

Portable Appliance Testing (PAT) Policy

Version 2.0

Important: This document can only be considered valid when viewed on the CCG's internet site. If this document has been printed or saved to another location, you must check that the version number on your copy matches that of the document online.

Name of Policy	Portable Appliance Testing (PAT) Policy
Date Issued	10 th August 2018
Date to be Reviewed	10 th August 2020 (agreed to move review date to August 2021 due to Covid-19 situation)

Policy Title	Portable Appliance Testing (PAT) Policy V1.0	
Supersedes:	Portable Appliance Testing (PAT) Policy V2.0	
Description of amendment(s):	General review, update logo, new format. No material changes	
This policy will impact on:	All staff and visitors to Hull CCG Premises	
Policy Area:	HR & Corporate Policies	
Version No:	V2.0	
Author:	Helen Johnson, Health & Safety Advisor	
Effective Date:	10 th August 2018	
Review Date:	10 th August 2020 (agreed to extend review period to August 2021 due to Covid-19 situation)	
Equality Impact Assessment Date:	12 th June 2018	
APPROVAL RECORD	Integrated Audit & Governance Committee	10 th July 2018
	Integrated Audit & Governance Committee	07 July 2020
CONSULTATION	Staff Side Representative	12 th June 2018
	All Staff	

Contents

1.	Introduction.....	Page 4
2.	Purpose.....	Page 4
3.	Scope.....	Page 5
4.	Definitions.....	Page 5
5.	Roles and Responsibilities	
5.1	Chief Officer.....	Page 6
5.2	Designated Person.....	Page 6
5.3	Health & safety Advisor.....	Page 7
5.4	Competent Person(s).....	Page 7
5.5	Line Managers.....	Page 8
5.6	All Staff.....	Page 8
6.	Equality & Diversity.....	Page 8
7.	NHS Constitution.....	Page 9
8.	Statutory Requirements and Guidance Documents	Page 9
9.	In-Service Appliance Inspection and Testing.....	Page 10
10.	Monitoring Compliance and Effectiveness.....	Page 10
11.	Review.....	Page 10
	Appendix 1 – Table of Testing Frequencies.....	Page 11

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 Hull Clinical Commissioning Group (Hull CCG) 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

Hull CCG 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, residents and visitors.

The purpose of this Policy is to provide appropriate guidelines and procedures to ensure that Hull CCG 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.

Hull CCG 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 CCG, any staff who are seconded to the CCG, contracted and agency staff and any other individual working on CCG premises.

This policy applies to all CCG premises whether owned or leased, and forms part of the overall risk management strategy. To this end, this policy will be circulated to representatives of tenant 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 unfused 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 his 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 Chief Officer

The Chief Officer as the Duty Holder for the premises has the 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 executives within the organisation, however ultimate accountability remains with the Duty Holder.

The Duty Holder 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 Designated Person

The Designated Person is an individual appointed by Hull CCG who has overall authority and responsibility for the implementation of safe systems of work outlined in this policy. 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 Designated 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 Health & Safety Advisor
- Receive assurance on the application and audit of this policy.
- Approve and authorise any changes to this policy guidance as advised by the Health & Safety Advisor

5.3 Health & Safety Advisor

The duties of the Health & Safety Advisor shall include:

- Being the nominated person with specific responsibilities for managing the portable appliance-testing programme;
- Be responsible for the maintenance of testing records.
- Manage the activities of the Competent Person carrying out testing.
- Manage the process whereby judgements are made based upon past and present results as to whether an appliance is safe to use until its next test date;
- Periodically review appliance test frequencies based upon test results.

5.4 Competent Person(s)

The 'Competent Person' will be an appropriately qualified individual capable of performing the required tests to the various electrical appliances in Hull CCG premises accordance with the Regulations 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. Such testing will be undertaken through the facilities contract with NHS Property Services.

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;

- Maintain records of all repaired, faulty or condemned appliances in conjunction with the Health & Safety Advisor.

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:
 - it is “CE” marked, and
 - it has been supplied by a reputable supplier, and
 - it is in its original packing with full user instructions, and
 - a moulded plug and lead is fitted, and
 - a visual inspection has been carried out to determine there are no obvious faults.
- To discourage whenever possible, staff & visitors from bringing their own portable electrical equipment into the Hull CCG 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 Sewell FM for repair or disposal.

6. Equality and Diversity

All policies require an assessment for their impact on people with protected characteristics. An Equality Impact Assessment has been undertaken for this

policy and as a result of performing the analysis, it is evident that no risk of discrimination exists.

In applying this policy, the CCG will have due regard for the need to eliminate unlawful discrimination, promote equality of opportunity, and provide for good relations between people of diverse groups, in particular on the grounds of the following characteristics protected by the Equality Act (2010); age, disability, gender, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, and sexual orientation, in addition to offending background, trade union membership, or any other personal characteristic.

7. NHS Constitution

The CCG is committed to:

- the achievement of the principles, values, rights, pledges and responsibilities detailed in the NHS Constitution, and
- ensuring they are taken account of in the production of its Policies, Procedures and Guidelines.
- This Policy supports the NHS Constitution insofar as it ‘confirms a commitment to providing high-quality working environments that promote health, well-being and safety.’ It also supports the pledge to ‘Provide support and opportunities for staff to maintain their health, well-being and safety.’

8. 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.

9. In-Service Appliance Inspection and Testing

- In-service inspection and testing of electrical equipment are 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.

10. Monitoring Compliance with and Effectiveness of this Policy

Compliance with this policy will be monitored by the Health & Safety Advisor as a part of the annual audit and the results will be communicated as a part of the Annual Health & Safety Report

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.

