

PAT Testing Policy

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1		
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Background

All items of mains-electrical equipment in use within Hope Citadel shall be subject to a scheme of safety inspection / testing on an annual basis. It shall be the responsibility of individual practice to ensure that all the equipment belonging to the practice is inspected / tested in accordance with this policy.

Before being put into service, it is best practice for all new equipment to have an adhesive test record label placed on a convenient part of its casing and for the date of the item being put into service to be written on the label e.g. 'New - 03/2012'.

Visual Inspection

According to the HSE, this process can find more than 90% of faults and is the most important part of maintaining appliances. An *informal* visual inspection simply involves inspecting the appliance, the cable and the plug for any obvious signs of damage – see the checklist at the end of this document.

An *informal* visual inspection of electrical equipment should be carried out as part of the annual Health and safety inspection though this would be limited to items visible at the time. In addition, staff should carry out *informal* visual inspections of the equipment that they personally use or are responsible for, at least as frequently as set out in the schedule below. Any obvious or suspected defects should be reported to the Practice Manager to arrange further action such as a **Formal Visual Inspection** and / or an electrical safety test commonly known as a portable electrical appliance (**PAT**) test and the item should meanwhile be withdrawn from service and marked 'do not use'. Similarly, arrangements should be made for any equipment noted to have a PAT test label showing that it is due for a follow up PAT test / Formal Visual Inspection.

Any equipment having undergone electrical repair or that has been damaged shall be withdrawn from service and marked 'do not use' until a PAT test/Formal Visual Inspection has been carried out.

Each item PAT tested and/or subjected to Formal Visual Inspection should have the date and type of test recorded on an adhesive sticker placed on a convenient part of its casing. Equipment failing a PAT test should have a 'failed/do not use' label fixed to it and be withdrawn from service immediately to await repair and retest or disposal.

All companies supplying equipment such as vending machines for use on our premises must be able to provide evidence that it has been subject to an adequate scheme of inspection and testing. The same applies to the equipment of building and cleaning contractors brought onto our premises.

All electrical equipment brought onto the premises by staff will be subject to this policy.

Hope Citadel reserves the right to remove any electrical equipment from use from anywhere within one of its practices if it is considered by the Practice Manager to be an unacceptable safety risk by design, condition, use or location. The owners of any personal equipment giving such concern will be instructed to remove the equipment from the premises. Any items not able to be removed immediately will be placed in store for the owner to collect and remove. Such equipment not collected within one week may be disposed of.

Redundant equipment within the practices should be disposed of as soon as possible as hoarded items take up valuable space, pose an increased risk to electrical safety and add to the burden of inspection/testing. N.B. Due consideration should be taken of the Waste Electrical Equipment Regulations when arranging disposal of electrical equipment.

Inspection/test frequencies for equipment

Equipment/Environment	Visual check by user	Formal Visual Inspection	PAT Electrical Test
IT equipment	Monthly	Yes, Annually	Yes, Annually
Photocopiers	Monthly	Yes, Annually	Yes, Annually
Kitchen appliances	Monthly	Yes, Annually	Yes, Annually
*Cables/leads and plugs connecting to the above, mains extension leads.	Monthly	Yes, Annually	Yes, Annually

Visual Inspection checklist

- i) Any damage to the casing, cable or plug?
- ii) Any signs of overheating on plug or casing?
- iii) Is cable securely held by the cable grip if fitted?
- iv) Proper fuse fitted where externally visible? i.e. not an improvised one
- v) equipment positioned to avoid strain on cables?
- vi) ventilation points not obstructed?
- vii) overloading of extension leads or multiblocs?
- viii) cables creating trip hazards?
- ix) cables located to avoid damage? e.g. not trapped by furniture or doors