themselves or others and be 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:

- Undertake portable appliance testing programmed at the appropriate frequencies in accordance with current guidelines.
- Make valid judgements based upon the results as to whether the appliance is safe to use until its next test date.
- Affix a next test date label to the appliance.
- Provide a written record of testing undertaken and the results found.
- Remove or disable any appliance found to be defective following discussion with the user.
- Provide, log and maintain records of all repaired, faulty or condemned appliances in conjunction with the Responsible Property Officer.

5.5 Line Managers

It shall be the duty of all departmental managers to ensure compliance with this policy in so far as they relate 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:

- I. it is "CE" marked, and
- II. it has been supplied by a reputable supplier, and
- III. it is in its original packing with full user instructions, and
- IV. a moulded plug and lead is fitted, and
- V. a visual inspection has been carried out to determine there are no obvious faults.

To discourage whenever possible, staff and visitors from bringing their own portable electrical equipment into Trust premises.

To ensure unsafe equipment is withdrawn from use.

5.6 All Staff

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 & ensuring that the appliance has a valid test label and the date has not expired.

- Follow local rules for use; for example, switch off at wall socket when not in use.
- Take any defective appliances out of use & label 'do not use' and report to the Responsible Property

Officer.

6. 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 INDG107 – Maintaining Portable Electrical Equipment

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

7. In-Service Appliance Inspection and Testing

In-service inspection and testing of electrical equipment is essential to ensure safety and a regime of time and risk assessment based inspections and tests will be implemented.

In-service inspections can often be carried out by the user of the equipment, and in some circumstances this may be all that is necessary. An example of circumstances where user inspections may be the only inspection required are in low risk environments where class 2 equipment is solely being used.

Inspection should always precede testing as a properly carried out inspection can identify many faults that will not necessarily be apparent from electrical tests, such as a cracked case, a loose connection, a damaged flex and evidence of overheating.

Categories and frequencies of inspection and testing can be found in appendix 1.

8. Monitoring Compliance with and Effectiveness of this Policy

Compliance with this policy will be monitored by the Duty Holder in coordination with the Trust Maintenance Manager as a part of an annual audit.

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.

9. Policy Review

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


10. Review of Local Risk Assessments and Suitable Testing Frequencies

Local risk assessments and testing frequencies will be reviewed prior to and following testing and following appliances being taken out of use in interim periods.


Appendix 1. In-Service Testing Frequencies				
Type of Equipment		User Checks	Formal Visual Inspection	Combined Inspection & Test
Hired Equipment		N/A	Before issue/after return	Before Issue
Battery operated equipment (less than 40V)		Yes, before use	No	No
Extra low voltage (less than 50V ac), telephone equipment, low voltage desk lights		No	No	No
Construction	110V equipment	Yes, weekly	Yes, monthly	Yes, before first use on site then 3-monthly
	230V equipment	Yes, daily/every shift	Yes, weekly	Yes, before first use on site then monthly
	Fixed RCDs	Yes, daily/every shift	Yes, weekly	Yes, before first use on site, then 3-monthly (portable RCDs monthly)
	Equipment in Site Offices	Yes, monthly	Yes, 6-monthly	Yes, before first use on site, then yearly
Heavy Industrial / high risk of equipment damage (not construction – includes catering)		Yes, weekly	Yes, 6 months	Yes, 6-12 months
Light Industrial		Yes	Yes, before initial use, then 6-monthly	Yes, 6-12 months
Office information technology rarely moved; e.g. desktop computers, photocopiers, fax etc.		No	Yes, 2-4 years	No if double insulated, otherwise up to 5 years.
Secondary classroom information technology rarely moved; e.g. desktop computers, photocopiers, fax etc.		Yes, weekly	Yes, 1-2 years	48 months if double insulated, otherwise up to 5 years.
Primary classroom information technology rarely moved; e.g. desktop computers, photocopiers, fax etc.		Yes, weekly	Yes, 2 years	48 months if double insulated, otherwise up to 5 years.
Handheld information technology e.g. iPads, tablets etc.		Yes, weekly	Yes, 1 year	48 months
Double insulated (Class II) equipment moved occasionally (not handheld) e.g. fans, table lamps		No	Yes, 2-4 years	No
Hand held, double insulated (Class II) equipment e.g. some floor cleaners, some kitchen equipment		Yes	Yes, 6 months - 1 year	No
Earthed (Class I) equipment e.g. electric kettles, some floor cleaners		Yes	Yes, 6 months – 1 year	Yes, 1-2 years
Cables, leads and plugs connected to Class I equipment, extension leads and battery charging equipment		Yes	Yes, 6 months – 4 years depending on type of equipment it is connected to	Yes, 1-5 years depending on type of equipment it is connected to