11. Review

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

Appendix 1.

Type of Business/Equipment		User Checks	Formal Visual Inspection	Combined Inspection & Test
Equipment Hire		N/A	Before issue/after return	Before Issue
Battery operated equipment (less than 40V)		No	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 Site Offices	Yes, monthly	Yes, 6-monthly	Yes, before first use on site, then yearly
Heavy Industrial/high risk of equipment damage (not construction)		Yes, daily	Yes, weekly	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.
Double insulated (Class II) equipment moved occasionally (not hand held) 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 the type of equipment it is connected to.

Taken from HSG107 (third edition) – categories highlighted in lilac are most relevant to the operations of Hull CCG.

HR / Corporate Policy Equality Impact Analysis:

Policy / Project / Function:	Portable Appliance Testing (PAT) Policy V2.0
Date of Analysis:	20 th June 2018
Completed by: (Name and Department)	Helen Johnson, Health & Safety Advisor
What are the aims and intended effects of this policy, project or function?	To ensure that all staff are aware of their responsibilities in relation to the use and maintenance of electrical equipment in the workplace and to ensure that NHS Hull CCG meets its obligations in terms of the Health & Safety at Work Act 1974, The Electricity at Work Regulations 1989.
Are there any significant changes to previous policy likely to have an impact on staff / other stakeholder groups?	No changes to previous policy
Please list any other policies that are related to or referred to as part of this analysis	Hull CCG Health & Safety Policy
Who will the policy, project or function affect?	All staff and visitors
What engagement / consultation has been done, or is planned for this policy and the equality impact assessment?	This policy has been agreed by the local staff side representative Toni Yel
Promoting Inclusivity and Hull CCG's Equality Objectives. How does the project, service or function contribute towards our aims of eliminating discrimination and promoting equality and diversity within our organisation? How does the policy promote our equality objectives: 1. Ensure patients and public have improved access to information and minimise communications barriers 2. To ensure and provide evidence that equality is consciously considered in all	This policy aims to ensure that all staff are working in a safe and secure environment.

<p>commissioning activities and ownership of this is part of everyone's day-to-day job</p> <p>3. Recruit and maintain a well-supported, skilled workforce, which is representative of the population we serve</p> <p>4. Ensure the that NHS Hull Clinical Commissioning Group is welcoming and inclusive to people from all backgrounds and with a range of access needs</p>	
--	--

Equality Data	
<p>Is any Equality Data available relating to the use or implementation of this policy, project or function?</p> <p>Equality data is internal or external information that may indicate how the activity being analysed can affect different groups of people who share the nine <i>Protected Characteristics</i> – referred to hereafter as '<i>Equality Groups</i>'.</p> <p>Examples of <i>Equality Data</i> include: (this list is not definitive)</p> <p>1: Recruitment data, e.g. applications compared to the population profile, application success rates</p> <p>2: Complaints by groups who share / represent protected characteristics</p> <p>4: Grievances or decisions upheld and dismissed by protected characteristic group</p> <p>5: Insight gained through engagement</p>	<p>Yes <input checked="" type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>Where you have answered yes, please incorporate this data when performing the <i>Equality Impact Assessment Test</i> (the next section of this document). If you answered No, what information will you use to assess impact?</p> <p>Please note that due to the small number of staff employed by the CCG, data with returns small enough to identify individuals cannot be published. However, the data should still be analysed as part of the EIA process, and where it is possible to identify trends or issues, these should be recorded in the EIA.</p>

Assessing Impact

Is this policy (or the implementation of this policy) likely to have a particular impact on any of the protected characteristic groups?

(Based on analysis of the data / insights gathered through engagement, or your knowledge of the substance of this policy)

Protected Characteristic:	No Impact:	Positive Impact:	Negative Impact:	Evidence of impact and, if applicable, justification where a <i>Genuine Determining Reason</i> ¹ exists (see footnote below – seek further advice in this case)
Gender	X			This policy applies to all staff regardless of gender
Age	X			This policy applies to all staff regardless of age
Race / ethnicity / nationality	X			<p>This policy applies to all staff regardless of race/ethnicity/nationality</p> <p>Analysis of employee data indicates that the percentage of white employees is reflective of the local population. However, the proportion of BME staff is lower than that of the local population it serves</p> <p>All staff require competencies which include the ability to read and understand English or to request the information in another format available to them</p>
Disability	X			This policy applies to all staff regardless of disability
Religion or Belief	X			This policy applies to all staff regardless of religion

1. ¹ The action is proportionate to the legitimate aims of the organisation (please seek further advice)

				or belief
Sexual Orientation	X			This policy applies to all staff regardless of sexual orientation
Pregnancy and Maternity	X			This policy applies to all staff regardless of pregnancy and maternity
Transgender / Gender reassignment	X			This policy applies to all staff regardless of transgender/gender reassignment
Marriage or civil partnership	X			This policy applies to all staff regardless of marriage or civil partnership.

Action Planning:

As a result of performing this analysis, what actions are proposed to remove or reduce any risks of adverse impact or strengthen the promotion of equality?

Identified Risk:	Recommended Actions:	Responsible Lead:	Completion Date:	Review Date:

Sign-off

All policy EIAs must be signed off by Mike Napier, Associate Director of Corporate Affairs

I agree / disagree with this assessment / action plan



If *disagree*, state action/s required, reasons and details of who is to carry them out with timescales:

A handwritten signature in black ink, appearing to be 'M. J. ...', is written in the middle of the second section of the form.

Signed:

Date: 21.06.18