

HEALTH & SAFETY ARRANGEMENTS FOR PORTABLE APPLIANCE INSPECTION & TESTING

INTRODUCTION

CYNNAL recognises its duty of care to provide safe plant & equipment for employees and all reasonable steps will be taken to ensure all portable electrical equipment is safe to use. These arrangements outline the roles and responsibilities of managers of staff working with portable appliances and provide guidance on fulfilling their legal obligations in line with HSE (IND(G)236 and HS(G)107.

DEFINITION

'Portable electrical appliance' is taken to be an item of equipment which is not part of a fixed installation but is, or is intended to be, connected to a fixed installation, or a generator, by means of a flexible cable and a plug and socket. It includes equipment that is either hand held or hand operated while connected to the supply, or is intended to be moved while connected to the supply, or is likely to be moved while connected to the supply.

Extension leads, plugs and sockets, and cord sets which supply portable equipment are classed as portable equipment since they operate in the same environment and are subject to the same use as the equipment they serve.

MANAGEMENT RESPONSIBILITIES

It is the responsibility of the Health, Safety and Welfare Team to ensure;

- A formal test and/or inspection of each appliance is undertaken by a competent person at the appropriate frequency depending upon the category of appliance (see appendix 1)
- A visual inspection of portable electrical equipment is carried out as per the recommended guidance (see appendix 1 & 2)
- All portable electrical equipment is labelled with a date indicating the last test date, and the date after which it must not be used unless re-tested
- Any electrical equipment which an employee brings in to use as part of their job role is subject to the same frequency of inspection as other workplace electrical equipment
- All electrical equipment, which requires testing and/or inspecting, is logged in the asset register and made available on the day of testing
- Records of inspections/testing are maintained using the asset register
- Any equipment which is provided for use by staff who are involved in agile/home working is subject to the same frequency of inspection and testing of the company's in-house electrical equipment
- Any equipment which is deemed unsafe and needing repair or disposal is removed from use with the plug removed and labelled accordingly
- All electrical equipment is disposed of in accordance with 'The Waste Electrical and Electronic Equipment' Regulations (WEEE regulations)

EMPLOYEES RESPONSIBILITIES

It is the responsibility of all employees to ensure;

- They take reasonable care for the health & safety of themselves and other persons who may be affected by the way they carry out their work
- They inform their manager of any defects or faults on portable electrical equipment which they have been provided for work (including agile/mobile workers)
- Any portable electrical equipment they bring in from home which is to be used as part of their job role is subject to the same frequency of inspection as other portable electrical equipment and must be tested prior to use (see appendix 1)
- Any electrical protection device provided for their safety is used in accordance with the instruction/training they receive

INSPECTIONS AND TESTING OF NEW ELECTRICAL EQUIPMENT

All portable electrical appliances will be tested on an annual cycle, in accordance with HSE guidelines and statutory requirements.

The following types of modified appliances must **NOT** be used until tested :

- Hand tools and any associated leads
- Cleaning equipment and any associated leads
- Equipment manufactured or modified on site or at a similar establishment

Due to the negligible failure rates for all other new equipment, they may be used without testing until that type of equipment is next due for testing.

THE CONTRACTOR

The contractor is the nominated contractor to undertake the tests, as selected by CYNNAL. Currently, this service is provided in-house, by competent staff.

IDENTIFICATION OF EQUIPMENT

The contractor will identify each portable electrical appliance with a unique number permanently affixed to the appliance. The individual sockets of multi-socket boards/blocks and extension leads will be individually identified. The number together with a description of the appliance will be entered into a database.

LINKS TO OTHER POLICIES & ARRANGEMENTS

These arrangements should be read in conjunction with :

- CYNNAL's Health and Safety Policy, which identifies the roles and responsibilities of all employees and managers
- Health & Safety Risk Assessment for testing Portable Electrical Appliances
- Health & Safety Management Arrangements for Home Working

LINKS TO OTHER DOCUMENTS

- HSE document : ['electrical safety and you'](#)
- HSE document : [Maintaining portable electric equipment in low-risk environments](#)

CONTROL MEASURE / IMPLEMENTATION

- An annual Portable Appliance Testing scheme to be implemented, conducted by CYNNAL's internal PAT's team
- This provision to apply to all portable electrical equipment, in all premises occupied by CYNNAL, and in the homes of those staff working at home
- A full inventory of the equipment tested, location, results etc to be retained centrally on the company's fileserver
- Failed items to be immediately decommissioned, and the 3-pin plugs removed.
- Staff to be made aware of the requirement to visually check for defects – fraying of cable sheaths, kinking of cable, exposed wires, loose components etc
- Visual checks to be included within the Fire Marshall's bi-monthly checks

RECOMMENDED FREQUENCY OF PORTABLE APPLIANCE TESTING

This guidance has been produced in accordance with HSG 107. However the frequency of testing is dependant on the risk assessment. Consideration must be given to the following factors;

- type of equipment and whether it is handheld or not;
- manufacturer's recommendations;
- initial integrity and soundness of equipment;
- age of the equipment;
- working environment in which the equipment is used (eg wet or dusty surroundings) or the likelihood of mechanical damage;
- frequency of use and the duty cycle of the equipment;
- foreseeable abuse of the equipment;
- effects of any modifications or repairs to the equipment;
- analysis of previous records of maintenance, including both formal inspection and combined inspection and testing

Type of Electrical Equipment	User Visual Checks	Formal Visual Checks	Recommended Frequency of Testing
Heavy industrial/high risk of equipment damage	Daily	Weekly	6 – 12 months
Office information technology, e.g. desktop computers, photocopiers, fax machines	No	1 year	1 year
Earthed (Class I) equipment, e.g. electric kettles, some floor cleaners	No	1 year	1 year

Type of Electrical Equipment	User Visual Checks	Formal Visual Checks	Recommended Frequency of Testing
Double insulated equipment (not hand held) e.g. Fans, table lamps,	No	1 year	1 year
Hand held double insulated e.g. floor cleaners, kitchen equipment, irons	Yes	1 year	1 year
Cables and plugs and extension leads	Yes	1 year	1 year

Appendix 2

VISUAL INSPECTION

This guidance has been produced to assist employees with assessing the integrity of electrical equipment. Under no circumstances should they dismantle any electrical equipment unless they have received formal training.

The type of things to look for on the equipment, the cable and the plug (after disconnecting it) are signs of:

- Damage e.g. cuts, abrasion (apart from light scuffing) to the cable covering
- Damage to the plug, e.g. the casing is cracked or the pins are bent
- Non standard joints including taped joints to the cable
- The outer covering (sheath) of the cable not being gripped where it enters the plug or the equipment. Look to see if the coloured insulation of the internal wires are showing;
- Damage to the outer cover of the equipment or obvious loose parts or screws; and
- Overheating (burn marks or staining)