

North Petherton Rugby Football Club LTD

Affiliated to the Rugby Football Union and the Somerset County Rugby Football Union

CASC REG. 04941



Portable Appliance Testing

Purpose

These guidelines set out NPRFC's organisational arrangements for the safe use and management of electrical portable appliances and applies to all staff & members using such equipment in and around the clubhouse.

These guidelines have been developed with a view to determining the inspections and tests necessary to ensure that electrical equipment, both portable and transportable, is maintained correctly so as to prevent injury, harm or damage to persons or property.

Scope

This guidance provides specific information on the inspections and tests necessary, the types of equipment covered by this document as described in the definitions and in particular

All personal portable electrical appliances

All NPRFC property portable electrical appliances

All portable electrical appliances leased to NPRFC

All Contractor portable electrical appliances

Rationale

Under the Electricity at Work Regulations 1989:-

- It is duty of every employer and self-employed person to comply with the provisions of these regulations in so far as they relate to matters which is within their control;*
- It is duty of every employee whilst at work to co-operate with his employer so far as is necessary to enable any duty placed upon that employer by the provisions of these regulations to be complied with and also to comply with the provision of these regulations in so far as they relate to matters which are within their control.*

Specifically in relation to NPRFC..

It is the responsibility of all staff to ensure all personal Portable Electrical Appliances (PA) they use on site are tested and permission has been sought to use the PA on site

It is the responsibility of all staff to ensure that all portable appliances they use in pursuance of there working activities that are property of NPRFC or leased to NPRFC are tested.

It is the responsibility of whoever is in charge of a contractor activity conducts a visual inspection to confirm PA condition as fit for purpose. All portable electrical appliances the contractors intend to use must have been tested and carry an up to date sticker or certificate

Definitions

A portable appliance can be defined as an item of electrical equipment, which is not part of a fixed installation, but is connected to it by a flexible cable or a plug and socket.

Earthed Equipment

For safety reasons, Class I equipment has an earth connection. If there is a fault within the equipment there is a possibility that the outside of the equipment could cause an electric shock if the earth connection is not there. As a result, it is recommended that Class I equipment has a portable appliance test to ensure the earth connection is sound.

Double insulated equipment

Class II equipment is sometimes referred to as 'double insulated' equipment. This means that there is extra insulation within the construction of the equipment to prevent accidental contact with live parts, even if there is a fault.

Class II equipment does not need an earth connection to maintain safety. It will not need a portable appliance test, although it is necessary that user checks and visual inspections are carried out as the integrity of the equipment casing is a key safety feature. Class II equipment is marked with a "square within a square" If this symbol cannot be seen, it should be assumed that the item is a Class I appliance and a portable appliance test should be carried out.

Equipment typically classified under the portable electrical appliance category would be:

- A portable appliance being equipment that is intended to be moved whilst in operation or an appliance that can be easily moved from one location to another while connected to an electrical supply; e.g. toaster or vacuum cleaner;
- Hand held appliances being those that are intended to be held in the hand during normal use, e.g. drill, hair dryer or kettle;
- Equipment connected by means of a flexible cord or cable to a fused or unfused connection unit or isolator such as built in appliances and I.T. equipment;
- Moveable or transportable equipment which could be less than 18kg in weight and not fixed, but may have wheels to facilitate movement, e.g. electric fan or heater;
- Stationary equipment that is either fixed or has a weight exceeding 18kg, e.g. refrigerator or washing machine;
- Extension leads, multi way and RCD adaptors;

Legislation

This guidance has been written in line with best practice guidance and statutory legislation requirements. The legislation that has specific relevant are:

- ***The Health and Safety at Work etc Act 1974***, which places a duty of care upon both the employer and employee to ensure the safety of all persons using the work premises
- ***The Management of Health and Safety at Work Regulations 1999***, which places a duty on employers to make a suitable and sufficient assessment of the risks to the health and safety of its employees to which they are exposed whilst at work and to non-employees arising out of or in connection with their work activities
- ***The Provision and Use of Work Equipment Regulations 1998 (PUWER)***, which requires that risks to peoples' health and safety from the equipment that they use at work, be prevented or controlled
- ***The Electricity at Work Regulations 1989***, which state that all systems must be maintained to prevent danger.

"System" means an electrical systems in which all the electrical equipment is or may be electrically connected to a common source of electrical energy and includes such source and such equipment;

Electrical equipment includes anything used, intended to be used or installed for use to generate, provide, transmit, transform, rectify, convert, conduct, distribute, control, store, measure or use electrical energy

Club Secretary

The Club Secretary as the Duty Holder for the premises has the overall authority and responsibility for Health and Safety and as such, to ensure compliance with the requirements to manage risks associated with the use of portable electrical appliances under the Health and Safety at Work etc. Act 1974, the Workplace (Health, Safety and Welfare) Regulations 1992 and in particular, the Electricity at Work Regulations (1989) and any associated standards and guidelines. This responsibility may be assigned to other Club officials, however ultimate accountability remains with the Duty Holder.

