

**EAST DUNBARTONSHIRE COUNCIL**

**HEALTH & SAFETY PROCEDURE**

**PAT (PORTABLE APPLIANCE TESTING)**

**SP28**

|                             |                                      |
|-----------------------------|--------------------------------------|
| <b>Date of First Issue:</b> | <b>16<sup>th</sup> of March 2015</b> |
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| <b>Revision:</b>            | <b>02</b>                            |
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## DOCUMENT CONTROL AMENDMENT RECORD

| Date       | Issue No | Amendment                               | Person Responsible for Amendment |
|------------|----------|-----------------------------------------|----------------------------------|
| March 2015 | 01       | Initial issue                           | HR                               |
| Sept 2023  | 02       | Review and re-issue - Management system | Colin Hannigan                   |
|            |          |                                         |                                  |
|            |          |                                         |                                  |

## **1. INTRODUCTION**

East Dunbartonshire Council (EDC) has a legal duty under the Health and Safety at Work Act 1974 to ensure the health, safety and welfare at work of its employees. Additionally, The Management of Health and Safety at Work Regulations 1999 (MHSWR) require that every employer undertake risk assessments to identify potential hazards to employee health and safety and anyone who may be affected by their work activity.

Besides carrying out a risk assessment, EDC have a duty to also;

- appoint competent people to help implement the arrangements;
- set up emergency procedures;
- provide clear information and training to employees;
- work together with other employers sharing the same workplace.

The aim of this procedure is to provide guidance to help support each Head of Service Department Managers on the requirements for the safe control and maintenance of portable and transportable electrical equipment. The procedure will ensure as far as reasonably practicable the health and safety of employees and others who may be affected by its undertaking. In particular there is a need for employees to be able to recognise the potential risks involved with the use of portable and transportable electrical equipment and to report defects if necessary.

## **2. SCOPE**

This procedure applies to all East Dunbartonshire Council contractors, employees, trade operatives and team/squad leaders and the role specific activities required from them.

The scope of this procedure is to form a working document which when followed will ensure so far as is reasonably practicable, the control of risks associated with portable and transportable electrical equipment. Compliance with this procedure should also enable compliance with the legal duties in respect of the Electricity at Work Regulations 1989 which place duties on employers, self-employed and employees relating to the safe use and maintenance of electrical equipment.

## **3. ROLES AND RESPONSIBILITIES**

### **3.1 CHIEF EXECUTIVE**

The East Dunbartonshire Council (EDC) Chief Executive has ultimate responsibility for health and safety and for making sure the effectiveness of the management of portable and or movable electrical appliances detailed in this procedure are applied.

It is important to acknowledge that the Chief Executive's responsibilities are shared, in that the Deputy Chief Executive, Executive Officers and Managers will be responsible and accountable within their areas of responsibility for ensuring the effectiveness of the management of portable and or movable electrical appliances detailed in this procedure are applied.

### **3.2 DEPUTY CHIEF EXECUTIVE**

The Deputy Chief Executive has a delegated responsibility for making sure this management Procedure is implemented in respect of premises under the control of or otherwise, occupied by EDC Assets.

### **3.3 EXECUTIVE OFFICERS & MANAGERS**

The Executive Officers and Managers must ensure the following:

- Adequate resources and competent person(s) are allocated to support the implementation of this Management Procedure and relevant associated Health and Safety legislation.
- Nominated person(s) are supported in implementing the measures of this Management Procedure to comply with relevant Health and Safety legislation.

It is the responsibility of each service department to ensure that the minimum requirements of this procedure are adhered to and that suitable arrangements are introduced and continually monitored to check its effectiveness. This would include establishing maintenance and inspection programmes.

### **3.4 HEALTH AND SAFETY TEAM**

The EDC Health and Safety Team will advise the management in fulfilling their duties in regards to the implementation of this Management Procedure and associated regulations and guidance.

In particular, the Health and Safety Team shall:

- Advise the Executive Officer, Managers, Team and Squad Leaders in fulfilling their duties.
- Work with teams to provide feedback about actions and control measures that may need to be taken to prevent harm and protect employees.
- Provide and reinforce training and education on health risks associated with certain tasks
- Monitor the compliance with this management procedure and the associated regulations and guidance by carrying out periodical audits and inspections and issuing subsequent reports detailing any possible gaps or issues that need to be addressed.

### **3.5 EMPLOYEES**

All employees must cooperate with the Health & Safety team in following procedures and instructions based on this Health and Safety Management Procedure.

