

Portable Appliance Testing Policy

Approving Body	<i>Health, Safety and Environment Committee</i>
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Policy / Guidance Owner	<i>Health, Safety and Environment Manager</i>
Policy / Guidance Contact	<i>Health, Safety and Environment Team</i> hasstaff@aber.ac.uk or 01970 62(2073)
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1.0. Scope:

- 1.1. To ensure that all portable electrical equipment on Aberystwyth University property is sufficiently maintained in order to comply with the Electricity at Work Regulations 1989.
- 1.2. This policy applies to all portable electrical equipment owned or hired by Aberystwyth University, or brought onto Aberystwyth University property.
- 1.3. To ensure that all portable electrical equipment is inspected and tested at appropriate frequencies to minimise the risk of injury.
- 1.4. To test or examine any portable electrical equipment that is over a year old or no longer within the manufactures' warranty (whichever sooner) and in accordance with the Electricity at Work Regulations 1998.

2.0. Legislation:

- 2.1. The Health and Safety at Work etc. Act 1974
- 2.2. Management of Health and Safety at Work Regulations 1999
- 2.3. Electricity at Work Regulations 1989
- 2.4. Provision and Use of Work Equipment Regulations 1998

3.0. Definitions:

- 3.1. *"Portable Electrical Appliance"*: An item that can be moved when either connected or disconnected from an electrical supply. These items generally have a lead (cable) and a plug. This includes extension cables and adaptors. Portable electrical equipment includes but not limited to:
 - a) Electrical equipment that can be easily moved around, such as kettles, vacuum cleaners, floor polishers, portable heaters, fans, desk lamps, some TVs, radios, some small electric cookers, PC projectors, small appliances such as irons, hair dryers and kitchen equipment including food mixers, toasters etc.;
 - b) Larger items that could be moved (but only rarely), e.g. water chillers, fridges, microwaves, photocopiers, vending machines, washing machines, electric cookers, fax machines, desktop computers, electric beds etc. are considered to be movable items;
 - c) Hand-held items, such as hairdryers, that do not have a plug but have been wired in (or fixed) are still considered to be portable appliances, but large electrical items, such as water boilers that are wired in, are not portable appliances as they are not designed to be moved and would come under the scope of fixed installation maintenance;
 - d) Mobile phone and other battery-charging equipment that is plugged into the mains (but the phones themselves and any other battery-operated equipment would not be included); and
 - e) Extension leads, multi-way adaptors and connection leads.



4.0. Responsibilities:

4.1. **Health, Safety and Environment Team:**

- 4.1.1. To provide advice on Portable Appliance Testing as required.
- 4.1.2. To provide suitable and sufficient PAT test equipment to a Faculty or Department if requested.

4.2. **Estates, Facilities and Residences:**

- 4.2.1. Ensure that students bringing their own electrical equipment into student accommodation are aware that any electrical appliances brought must conform to current safety standards, and maintained in such a manner to prevent dangers from being presented to themselves, others and Aberystwyth University property.

4.3. **Faculties and Professional Service Departments:**

- 4.3.1. To maintain a comprehensive list and schedule for testing all portable electrical equipment within their remit.
- 4.3.2. To supply records to the Health, Safety and Environment Team as required.
- 4.3.3. To retain copies of testing records and registers, including any certificates as applicable.
- 4.3.4. To produce a risk assessment for PAT testing equipment within their area. Arrange for testing of portable electrical equipment to be undertaken by a competent person within the department, via an agreement with another University department, or by using a third party, engaged with consideration and compliance with relevant procurement and financial regulations.
- 4.3.5. To be responsible for the provision of resources and funds required to undertake the inspection and testing of portable electrical equipment within their remit.
- 4.3.6. Normally arrange for annual testing of all portable electrical equipment within their remit.
- 4.3.7. To take all damaged equipment out of use until inspected, tested and any defects rectified.
- 4.3.8. To dispose of appropriately and replace (if necessary) any irreparable appliances in accordance with the University's WEEE Disposal Procedure.
- 4.3.9. To ensure sufficient labelling of tested equipment.
- 4.3.10. Wherever possible, the provision of extension leads should be avoided.
- 4.3.11. To ensure that all portable electrical equipment that is not owned by, but brought onto and used on, University property complies with the requirements of Section 5.0.

4.4. **Employees:**

- 4.4.1. Undertake regular pre-use visual checks to ensure that any equipment used is free from any visible signs of damage and provided with a valid test label.
- 4.4.2. Must not use any equipment with signs of visible damage and report such defects to the responsible Department.

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- 4.4.3. If bringing personal equipment for use on Aberystwyth University property (connected to the mains electrical supply via a plug), the department should be informed and arrangements put into place to ensure it is inspected and tested if it does not already hold a valid test certificate.

5.0. Equipment Use:

5.1. All:

- 5.1.1. All equipment provided and used must be CE marked and/or safety tested.
- 5.1.2. All equipment must be connected directly to a suitable socket, avoiding the use of multiple adaptors, which may cause overload.
- 5.1.3. All cables or extension leads, if used, must be routed in such a way as to prevent trip hazards and where possible, placed under cable bridges.
- 5.1.4. All electrical equipment must be used in accordance with the equipment operator manual and in adherence with any training provided.

5.2. New Equipment:

- 5.2.1. New equipment should be evaluated to determine an appropriate inspection period.

5.3. Visitors' Equipment:

- 5.3.1. Must be in an electrically safe condition.
- 5.3.2. Aberystwyth University reserves the right to prohibit the use of any electrical equipment brought on to University property which does not meet the University's requirements.

5.4. Contractors' Equipment:

- 5.4.1. Must have a valid test certificate or label attached to it, which is available for inspection upon request.
- 5.4.2. Any equipment that does not possess the relevant safety documentation will not be permitted on Aberystwyth University property.

5.5. Student Equipment:

- 5.5.1. Personal equipment for use in University property (connected to the mains electrical supply via a plug) must be maintained to the University's safety standards.
- 5.5.2. Aberystwyth University reserves the right to prohibit the use of any electrical equipment brought on to University property which does not meet the University's requirements.

5.6. Rental or hire equipment:

- 5.6.1. No electrical tests should be undertaken by Aberystwyth University. However, a visual inspection must be carried out prior to each use. Any equipment found to be defective must be removed from service and the defect reported to the supplier.
- 5.6.2. Contracts should stipulate that the supplier will carry out the appropriate inspection, testing and maintenance. Records of testing must be provided to Aberystwyth University and held until the equipment is returned.



6.0. Test Equipment:

- 6.1. Appropriate and calibrated PAT testing appliances must be used.
- 6.2. Can be provided by the Health, Safety and Environment Team.

7.0. Labelling:

- 7.1. Once an appliance has been tested, the appropriate “pass” or “fail” sticker should be attached. A pass label should include:
 - 7.1.1. Date tested.
 - 7.1.2. Initials of appliance tester.
- 7.2. A fail sticker will indicate that:
 - 7.2.1. The equipment should be taken out of service until appropriate measures, in accordance with this policy, have been made.

8.0. Records:

- 8.1. Records should be kept by the individual departments.
- 8.2. Should be made available to the Health, Safety and Environment Team upon request, during such instances as health, safety and environment internal audits.