

PORTABLE ALLIANCE TESTING

2020-21




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DOCUMENT CONTROL

DOCUMENT TITLE: PORTABLE ALLIANCE TESTING 2020-21
DOCUMENT NUMBER: SCGPAT_V1.0
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CHANGE AUTHORITY: THE BOARD OF DIRECTORS

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Signature: _____ 

Date: 29/01/2020

Designation: Director of Quality & Compliance

Review Date: 29/01/2021

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General

It is a legal requirement that all portable electrical appliances in the Care Home are tested following the guidelines set out in the Electricity at Work Regulations 1989 and the Institute of Electrical Engineers Code of Practice 3rd Edition (2008) for In-service Inspection and Testing of Electrical Equipment. These require all electrical systems to be of such construction, and maintained so as to prevent, so far as reasonably practicable, danger.

An appliance consisting of a plug and connecting cables is an electrical system and must, therefore, by law be suitably constructed and maintained so as to prevent danger.

Categories of Appliances

Appliances will fall into a number of different categories as follows:

- S Stationery equipment which for example may be hard wired into the wall socket with no removable plug, such as an industrial cooker
- IT Information Technology Equipment, which includes televisions, computers, and printers
- M Moveable Equipment, which may be stationary equipment when plugged in, but can be moved such as a fridge,
- P Portable Equipment such as a fan heater
- H Handheld Equipment such as a hairdryer, kettle, electric drill

Inspection and Testing

All electrical equipment and installations should be maintained to prevent danger. This should include an appropriate system of visual inspection and, where necessary, testing. By concentrating on a simple, inexpensive system of looking for visible signs of damage or faults, most of the electrical risks can be controlled. This will need to be backed up by testing as necessary. A visual test prior to using electrical equipment should be carried out to check for any signs of damage or obvious defects, which might cause a danger if used. All faults found by visual inspection must be reported and recorded.

Periodic visual and combined inspection or checks must also be carried out by the competent person responsible in the Care Home for carrying out the electrical testing. The formal visual test consists of a visual inspection of each electrical appliance and will be formally recorded. The combined inspection or check is visual but also includes testing with the aid of the electrical testing machine and again the results must be formally recorded.

A competent person is someone who has a detailed knowledge and understanding of the inspections and tests, which need to be carried out on electrical appliances, and who has been assigned to take on the specific responsibility for carrying out the formal visual inspections and the combined electrical inspections and tests.

New Appliances

Each newly purchased electrical appliance will be covered initially by the manufacturer's testing process and guarantee, but details of the appliance must be recorded in the PAT register to confirm the appliance is located within the Care Home and to ensure it will be included in the subsequent regular periodic inspections.

Record Keeping and Labelling

All equipment used to test portable electrical appliances will be calibrated annually and a test certificate obtained. Records of the testing will be maintained.

Full and accurate records of maintenance, including test results, should be kept throughout the working life of each electrical appliance. This will enable the condition of the equipment and the effectiveness of maintenance policies to be monitored.

On successful completion of a test a green label will be attached to the tested equipment as recommended, indicating:

1. The date tested
2. The Testers identity
3. Re-test date

Where electrical equipment has failed any of the in-service inspections or tests or the result has shown some deterioration, an assessment will be made by a responsible person as to the suitability of the equipment for further use at that location. The equipment will be labelled using a red label, indicating a fail, and withdrawn from service for repair or disposal. If the equipment is repaired, it must pass a re-test on completion of the repair prior to further use.

All electrical equipment brought into the Care Home by a resident or his or her relatives must be given to a senior employee who will arrange for the appliance to be inspected and tested prior to it being used. A record of all equipment brought into the Care Home will be kept.