

Electricity at Work Portable Appliance Testing Policy

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Electricity at Work Portable Appliance Testing Policy

1. Introduction

- 1.1 The Electricity at Work Regulations 1989 came in to force on 1st April 1990. The Regulations are made under the Health & Safety at Work Act 1974 and require precautions to be taken to prevent death or personal injury from electricity in work activities. The Regulations impose responsibilities on the employer and employees to conform with these regulations in every respect. The testing of electrical equipment is an inherent part of compliance with these regulations, therefore, the Institute of Engineering and Technology (I.E.T.) have issued a Code for in-service inspection and testing of Electrical Equipment (called the 4th Edition (2012) of the I.E.T. Code).

2. Statement of Intent

- 2.1 Teesside University shall take all reasonable steps to ensure that all portable appliances are tested in accordance with the relevant I.E.T. Code and to facilitate this shall provide all training and equipment necessary to carry out tests and provide a satisfactory means of recording data.

3. Definition of Portable Appliances

- 3.1 Only equipment fitted with a plug, rated between 110 and 500 volts ac, and allowing disconnection from the electrical supply without the use of a tool, will fall within the scope of this Portable Appliance Testing policy.

All equipment not included in this definition must be identified by the Deans/Directors/Heads and brought to the attention of the Estates Division of Campus Facilities for inclusion on the Fixed Wiring Testing Register.

4. Responsibility of Deans/Directors/Heads

- 4.1 All Deans/Directors/Heads shall:
- 4.1.1 Be responsible for ensuring that all portable electrical appliances in their charge are examined and tested in accordance with the Regulations and withdrawn from use if found to be unsafe.
 - 4.1.2 Ensure that the risks to personnel are assessed and records of inspections and tests are maintained.
 - 4.1.3 Be responsible for ensuring that members of staff appointed to test portable electrical appliances are competent to undertake the duties.

- 4.1.4 Be responsible for ensuring that electrical equipment located in their School/Department, which falls outside the scope of this policy, is brought to the attention of the Estates Division of Campus Services.

5. Competency of Appliance Testers

- 5.1 Members of staff selected to undertake testing duties will be made fully aware of their responsibilities and of the consequences involved should they fail to carry out their duties in a prescribed manner. Training is required for all members of staff who undertake to carry out the testing of portable electrical appliances.

6. Duties of Employees

- 6.1 The University undertakes to inform all staff of their duties under the Regulations and provide appropriate training where required. It is the duty of all employees who use any electrical equipment to ensure that it is free from any visible damage and supports a valid test label. Where any visible damage is present then the equipment must be taken out of use until inspected by a competent person and any defects which may be dangerous rectified. If the equipment does not have a valid test label then the employee shall inform her/his line manager who will then contact the relevant testing section.
- 6.2 Employees wishing to bring their own equipment to site must first inform their line manager and make arrangements to have that equipment tested (if it does not already carry a valid certificate of inspection). A record of the appliance must be made and it must be identified as personal equipment. Should the equipment be faulty then it shall be removed from the site.
- 6.3 Any breach of these duties by a member of staff may lead to disciplinary action by the University.

7. Duties of Visitors

- 7.1 Equipment belonging to and used by persons visiting the University must be in an electrically safe condition. The University reserves the right to prohibit the use of any electrical equipment brought onto the campus by a visitor which does not appear to meet this requirement.

8. Duties of Contractors

- 8.1 Equipment belonging to and used by contractors of the University must have a valid test certificate or label attached, which is available for inspection upon request by any University employee. If the equipment does not possess relevant safety documentation it will not be allowed onto the University campus.

9. Duties of Students

- 9.1 The Director of Campus Services will ensure that resident students wishing to bring their own electrical equipment into the student accommodation are aware that any electrical appliance they bring on to the premises must conform to current safety standards, and is maintained in such a condition so as to prevent danger to themselves or others, or damage to University property. In pursuance of this the University provides a PAT testing service for the personal equipment of students that reside in the University's residential accommodation.