Appendix 2. Local Risk Assessment - Testing Frequencies			
Site Name:		Date:	
Site Type (Offices, Primary, Secondary):			
Review 1 Date:	Review 2 Date:	Review 3 Date:	
Review 1 by (name):	Review 2 by (name):	Review 3 by (name):	
Signature:	Signature:	Signature:	
Review 4 Date:	Review 5 Date:	Review 6 Date:	
Review 4 by (name):	Review 5 by (name):	Review 6 by (name):	
Signature:	Signature:	Signature:	
Locations and Equipment Types		Formal Inspection Frequencies	
Location / Room Type	Type of Equipment	Visual Inspection	Combined Inspection & Test

Appendix 2. Local Risk Assessment (Example) - Testing Frequencies

Site Name: <i>Example Secondary Academy</i>		Date: <i>01/12/20</i>	
Site Type (Offices, Primary, Secondary): <i>Secondary</i>			
Review 1 Date: <i>20/01/21</i>	Review 2 Date:	Review 3 Date:	
Review 1 by (name): <i>D Burrough</i>	Review 2 by (name):	Review 3 by (name):	
Signature: 	Signature:	Signature:	
Review 4 Date:	Review 5 Date:	Review 6 Date:	
Review 4 by (name):	Review 5 by (name):	Review 6 by (name):	
Signature:	Signature:	Signature:	
Locations and Equipment Types		Formal Inspection Frequencies	
Location / Room Type	Type of Equipment	Visual Inspection	Combined Inspection & Test
<i>Computer Rm 1 / IT Suite</i>	<i>Secondary classroom information technology rarely moved</i>	<i>1 year</i>	<i>48 months</i>
<i>Reception / Office</i>	<i>Office information technology rarely moved – double insulated</i>	<i>2 years</i>	<i>5 years</i>
<i>Site Office</i>	<i>Floor scrubber</i>	<i>6 months</i>	<i>1 year</i>
<i>Site Office</i>	<i>Vacuum cleaner</i>	<i>6 months</i>	<i>1 year</i>
<i>Kitchen</i>	<i>Floor-standing food mixer</i>	<i>6 months</i>	<i>1 year</i>
<i>Mobile(construction)</i>	<i>240v drill</i>	<i>Weekly</i>	<i>Monthly</i>
<i>DT1 / Design Technology</i>	<i>Heat gun (earthed Class I)</i>	<i>6 months</i>	<i>1 year</i>

Appendix 2. Local Risk Assessment (Example) - Testing Frequencies

Site Name: <i>Example Primary Academy</i>		Date: <i>01/12/20</i>	
Site Type (Offices, Primary, Secondary): <i>Primary</i>			
Review 1 Date: <i>20/01/21</i>	Review 2 Date:	Review 3 Date:	
Review 1 by (name): <i>D Burrough</i>	Review 2 by (name):	Review 3 by (name):	
Signature: 	Signature:	Signature:	
Review 4 Date:	Review 5 Date:	Review 6 Date:	
Review 4 by (name):	Review 5 by (name):	Review 6 by (name):	
Signature:	Signature:	Signature:	
Locations and Equipment Types		Formal Inspection Frequencies	
Location / Room Type	Type of Equipment	Visual Inspection	Combined Inspection & Test
<i>Computer Rm 1 / IT Suite</i>	<i>Primary classroom information technology rarely moved</i>	<i>2 years</i>	<i>48 months</i>
<i>Reception / Office</i>	<i>Office information technology rarely moved – double insulated</i>	<i>2 years</i>	<i>5 years</i>
<i>Site Office</i>	<i>Floor scrubber</i>	<i>6 months</i>	<i>1 year</i>
<i>Site Office</i>	<i>Vacuum cleaner</i>	<i>6 months</i>	<i>1 year</i>
<i>Kitchen</i>	<i>Floor-standing food mixer</i>	<i>6 months</i>	<i>1 year</i>
<i>Mobile(construction)</i>	<i>240v drill</i>	<i>Weekly</i>	<i>Monthly</i>