
Portable Appliance Testing (PAT) Policy

Managed by: Graham Barton.

Approved by SMG: Yes

Department/school/committee:
and Facilities Department

Estates

Date approved by SMG: 03.03.2012

Type of document: Policy

Review date: 082017

Policy Statement

The purpose of this policy is to promote the importance of the consideration of portable appliance testing requirements throughout the University

It is the policy of the University to ensure that all of its portable electrical equipment is tested appropriately and safe to use and satisfy all the related legal obligations.

Version Control

Version number	Purpose/change	Name and job title	Date (DD/MM/YYYY)
1	New Policy	Graham Barton, Director of Estates	01.02.2011
2	Update	Graham Barton, Director of Estates	06.02.2012
3	Small revisions	Graham Barton, Director of Estates	08.02.2013
4	Update	Graham Barton, Director of Estates	01.06.2014
5	Convert into new format and revised	Graham Barton, Director of Estates	18.08.2015
6	Minor amendment	Graham Barton, Director of Estates	24.08.2016

Scope

This policy applies to all Managers, staff, contractors, students and guests of the University.

Legislation and guidance

This policy has been formulated with the aim of complying with the following statutory instruments and best practice guidance:

- The Health and Safety at Work etc. Act 1974 (HSWA)
- The Management of Health and Safety at Work Regulations 1999 and Approved Code of Practice (MHSWR)
- The Electricity at Work Regulations 1989
- The Workplace (Health, Safety and Welfare) Regulations 1992
- The Provision and Use of Work Equipment Regulations 1998

There is a legal requirement on the Royal Agricultural University to carry out regular testing of all of its portable electrical equipment to ensure it is suitable and maintained properly to avoid danger. We have also extended that duty of care to all portable electrical equipment brought onto campus for business or work related purposes with the intention of connection to one of the University electricity supply circuits.

Student Electrical Equipment

Students are advised and encouraged to ensure all electrical equipment brought onto campus has a current appropriate PAT certificate / label before it can be connected to any of the University electrical supplies. A PAT service will be made available free of charge in the first two days of induction week. Testing can be arranged by the in house maintenance team, at a modest charge, at other times.

NB: The University reserves the right to disconnect and remove any electrical equipment it deems unfit or unsafe.

Staff Owned Equipment

The University has a duty to test all portable electrical equipment including items brought onto any campus, deemed to be work related which are owned by staff. Staff may only bring personal electrical appliances/equipment onto campus with the prior approval of the Director of Estates and the equipment can only be

Portable Appliance Testing (PAT) Policy

connected to a University electrical supply after it has been tested in the approved manner.

The University will not accept responsibility for personal equipment or if any said equipment fails or is damaged by the test.

Staff not wishing to have their electrical equipment tested should ensure it is permanently removed from the campus or site.

Electrical equipment bought onto campus under hire or rental arrangements

Due to the nature of this equipment, it must have had a successful test within the previous six months from date of use.

Testing and Inspection Frequency

The PAT testing schedule is managed by the Estates and Facilities Department personnel.

The person undertaking the testing must be competent to inspect and test an electrical appliance in order to determine if it is safe to use based on the inspection and test results. Training will be required and must cover the following areas:

- Identification of equipment types
- Appropriate test procedures
- Frequency of inspection and testing
- Visual inspection
- Correct use of test instruments
- Record Keeping

Risk Assessments

Due to the large number of items of equipment involved it is impractical to carry out individual risk assessments. A general guide to the frequency of PAT testing various types of equipment is given below. The frequency of testing of some individual items of equipment will be altered in line with patterns of use / portability, frequency of failure or damage reported.

Inspections

The most important check that should be carried out on portable equipment is a visual inspection for damage. It is, therefore, necessary for staff and Heads of School/Department to ensure that any equipment they use is examined for obvious external signs of damage before use.