## **4. DEFINITIONS**

### **4.1 PORTABLE AND MOVEABLE EQUIPMENT**

A portable or movable electrical appliance is any item that can be moved, either connected or disconnected from an electrical supply. Portable or movable items generally have a lead (cable) and a plug.

Portable and movable equipment includes the following:

|       |           |                      |              |
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- electrical equipment that can be easily moved around, such as kettles, vacuum cleaners, floor polishers, portable heaters, fans, desk lamps, some TVs, radios, some small electric cookers, PC projectors, small appliances such as irons, hair dryers and kitchen equipment including food mixers, toasters etc;
- larger items that could be moved (but only rarely), e.g. water chillers, fridges, microwaves, photocopiers, vending machines, washing machines, electric cookers, fax machines, desktop computers, electric beds etc. are considered to be movable items;
- hand-held items, such as hairdryers, that do not have a plug but have been wired in (or fixed) are still considered to be portable appliances, but large electrical items, such as water boilers that are wired in, are not portable appliances as they are not designed to be moved and would come under the scope of fixed installation maintenance;
- mobile phone and other battery-charging equipment that is plugged into the mains (but the phones themselves and any other battery-operated equipment would not be included); and
- extension leads, multi-way adaptors and connection leads.

## **4.2 EARTHED EQUIPMENT AND DOUBLE INSULATED EQUIPMENT**

There are two basic types of electrical equipment construction – Class I (earthed) and Class II (double insulated).

### **Earthed Equipment**

For safety reasons, Class I equipment has an earth connection. If there is a fault within the equipment there is a possibility that the outside of the equipment could cause an electric shock if the earth connection is not there. As a result, it is recommended that Class I equipment has a portable appliance test to ensure the earth connection is sound.

### **Double Insulated Equipment**

Class II equipment is sometimes referred to as 'double insulated' equipment. This means that there is extra insulation within the construction of the equipment to prevent accidental contact with live parts, even if there is a fault. Class II equipment does not need an earth connection to maintain safety. Although it is recognised that class II equipment has additional safety features as part of the design of the equipment, East Dunbartonshire Council will include these items in their portable appliance testing schedule.

## **4.3 COMPETENT PERSON(S)**

A competent person(s) is one who has the necessary theoretical and practicable knowledge and has the technical and practicable experience to carry out the task, such experience being matched to the complexity of the work and the degree of the risk. This will usually refer to an Electrician or an Electrical Engineer but can include a person(s) who has successfully completed an approved portable electrical equipment testing course.

## 5. REQUIREMENTS

### 5.1 REGISTER OF EQUIPMENT

Every department or section should establish and maintain a register of all portable electrical equipment (an example of a form suitable for use as a register is given below. Additional information may be considered for instance details of the site location including the address, make and model of the piece of equipment being tested, construction classification (Class I or II), visual inspection (Pass or Fail), fuse rating, test results, comments section, next inspection date due, is the equipment safe to use (Yes or No).

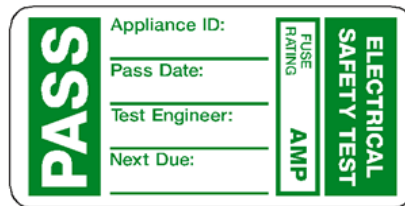
#### Example of a Portable Electrical Equipment Register

| Equipment Description | Identification Number | Location (where normally kept) | Inspection Dates and Competent Persons Initials |     |     |     |     |     |
|-----------------------|-----------------------|--------------------------------|-------------------------------------------------|-----|-----|-----|-----|-----|
|                       |                       |                                | 1st                                             | 2nd | 3rd | 4th | 5th | 6th |
|                       |                       |                                |                                                 |     |     |     |     |     |
|                       |                       |                                |                                                 |     |     |     |     |     |
|                       |                       |                                |                                                 |     |     |     |     |     |
|                       |                       |                                |                                                 |     |     |     |     |     |
|                       |                       |                                |                                                 |     |     |     |     |     |

### 5.2 IDENTIFICATION MARKINGS

Every piece of portable electrical equipment must be clearly identified with the following information: (an example of a suitable label is given below).

- Equipment identification
- Date of Inspection;
- Next inspection due date;
- Signature of person carrying out electrical inspection and testing as required under section 5.3 below.



