

HEALTH & SAFETY NOTICE



HSN-33 ISSUE 04 JANUARY 2004

PORTABLE ELECTRICAL EQUIPMENT TESTING

CONTENTS

Introduction	Page 33.2
Portable Electrical Equipment	Page 33.2
Inventory	Page 33.2
Competent Person	Page 33.3
Test Procedure	Page 33.3
Frequency of Testing	Page 33.4
New Equipment	Page 33.4
Test Failures	Page 33.4
Employees Personal Equipment	Page 33.4
Appendix 1: Training for Competent Persons	Page 33.6
Appendix 2: Extract From The Electricity At Work Regulations 1989 Mandatory Requirements	Page 33.8

PORTABLE ELECTRICAL EQUIPMENT TESTING

INTRODUCTION

1. This health and safety notice must be read and understood by all employees of Vacman Cleaning Ltd.
2. It must be read by anyone where the use of electrical equipment forms an integral part of their work. Where appropriate, it must also be brought to the attention of contractors' staff working at Vacman sites.
3. The Electricity at Work Regulations 1989 (SI 1989 No 635) came into force on 1 April 1990. Under these regulations the principles of electrical safety must be applied to all places of work at all voltages. There are no exceptions. Policy number (HSN 18) should also be read in conjunction with this health and safety notice.

PORTABLE ELECTRICAL EQUIPMENT

4. Portable electrical equipment is defined as that which is not permanently attached electrically so as to form part of a fixed electrical installation. It is connected to an electrical supply via a flexible cable and plug to a socket outlet. For the purposes of this document, removable mains leads and extension leads will be classified as items of portable electrical equipment.

INVENTORY

5. Managers or their nominee will produce and update an inventory of all the company's portable and fixed electrical equipment under their control. A copy of the inventory will be submitted to the Managing Director and updated annually. The inventory will include the following information.
 - 5.1 Equipment type
 - 5.2 Equipment location/site
 - 5.3 Manufacturer and/or supplier
 - 5.4 Manufacturer's serial number
 - 5.5 Unique inventory number
 - 5.6 Date of purchase
6. The unique inventory number will contain a recognised code allocation and will be numbered in sequence. The inventory number will be displayed on a label that can be read by the Portable Appliance Tester (PAT).

COMPETENT PERSON

7. The Managing director shall appoint a suitably competent person(s) to carry out the inspection and testing of all portable electrical equipment in accordance with any procedures that may be laid down. The competent person must have:
 - 7.1 an adequate knowledge of electricity,
 - 7.2 an adequate understanding of the hazards that may arise during the work and the precautions that needs to be taken,
 - 7.3 the ability to recognise at all times whether it is safe for the work to continue.
8. The competent person will have attended a training course organised by the Managing Director see Appendix 1.
9. The Managing Director, may reject any candidate who, after undergoing training, is deemed to be unsuitable for the duties of a competent person.

TEST PROCEDURE

10. Before carrying out any electrical tests the competent person should identify and unplug the appliance and make a visual check of its condition. Any irregularities should be recorded.
11. The following will then be checked:
 - 11.1 general condition of the appliance and cleanliness,
 - 11.2 broken parts, signs of misuse or unauthorised modifications to electrical or mechanical parts,
 - 11.3 condition of the flex throughout its length. As far as possible, check the flex connection at the appliance, examine the cord grip and cable security,
 - 11.4 condition of the plug (i.e. remove the plug top and examine the cord grips, conductor terminations and fusing).
 - 11.5 earth continuity,
 - 11.6 Insulation flash test if applicable.
12. The current specified equipment is either the Seaward PAC 500 Manual Go – No-Go Tester.

FREQUENCY OF TESTING

13. All portable electrical equipment will be tested at regular intervals based on the current advice produced by the Health and Safety Executive (HSE) and Institute of Electrical Engineers (IEE).

14. The interval of testing for an item may be altered based on a review of historical data.

Utilisation	Visual Inspection	Full Inspection and Testing
Commercial/Office	12 Months	4 years
Cleaning Equipment	Before Use	12 Months
Industrial	Before Use	6 Months
Construction	Daily	3 Months
Premises used by Public	Daily	12 Months
Equipment Hired	Before Issue and on Return	Before Issue & Use

NEW EQUIPMENT

15. New equipment purchased from external suppliers or made must be included on the inventory and usually electrically safety tested before use.