The Duty Holder shall appoint a competent person or persons to take responsibility for the management and control of portable electrical appliances. This person shall be known as the H&SO.

The Health & Safety Officer

The Health & Safety Officer has overall authority and responsibility for the implementation of safe systems of work outlined in this policy. He has a duty under the Health and Safety at Work etc. Act 1974 to prepare and issue a policy statement on Health and Safety at Work.

The H&SO shall:

- Ensure that appropriate systems are in place to implement the requirements of this Policy for all premises under their control.
- Ensure the appointment of a competent person to carry out the duties identified within this policy.
- Periodically review the effectiveness of this policy in association with the Club Secretary
- Receive assurance on the application and audit of this policy.
- Approve and authorise any changes to this policy guidance as advised by the Club Secretary
- Being the nominated person with specific responsibilities for managing the portable appliance-testing programme;
- Be responsible for the maintenance of testing records.
- Manage the activities of the contracted electrician carrying out testing.
- Manage the process whereby judgements are made based upon past and present results as to whether an appliance is safe to use until its next test date;
- Periodically review appliance test frequencies based upon test results.
- To ensure that all new portable electronic equipment is added to the testing regime.

Newly purchased equipment may be used on receipt prior to receiving any portable appliance test providing:

- it is "CE" marked, and
- it has been supplied by a reputable supplier, and
- it is in its original packing with full user instructions, and
- a moulded plug and lead is fitted, and
- a visual inspection has been carried out to determine there are no obvious faults.

All Club members / staff using portable equipment

- As most, faults associated with portable appliances can be found by visual Inspection, all users should undertake visual inspections of all appliances under their personal control before use, including cables & ensuring that the appliance has a valid test label and the date has not expired.
- Follow local rules for use; for example, switch off at wall socket when not in use;
- Take any defective appliances out of use & label 'do not use' and report to Club Manager / HSO for repair or disposal.

Contracted Electrician

The contracted electrician be an appropriately qualified individual capable of performing the required tests to the various electrical appliances within NPRFC premises in accordance with the Regulations without danger to themselves or others and be able to make valid judgements based upon those results as to whether the appliance under test is safe, and is likely to remain safe, until its next scheduled test date.

- Undertake portable appliance testing programmed at the appropriate frequencies in accordance with current guidelines;
- Make valid judgements based upon the results as to whether the appliance is safe to use until its next test date.
- Affix a next test date label to the appliance;

- Provide a written record of testing undertaken and the results found.
- Remove or disable any appliance found to be defective following discussion with the user;
- Maintain records of all repaired, faulty or condemned appliances in conjunction with the Health & Safety Officer.

In-service Inspection and Testing

There are three categories of inspection and testing referred to in these guidelines. These are user checks, formal visual inspections and combined inspection and testing.

User Checks

These checks should be carried out by the users of the equipment every time that appliance issued. These checks do not need documenting but all fault/damage identified must be reported to the Club Manager or H&SO.

Formal Visual Inspections

Formal visual inspection are carried out as per the user checks but must be documented in the equipment register (as in App A.) and held by the H&SO.

Combined Inspection and Testing

These inspections and tests are undertaken by an outsourced external contractor. The Health & Safety Officer is responsible for ensuring the required tests are carried out on equipment used within NPRFC and its associated buildings.

Damage/Faulty Equipment

If equipment is found to be damaged or faulty on inspection or test, the equipment must be taken out of service and reported to the Club Manager or Health & Safety

If the damage is a result of the area or environment then an assessment should be made by the H&SO as to the suitability of the equipment for its use/location.

Documentation/Records

Although there is no requirement in the Electricity at Work Regulations to keep records of equipment, inspections and test results, the memorandum of guidance of the Electricity at Work Regulations advises that records of maintenance including tests *should* be kept throughout the working life of the equipment. These records are a useful management tool for reviewing the frequency of inspection and testing. Without such records duty holders cannot be certain that the inspection and testing has been effectively carried out. The following records will be established and maintained by the H&SO.....

- An inventory of all equipment
- A record of formal visual inspections
- A record of formal inspections and tests
- A repair register
- A record of all faulty equipment
- A copy of this guidance

The records may be retained on paper & electronically. Previous test results must be made available to subsequent testers.

Labelling

All equipment that requires routine inspection and/or testing will be clearly identifiable. This will take the form of a label. The information provided will consist of an identification code to enable the equipment to be uniquely identifiable even if similar items exist within the same locality of the Clubhouse. An indication of the current safety status of the equipment will also be included eg whether the item has PASSED or FAILED the appropriate safety inspection/test. The date on which the last test was undertaken will also be stated.

Frequencies of Inspection and Testing

The relevant requirement of the Electricity at Work Regulations is that equipment shall be maintained so as to prevent danger. Inspection and testing are means of determining whether maintenance is required. The frequency of inspection and testing will depend upon the likelihood of maintenance being required and the consequence of lack of maintenance.