### Example of a PAT Label

If any piece of equipment is deemed unserviceable and or unsafe then the current service markings should be deleted and a clear and unambiguous marking indicating its un-serviceability and or an unsafe warning label is attached, the equipment must also be removed from service and made safe. This may be achieved by removing the fuse from the plug or cutting the plug from the cable so no one can reuse. You must also inform your manager, team leader immediately who will make arrangements to safely dispose of the equipment in accordance with East Dunbartonshire Council's policies and procedures.

On completion of any repair the equipment should be subject to inspection and test as set out at Section 5.3 below and new service markings applied before issue.

## 5.3 INSPECTION AND TESTING

Portable electrical equipment will be subject to regular inspection and testing schedules. Limited parts of inspections can be carried out by users (see below) but detailed inspection and test should only be carried out by competent person(s) (See Section 4: Titled Definitions, Competent person). Employees are required to complete visual inspections of equipment before and after each use and to report any issues immediately to their manager and or team leader.

Inspection and test requirements are outlined below:-

### User Pre-use Inspections

A pre use inspection should be carried out on the following:-

- Construction equipment;
- Industrial equipment;
- Other equipment which is hand held e.g. floor cleaner;
- Earthed equipment (class 1) e.g. some electrical kettles, portable heaters etc.;
- Cables/leads and plug

A pre-use inspection should include as a minimum the following:

- 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 in the cable;
- No cord grip on the outer covering (sheath) of the cable where it enters the plug or the equipment. Look to see if the coloured insulation of the internal wires are showing;
- Equipment that has been used in conditions where it is not suitable, e.g. a wet or dusty workplace;
- cables trapped under furniture or in floor boxes.
- Damage to the outer cover of the equipment obvious loose parts or screws missing;
- Overheating (burn marks or staining).

Note: - Any defect must be reported to the appropriate manager and or team leader and the equipment must be marked unserviceable or unsafe, made safe and removed from service as soon as reasonably practicable.

### **Inspection and Testing by a Competent Person(s):**

East Dunbartonshire Council service departmental management will ensure that all portable and movable equipment identified are inspected and tested in accordance with industry standards and manufactures instructions by and carried out by appointed competent personnel. The electrical equipment will be checked as follows:

- The procurement of new electrical equipment before issue to staff
- Whenever there is a reason that the equipment may be defective, (but this cannot be confirmed by a visual inspection);
- After repair, modification or similar work;
- At periods appropriate to the equipment, the manner and frequency of use and the environment it is to be used in.

This should not exceed the following guidelines:-

- |                                                                                                                                              |                  |
|----------------------------------------------------------------------------------------------------------------------------------------------|------------------|
| • Construction equipment                                                                                                                     | <b>3 monthly</b> |
| • Industrial equipment                                                                                                                       | <b>6 monthly</b> |
| • Office and other low-risk environments                                                                                                     | <b>Annually</b>  |
| • Information technology hardware e.g. desktop computers, VDU screens, photocopiers, fax machines, non-hand held and rarely moved equipment; | <b>2 years</b>   |
| • Hand held equipment and earth equipment (class I & II)                                                                                     | <b>Annually</b>  |

Note: - The frequency of inspection and test may need to be increased or decreased, but this should be based on an assessment of risk. Factors to consider when making the assessment may include but not be limited to the following:-

- Type of equipment and whether or not it is hand held;
- Manufacturer's recommendations;
- Initial integrity and soundness of equipment;
- Age of the equipment;

- Working environment in which the equipment is used (e.g. wet or dusty) or 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 experience and records of maintenance.

Managers who require further assistance in respect of the above considerations should contact the Council's Health and Safety Team for further advice and guidance.

#### **5.4 POST INSPECTION PROCEDURE**

On completion of the inspection and test the following must be carried out:-

- A signed completed inspection certificate saved within the onsite register;
- The equipment identification markings amended as in Section 5.2;
- Details of any defects and repairs entered in the register;
- The items marked as unserviceable and or unsafe if required and removed from service ( fuse and or plug removed) or quarantined to prevent use if necessary;
- Remedial action initiated if required.

#### **5.5 REPAIR OF ELECTRICAL EQUIPMENT**

Repair and maintenance of electrical equipment must only be undertaken by competent and authorised person(s) e.g. electricians, electrical engineers, I.T. engineers etc.

#### **5.6 EQUIPMENT NOT BELONGING TO THE COUNCIL**

It should be noted that portable electrical equipment not belonging to the Council is also subject to this standard if used by Council employees or used on Council controlled premises/work places.