TEST FAILURES

16. Any item of equipment failing the electrical safety test must be immediately removed from service. The item of equipment must be repaired and a test certificate issued by the repairer before the item of equipment can be put back into service.

EMPLOYEE'S PERSONAL EQUIPMENT

17. It will be the employees responsibility to ensure that their personal items of equipment are in a safe condition. If anyone is unsure whether the item of equipment is safe they may seek guidance from the Safety Officer. Personal equipment is not normally included in the electrical safety testing procedure. However, if an unsafe practice e.g. (multiple extension leads) or item of equipment is brought to the attention of a competent person, the item of equipment will be removed or practice stopped until it is repaired at the employees expense or it will be kept until the employee leaves the company premises.

Approved by:



..... (Managing Director)

Date:/...../.....

Vacman - HSN-33: APPENDIX 1

TRAINING FOR COMPETENT PERSONS

INTRODUCTION

The Electricity at Work Regulations 1989 (SI 1989 No 635) came into force on the 1st April 1990. Under these regulations, the principles of electrical safety must be applied to all places of work at all voltages. There are no exceptions.

Between the years 1986 and 1989, nationally there were more than 2,500 reported accidents in the workplace involving electrical contact, with 58 fatalities and over 1,000 accidents causing major injuries.

All members of staff appointed as competent persons shall read this document and attend training as specified by the Managing Director.

TRAINING

1. The visual inspection of items of equipment will include the following;
 - 1.1 The overall condition of the equipment, checking for signs of damage, misuse or unauthorised modifications.
 - 1.2 Damage to the plug or lead (i.e. cuts, joints or abrasions), also a check for signs of overheating.
 - 1.3 The correct wiring of the mains plug and conductors tightened.
 - 1.4 The correct value of fuse has been fitted, and the value has been indicated on the plug top using a spirit based maker or approved label.
 - 1.5 The outer sheath of the cable is securely clamped by the cord grip and that there is no coloured insulation protruding from the 13 amp plug.
 - 1.6 As far as possible check that the cord grip at the equipment is clamped and that there are no signs of strain damage.
2. Training will also be given in the safe use of the portable appliance testers to ensure that the competent persons understand the hazards that may arise during the work and the precautions that need to be taken.

3. If necessary training will also be given in the use of the dedicated software, which operates in conjunction with the portable appliance testers i.e. the transfer of data stored in the portable appliance tester's memory into the software package.

4. The Managing Director will require a monthly update of PAT testing work done.

CONCLUSION

5. At the end of the training the competent persons should be able to:
 - 5.1 wire a 13 amp mains plug correctly,
 - 5.2 fuse an item of equipment correctly,
 - 5.3 inspect equipment, leads and extension cables for damage or unauthorised modifications,
 - 5.4 use the portable appliance testers,
 - 5.5 have an adequate understanding of the potential hazards that may arise during the work and the precautions that need to be taken,
 - 5.6 have the ability to recognise at all times whether it is safe for the work to continue.

Vacman - HSN-33: APPENDIX 2

EXTRACT FROM THE ELECTRICITY AT WORK
REGULATIONS 1989 MANDATORY REQUIREMENTS

6. Regulation 4(2) is concerned with the need for maintenance to be done in order to ensure safety of the system rather than with the activity of doing the maintenance in a safe manner (which is required by regulation 4(3).
7. The obligation to maintain arises only if danger would otherwise result. The quality and frequency of maintenance should be sufficient to prevent danger so far as is reasonably practicable.
8. Regular inspection of equipment is an essential part of any preventive maintenance programme. Practical experience of use may indicate an adjustment to the frequency at which preventive maintenance needs to be carried out. This is a matter for the judgement of the duty holder who should seek all the information he needs to make this judgement including reference to the equipment manufacturers' guidance.
9. Records of maintenance, including test results, preferably kept throughout the working life of an electrical system will enable the condition of the equipment and the effectiveness of maintenance policies to be monitored. Without effective monitoring holders cannot be certain that the requirement for maintenance has been complied with.