



## Accommodation and Hospitality Services

### Inspection and testing of electrical equipment (Portable Appliance Testing (PAT)) policy

#### Purpose statement

To ensure that portable and transportable electrical equipment, supplied within University residences is maintained in a safe condition so as to avoid hazard to persons or property. To raise awareness of the dangers associated with portable appliances.

#### Applicability and scope

This policy applies to all portable appliances provided within University-owned and managed accommodation.

#### Definition

Portable appliance means electrical equipment that can or could be moved from place to place, eg kettle or toaster, usually having a lead with a plug attached.

#### Our responsibilities

Legislation introduced under the Health and Safety at Work Act 1974 places a duty of care on the University to ensure that all portable and transportable electrical equipment is safe to use, efficiently maintained and kept fit and suitable for its purpose.

Each year, a trained member of site staff who has undertaken the appropriate training, or a University approved contractor, will undertake PAT on the portable and transportable electrical equipment in your accommodation. This includes:

- Preliminary Visual Inspection - visually checking the appliance for the safety of the plug, fuse, wiring, cable and protective case of the appliance
- Earth Bond Test - the safety of certain appliances depends upon a connection with the earth for its safety. A test is carried out using electrical test equipment to ensure a safe earth is present in the appliance
- Insulation Testing – a test is carried out using electrical test equipment to ensure the insulation resistance in the appliance is at a safe level
- Load Test - a test is carried out applying a voltage through a current limiting resistor to the mains supply plug and checks that the current flow will not be excessive when full voltage is applied to the appliance
- Earth Leakage Measurement - a test is carried out to monitor the current flow through the earth lead of the appliance
- Functional Check - a test is carried out to ensure that the appliance is working correctly
- A record created during the inspection and testing process

We will clearly label each appliance tested with the date and whether it has passed or failed the test. If an appliance has failed the test, we will leave you instructions asking you not to use it until it has been repaired or replaced. If we consider it necessary, we will remove the appliance and issue a Removal Notice (Electrical Safety).



## Policy restrictions

There is no requirement, for us, to carry out a PAT on any electrical appliances you bring with you. However, all University staff have a duty of care and will report any portable appliance which they see within the accommodation which shows any sign of:

- Damage - eg cuts, abrasions (apart from light scuffing) to the cable covering
- Damage to the plug - eg the casing is cracked or the pins are bent
- Non-standard joints including taped joints in the cable
- The outer covering (sheath) of the cable not being gripped where it enters the plug or the equipment.

If you would like us to carry out a PAT on your own personal equipment please speak to a member of our Customer Services Team at your Reception. There is a £15 charge for this service and you will be given a copy of the appliance test result.