The minimum frequency of inspection and testing particular types of equipment can be determined using Appendix B that has been developed by an expert competent group who have benchmarked against current guidance.

References

IEE: Code of Practice for In - service Inspection and Testing of Electrical Equipment, IEE 2008, ISBN 0-86341-833-4

Maintaining portable and transportable electrical equipment

HS(G)107, HSE2009 ISBN 0 7176 0715 1.

Maintaining portable electrical equipment in offices and other low - risk environments

IND(G)164L HSE 1994 ISBN 0 7176 0718 6.

Memorandum of guidance on the Electricity at Work Regulations 1989

(EAW memorandum) HS(R)25, HSE ISBN 0 11 883963 2.

A guide to the Health and Safety at Work Act 1974

L1 HSE. ISBN 0 7176 0441 1

Management of health and safety at work Approved Code of Practice

L21, HSE 2009 ISBN 0 7176 2488 9.

Safe Use of Work Equipment - Provision and Use of Work Equipment Regulations

(PUWER) 1998 Approved Code of Practice and Guidance,

HSC ISBN 0 717 61626 6.

Portable Appliance Testing,

RS (Components) Ltd Data Library, A18051,

This policy will be reviewed every two years

Wayne Carter Nov 2023

Schedule of Portable Electrical Equipment & Formal Visual Checks

In-service inspection of equipment is essential and will be carried out by the user of the equipment and, in some circumstances, may be all that is necessary. This is particularly relevant to Double Insulated Equipment. Double insulated equipment has been designed and built to be safer by the use of two barriers between live electrical conductors and the user.

The user check is considered an important safety precaution. Many faults can be determined by the user carrying out a visual check. The frequency of a user check is given in this Appendix

Take Action on Faults/Damage

If in doubt refer to the H&SO

Faulty equipment must be:

- i) Switched off and unplugged from the electrical supply
- ii) Labelled to identify that it must not be used
- iii) Reported to the H&SO

Checks

Plug

Not loose in socket-outlet and can be removed from socket-outlet without difficulty,

Is it free from cracks or damage?

Is it free from any sign of overheating?

Is the flexible cable secure in its anchorage?

Pins should not be bent,

Pins MUST be sleeved, particularly where vulnerable persons may touch the plug,

No cardboard label is to be left on the plug,

Plug does not rattle.

Flex or Cable

Is the flex in good condition?

Is it free from cuts, fraying or damage?

Is it in a location where it could be damaged?

The cable should not be too long, too short or in any way unsatisfactory,

No points or connections that may render it unsuitable for use, such as taped joints,

Only one flex connected to one plug, (13 amp plug is designed for one cable only)

Not run under a carpet,

Not a trip hazard,

An extension lead should be inspected throughout its length.

Socket Outlet Or flex outlet

Is it free from cracks?

Are there any signs of overheating?

It should not be loose i.e. properly secured,

Is the switch, if fitted, operating correctly?

Adaptor or Extension fitted with an RCD

Inspect device and verify it has a rated residual operating current not exceeding 30 mA, lead

Check device by plugging it in, switching it on and then pushing the test button.

The RCD should operate and disconnect the supply from the socket outlet/s

Appliance or Item of equipment

Is the appliance free from cracks, chemical corrosion damage to the case, or damage that could result in access to live parts?

Is the equipment being operated with protective covers in place?

Is the appliance able to be used safely?

Do the switches operate on and off correctly?

Does the appliance work properly?

Is there sufficient space to permit cooling/ventilation around the appliance?

Are there signs of overheating? Is it likely to overheat? There should be no books or files on top of computers etc.

Cups and plants should not be placed where their contents could spill into equipment.

Environment

Equipment is suitable for its environment,

Equipment normally not left on overnight

Suitability

Equipment is suitable for the work it is required to carry out.

**NORTH PETHERTON RUGBY FOOTBALL CLUB
SCHEDULE OF PORTABLE ELECTRICAL EQUIPMENT**

MAKE & DESCRIPTION	SERIAL No	FORMAL VISUAL INSPECTION DUE DATE	FORMAL VISUAL INSPECTION COMPLETED	NOTES

FREQUENCY OF PORTABLE EQUIPMENT TESTING

APP B

EQUIPMENT	USER CHECK	FORMAL VISUAL	COMBINED INSPECTION & TESTING
PHOTOCOPIER	NO	YES, 2-4 YRS	NO IF DOUBLE INSULATED
FANS, TABLE LAMPS (NON HAND-HELD – DOUBLE INSULATED)	NO	YES, 2-4 YRS	NO
FLOOR CLEANERS (HAND HELD - DOUBLE INSULATED)	YES	6MTHS -1 YR	NO
KETTLES, IRONS (EARTHED EQUIP)	YES	6MTHS -1 YR	YES.. 1-2 YRS
CABLE LEADS	YES	6MNTHS – 4YRS	YES, 1-5 YRS