

Romsey Baptist Church

Portable Appliance Testing (PAT) Policy

Purpose

To ensure that portable electrical appliances used on Church premises are maintained in a safe condition so as to avoid damage or injury to persons, property or systems.

Applicability

This policy applies to all portable appliances permanently situated on Church premises, or brought on site by individual members, attenders, visitors and other users of the premises.

What are Portable Appliances?

Any electrical equipment that can (or could) be moved from place to place. The following list is by way of example, and is not to be regarded as exhaustive:

- ◆ cooker, kettle, toaster, microwave oven, vacuum cleaner, floor polisher, photocopier, radio/CD player, projector, amplifier, wah-wah pedal and so on

Our Responsibilities

Legislation introduced under the Health and Safety at Work Act 1974 places a duty of care on business and employers to ensure that work equipment is safe to use, efficiently maintained and kept fit and suitable for its purpose.

The Electricity at Work Regulations 1989 require that any electrical equipment that has the potential to cause injury is maintained in a safe condition. However, the Regulations do not specify what needs to be done, by whom, or how frequently. **Nevertheless, so that we can demonstrate due diligence in compliance with these regulations, the following procedures will apply:**

- ◆ a biennial test is recommended for all appliances permanently located in the building using our own PAT equipment, **which is to be kept on site**
- ◆ an *ad hoc* test will normally be carried out on all appliances brought onto the premises by members, attenders, visitors and other users
- ◆ the tests will be carried out by those Church members trained in the use of the testing equipment [see Appendix 1]

Procedural details

The biennial and *ad hoc* tests will be carried out in accordance with the *Code of Practice for In-Service Inspection and Testing of Electrical Equipment (4th ed.)* published by the Institution of Engineering and Technology in 2012.

A label will be attached to the appliance clearly showing the date of the test and whether it has passed or failed. A record will be created during the inspection and testing process, and an inventory of all appliances tested will be kept for a minimum of five years.

Notification is to be given to members, attenders, visitors and other users of Romsey Baptist Church that no item of electrical equipment should be used on the premises unless and until it has been tested and labelled. [See Appendix 1]

All users of electrical equipment share a duty of care and must report to the H&S officer any portable appliance which shows any sign of damage, e.g. cuts to the electrical cable covering, or damage to the plug.

Appendix 1

Trained Testers

Currently, there are three members of the Church who are trained to carry out the necessary inspection and testing of electrical equipment using the Church's Euro Pac Plus testing equipment.

All group leaders [e.g. Youth Club, Music Group and so on] will be made aware of this policy and, where appropriate, asked to consider nominating a member or members of the group for training.

Testing Appliances Brought onto Church Premises

Frequent or regular users of Romsey Baptist Church premises, e.g. Bosom Pals, will be made aware of this policy, and invited to liaise with one of the trained testers in order to carry out the necessary tests on any electrical equipment they may wish to bring on site.

People invited to take part in our services, such as visiting preachers or musicians, and wishing to use their own electrical appliances, must be informed of the need to have them tested in good time. By having the Euro Pac Plus kept on site, and with an adequate

number of trained testers, this requirement should not cause any problems or disappointment.

Obviously, if an appliance has been tested elsewhere, and bears a satisfactory label to that effect, then we shall not have to carry out any additional tests.

Calibration of the PAT machine.

The recommendation is that the PAT tester is calibrated annually. However the manufacturer (Seaward) stated on 2 March 2015 that as we have very low usage of the machine and do not contract out our services a two-three year calibration is required, provided the tester is not getting unusual results.

The PAT testing machine was calibrated on 25 January 2016 and found to be in good order. A recall is set up for 3 years.