



## St Thérèse of Lisieux Catholic Multi Academy Trust Portable Appliance Testing September 2021

|                                |   |
|--------------------------------|---|
| <b>Audience:</b>               | <b>Directors, Local Governing Bodies, Central Team and all other CMAT employees</b> |
| <b>Approved:</b>               | <b>Board – 19/10/2021</b>   |
| <b>Other related policies:</b> | <b>Health and Safety Policy</b>   |
| <b>Policy Owner:</b>           | <b>Emily Harman – Estates and Facilities Advisor</b>                                |
| <b>Policy Model:</b>           | <b>Compliance – all CMAT academies use this policy</b>                              |
| <b>Review:</b>                 | <b>Annually</b>   |
| <b>Version Number:</b>         | <b>1.0 (September 2021)</b>   |

*“Trust, faith and love can accomplish all things for our whole community.”*

St Thérèse of Lisieux

# Portable Appliance Testing Policy

## Policy Statement:

The purpose of this policy is to promote the importance of the consideration of portable appliance testing requirements throughout St. Thérèse of Lisieux Catholic Multi Academy Trust

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

## Scope:

This policy applies to all Managers, staff, contractors, pupils and guests of the TRUST.

St. Thérèse of Lisieux Catholic Multi Academy Trust has a duty of care to undertake, on a regular basis, electrical testing to all Portable Electrical Equipment throughout all premises. Such testing is a requirement of the Electricity at Work Regulations of 1989, also reducing the risk of injury and fire.

All electrical items covered by portable appliance testing must be tested on a regular basis by a certified competent person, in turn reaching compliance with Electricity at Work Regulations 1989. A portable electrical appliance is any item of equipment with a lead and a plug which is normally moved around or can be moved around and is connected to the mains supply by a standard 3 pin plug. Examples include, power tools, kitchen appliances, heaters, computers, photocopiers, vacuum cleaners (this list is **not** exhaustive). Electrical items excluded are those which operate solely on batteries.

## It is our policy to:

- Test each appliance visually internally and/or by an approved external contractor, label with the date of the latest test and the initials of the tester.
- In the event of failure to satisfy a visual inspection or the meet test criteria, the competent person must ensure that the item is not reused until the fault has been corrected. The item will be withdrawn from service immediately labelled as damaged or faulty, plug removed and not reused until deemed satisfactory.
- Those carrying out the inspections will be competent in the inspection process. All users of portable electrical equipment are responsible for ensuring that there is no visual damage to the item, lead and plug. They will report any faults or damage to the department manager as appropriate.
- Visual checks can be performed by the user on location changes of portable appliances prior to re-installation. They should will be marked up with a visually inspected ticket or sticker, showing the date and initials of the competent person.
- PAT testing will be undertaken in stages over a 2 year schedule dependant on environment, location, and class group.

## Frequency of Testing:

| CLASS   | ENVIRONEMNT/USAGE | TESTING FREQUENCY |
|---------|-------------------|-------------------|
| Class 1 | High              | 12                |
| Class 2 | Low               | 24                |

All Class 1 equipment in schools should be PAT tested every 12 months. Class 2 equipment should be tested every 24 months.

## What electrical appliances need to be tested in my school?

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Take these examples of the typical items that are likely to be used in your school and apply the guidance as follows:

**Staff room** – does it have a kettle? This is class 1 equipment and should be tested every 12 months. Does your staff room have a radio, TV or stereo? This is class 2 equipment and should be tested every 24 months.

**Art Department** – typical items may include glue guns which are class 1 items and should be tested every 12 months

**IT Department** – IT equipment used by pupils, such as computers, tablet chargers that are worked on each day and therefore should be tested more frequently i.e. every 12 months

**Office** – photocopiers, IT equipment (PCs), monitors & double insulated equipment (not handheld or moved occasionally), telephones – every 24 months

**School Kitchen** – catering equipment such as food mixers, toasters and electric weighing scales should be tested every 12 months as these items will be used daily and are situated in a higher risk environment and microwaves will have to undergo a leakage test every 12 months also.

**Cleaning cupboards** – Vacuum cleaners may need to be checked more frequently, simply because they are used more often – every 12 months.

The above examples are not exhaustive so a full check of what appliances you have in school will be required first.

## **2 year schedule:**

### **Year 1:**

**Internal visual inspection overhaul of all portable appliance equipment by competent persons and approved external contractor to undertake tests of all class 1 items.**

### **Year 2:**

**Internal visual inspection overhaul of all portable appliance equipment by competent persons and approved external contractor to undertake tests of all class 1 and class 2 items.**

After each annual visit by an approved external contractor, a comprehensive PAT report must be obtained and records held within school and uploaded onto the Every System