Personal equipment e.g. tools (e.g. Electric drills, electric screwdrivers etc.), microwaves, kettles, televisions, radios and other electrical appliances must not be brought on to Council premises without Management approval.

The following must be adhered to:-

##### **Employees Personal Electrical Equipment**

Any personal equipment which is authorised for use on Council premises/workplaces is subject to the requirements of this procedure.

This applies to all authorised equipment provided by employees, including Tradesmen's' work tools (e.g. Electric drills, electric screwdrivers etc.), microwaves, kettles, radios and other authorised electrical appliances brought into Council premises/workplaces.

**N.B.** All portable electrical appliances must be tested prior to first use.

If requested by Management, employees must allow personal equipment to be tested and employees may be liable for the cost of that testing. The exception to this is

where the Council or Department accepts responsibility for testing. It should be noted that Section 5.1 requirements should be met.

Failure to comply with this arrangement may lead to the owner of the equipment being instructed to remove it from Council premises/workplaces.

#### **Equipment used by non-Council employees, self-employed, or user groups.**

All equipment provided for use within Council premises/workplaces by non-Council employees must meet all statutory requirements (this is the responsibility of the owner of the equipment). This should be reflected in any contract or booking arrangements.

This does not preclude departments from setting higher standards that may be required in respect of specific activities.

#### **Leased Equipment**

In respect of leased equipment or provided free of charge, the provider company are required to ensure that its equipment meets the requirement laid down by this procedure. This includes such items as vending machines, photocopiers and also items such as electric drills etc. on short term hire. It should be noted that Section 5 requirements should be met.

The exception to this is where the Council or Department, who is the Client, accepts responsibility for maintenance but this should be agreed formally in any lease or contract agreement.

### **5.7 FLAMEPROOF EQUIPMENT**

Flameproof equipment must be maintained in a condition that meets its design specifications at all times. Departments in control of or using such equipment should set inspection and test criteria that will ensure the above. These criteria should however also include the general requirements of this procedure.

### **5.8 EQUIPMENT EXEMPTIONS**

This procedure applies to all portable electrical equipment. However electrical equipment operating at voltages where there is no risk of fatal electric shock i.e. 50 V ac or less, or 20V dc or less, may be exempt, provided that after assessment by a (Competent Person) it has been established that its usage does not constitute a danger (see also Section 5.7 above).

However it should be noted that their associated cables/leads and plugs may be at voltages above this and may require to be inspected and tested.

### **5.9 FURTHER INFORMATION**

Further information or guidance can be obtained from the Council's Health and Safety Team, Broomhill Offices, Broomhill Industrial Estate, Kilsyth Road, Kirkintilloch, Glasgow, G661TF, Telephone 0141 777 3210 or Email: [health.safety@eastdunbarton.gov.uk](mailto:health.safety@eastdunbarton.gov.uk)

## **6. MONITOR AND REVIEW**

As part of the EDC Health and Safety Management System, the EDC Health and Safety Team will conduct regular audits and inspections to monitor the implementation of this management procedure.

The EDC Health and Safety Team will review this management procedure every two years from the date of signing or sooner as a result of any changes to legislation or some other event i.e. a major incident or accident.

The EDC Health and Safety Team will provide feedback in the form of a report following any audits and inspections. When necessary the procedure will be amended and reissued with an updated version number.

All Managers and or Team Leaders must ensure that local procedures are updated to reflect any changes to the management procedure.

## **7. REFERENCES**

### **HSE Guidance and Regulation**

- Health and Safety at Work Act 1974
- The Management of Health and Safety at Work Regulations 1999
- Provision and Use of Work Equipment Regulations 1998
- The Electricity at Work Regulations 1989
- BS7671 (IET Wiring Regulations)
- Maintaining portable electric equipment in low-risk environments (INDG236)
- Memorandum of guidance on the Electricity at Works Regulations 1989 (HSR 25)
- Electricity at Work: Safe working practices (HSG 85)
- Safety in electrical testing at work (INDG354)

### **East Dunbartonshire Council: Safety Policies and Procedures**

- HSP01 Health and Safety Policy
- HSP03 Fire Safety Policy
- HSP07 Controlling Workplace Hazards Policy
- SP05 Health and Safety Management for Technical Services TRADES
- SP21 General Office, Health, Safety and Welfare Arrangements
- SP29 Duty Holder
- SP32 PUWER
- SP36 Fire Safety Risk Assessment