

1. Introduction

The Electricity at Work Regulations 1989 states that the owner of electrical equipment shall:-

“As may be necessary to prevent danger, all systems shall be maintained so as to prevent, so far as is reasonably practicable, such danger”.

To satisfy this requirement the University will undertake portable appliance testing in accordance with the schedule detailed within this document.

1.1 Definitions

Electrical portable appliances are those appliances that are connected to an electrical supply via an electrical lead and plug. Electrical appliances that are hard wired are not covered by this policy.

2. Detailed Instructions

All staff and students are responsible for completing a visual check of electrical equipment within their area on a regular basis. This would include reporting frayed cables, poor connections or damaged plugs to the maintenance department. The University will appoint an external company to complete a comprehensive test in accordance with the schedule. All staff and students who bring personal items of electrical equipment to the Campus are to ensure that they are electrically safe. The University can arrange for personal equipment to be tested; however the cost of this will need to be covered by the individual.

2.1 Frequency of Testing

All electrical equipment will be tested within 12 months of installation. Once tested and recorded on the asset register, equipment will be retested in accordance with the schedule below:-

Equipment/ Environment	User checks	Formal Inspection
Information and technology equipment, e.g. desktop computers, VDU screens, LCD projectors, white boards	Yes	Every 4 years following initial test
Photocopiers, fax machines	Yes	Every 4 years following initial test
Double insulated equipment	Yes	Every 4 years following initial test

PORTABLE APPLIANCE TESTING
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not hand held, e.g. fans, table lamps		
Double insulated equipment hand held e.g. floor cleaners, vacuum cleaners, hand held tools	Yes	Every 12 months
Earthed equipment e.g. kettles, power tools, kitchen appliances	Yes	Every 12 months

2.2 Equipment failure

Items of equipment that fail the portable appliance test, if not remediable, will be removed and disposed of in accordance with University waste management plan.

3.0 Guidance

Further guidance can be found at:-

- Managing portable electric equipment in low-risk environments,
<http://www.hse.gov.uk/pubns/indg236.htm>.
- The Electricity at Work Regulations 1989,
<http://www.hse.gov.uk/pUbns/priced/hsr25.pdf>

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