



AGENDA ITEM

3.1.3

QUALITY & SAFETY COMMITTEE

PAT TESTING POLICY

Date of meeting	20/09/2022
FOI Status	Open/Public
If closed please indicate reason	Not Applicable - Public Report
Prepared by	Paul Lewis, Head of Assets, Governance and Technical Services, Capital and Estates
Presented by	Sally May, Executive Director of Finance & Procurement
Approving Executive Sponsor	Executive Director of Finance & Procurement
Report purpose	FOR APPROVAL

Engagement (internal/external) undertaken to date (including receipt/consideration at Committee/group)

Committee/Group/Individuals	Date	Outcome
Electrical Safety Group - Approved	(27/06/2022)	ENDORSED FOR APPROVAL
Capital and Estates Governance Board	(07/07/2022)	ENDORSED FOR APPROVAL

ACRONYMS

PAT	Portable Appliance Testing
ICT	Information Communication Technology
NWSSP	NHS Wales Shared Services Partnership
SES	Special Estates Services

IET	Institute of Electrical Technology
HASAWA	The Health & Safety at Work Act 1974
EAWR	The Electricity at Work Regulations 1989
PUWER	The Provision and Use of Work Equipment Regulations
CTMUHB	Cwm Taf Morgannwg University Health Board

1. SITUATION/BACKGROUND

1.1 *Portable Appliance (PAT) Testing Policy*

- 1.01 The Health & Safety at Work Act 1974 (HASAWA), Section 2, 3 and 4 imposes a general duty of care on both the employer and employee to ensure the safety of all persons using work premises.
- 1.02 There are also specific legal requirements relating to the use and maintenance of Portable Electrical Appliances that are contained within the EAWR regulations 1989, the PUWER regulations and in particular, the Institute of Engineering & Technology (IET) code of practice for the In Service Inspection & Testing of Electrical Equipment (5th Edition).
- 1.03 These regulations apply to all work activities and place requirements upon, employers and employees to control risks that may arise from the use of Portable Electrical Equipment & Appliances.
- 1.04 This Policy outlines CTMUHBs' approach to achieve a safe system of work for the Inspection & Testing of Portable Electrical Equipment & Appliances. As such, the Policy identifies key requirements within the relevant legislation and sets out a framework to facilitate compliance within the context of good practice.

2. SPECIFIC MATTERS FOR CONSIDERATION BY THIS MEETING (ASSESSMENT)

2.1 *Engagement on this Policy and Procedure has taken place with:*

<i>Name Title</i>	<i>Date Consulted/Completed</i>
<i>Equality Impact Assessment</i>	<i>07/07/2022</i>
<i>Informal Consultation with interested parties</i>	<i>The policy has been screened for relevance to Equality. No</i>

	<i>potential negative impact has been identified.</i>
<i>Formal Consultation</i>	<i>Consultation has taken place at the Electrical Safety Group and the Capital and Estates Governance Board.</i>
<i>Committee – For approval</i>	<i>Please consider this policy for approval.</i>

- 2.2 The policy has been reviewed and is consistent with the approach across NHS Wales / legislation.
- 2.3 Representatives for key departments attend the Electrical Safety Group and has already provided support for this policy. The departments include: Capital; Estates; Primary Care; Facilities; Health Safety & Fire; ICT; NWSSP-SES.
- 2.4 Section 4 of the PAT Testing Policy outlines roles and responsibilities for staff members across the organisation, from CEO to department managers. Please consider the responsibilities outlined in section 4 of the policy for distribution.
- 2.5 Organisational values and behaviours have been reflected within the policy.



3. KEY RISKS/MATTERS FOR ESCALATION TO BOARD/COMMITTEE

Only minor typographical amendments were made as a result of the various consultation stages.

4. IMPACT ASSESSMENT

Quality/Safety/Patient Experience implications	Yes (Please see detail below)
Related Health and Care standard(s)	Safe Care The policy has been designed to support safety for staff, patients and visitors when using portable electrical appliances in Health Board premises.



<p>Equality Impact Assessment (EIA) completed - Please note EIAs are required for <u>all</u> new, changed or withdrawn policies and services.</p>	<p>Yes</p> <p>If yes, please provide a hyperlink to the location of the completed EIA or who it would be available from in the box below.</p> <p>If no, please provide reasons why an EIA was not considered to be required in the box below.</p>
<p>Legal implications / impact</p>	<p>Yes (Include further detail below)</p> <p>Requirements for the safe management of portable electrical appliances are mandated by the Provision and Use of Work Equipment Regulations (PUWER), supported by the Electricity at Work Regulations 1989 (EAWR) and enforced under Health and Safety Law under the Health and Safety at Work Act 1974.</p>
<p>Resource (Capital/Revenue £/Workforce) implications / Impact</p>	<p>There is no direct impact on resources as a result of the activity outlined in this report.</p>
<p>Link to Strategic Goals</p>	<p>Improving Care</p>

5. RECOMMENDATION

- 5.1 The Quality and Safety Committee are asked **APPROVE** the Portable Appliance (PAT) Testing Policy Rev1.
- 5.2 Once approval is sought the author will share the Policy with the Corporate Governance Team for publication on SharePoint and the Health Board Internet Site.