

PAT Testing Policy

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Target Audience:

People who need to know about this document in detail	Ward & Department Managers, Estates Managers & Staff, Facilities Managers
People who need to have a broad understanding of this document	Heads of Nursing, Senior Estates Managers, Senior Facilities Managers, Service Managers, ILG Directors
People who need to know that this document exists	Board Members, Management Board. Senior Leaders. Board Committees.)

Integrated Impact Assessment:

Equality Impact Assessment Date & Outcome	Date:
	Outcome:
Welsh Language Standard	Choose an item.
Date of approval by Equality Team:	(00/00/0000)
Aligns to the following Wellbeing of Future Generation Act Objective	Co-create with staff and partners a learning and growing culture



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Introduction

Cwm Taf Morgannwg University Health Board (hereafter referred to as CTMUHB) places the greatest importance on the health, safety and welfare of its residences, patients, employees, contractors and members of the public visiting its estate & properties.

CTMUHB recognises its responsibility under the Health & Safety at Work Act 1974 (HASAWA), the Electricity at Work Regulations 1989 (EAWR) and the Provision and Use of Work Equipment Regulations 1998 (PUWER). To ensure a duty of care is present to protect all **"Users"** of electrical equipment so far as reasonably practicable, from injuries or harm that may result from failures/defects with the portable equipment they are using or operating, within all CTMUHB properties.

CTMUHB, will take all necessary steps, as far as reasonably practicable, to ensure suitable maintenance programmes are employed throughout all CTMUHB properties for the inspection & testing of all Portable Electrical Equipment & Appliances. To ensure, they are inspected, tested & maintained at the correct frequency and to a satisfactory standard.

CTMUHB, will ensure that sufficient controls are also in place to safeguard and give adequate protection to all persons, suffering the harmful effects of electrical shock and/or burns that may result in injury, harm or loss of life.

1.0 Policy Statement

- 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

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legislation and sets out a framework to facilitate compliance within the context of good practice.

- 1.05 It is essential that all items of Electrical Equipment and Appliances are used, tested and maintained in line with manufacturer's recommendations and at the required frequency considered appropriate for the environment and associated risk. Consequently, items of equipment belonging to the Health Board and any patients, employees or contractor's equipment must be identified.
- 1.06 Maintenance, Portable Appliance Testing, inspection and other responsibilities (e.g. repair) should be undertaken by the appropriate Competent Person within the Health Board or an Estates Department approved Competent Contractor, where applicable.
- 1.07 CTMUHB (or its approved Competent Contractor) will undertake regular PAT Testing by a Competent Person on a rolling programme based on the risk and environment the equipment is use. Whilst the responsibility for electrical testing and repair of all electrical equipment (excluding medical equipment & IT equipment) is that of the Estates Department, the "User" and Ward / Departmental manager also has specific responsibilities in law.

2.0 Scope of Policy

- 2.01 This policy is relevant and applicable to all staff within CTMUHB, it impacts all employees and Heads of Departments in terms of responsibilities to protect themselves, patients, visitors and their own staff.
- 2.02 This policy should be circulated to all levels of staff throughout the organisation and to all departments and premises within CTMUHB.
- 2.03 This policy is also applicable to maintenance contractors & contractors CTMUHB employs to undertake general schemes of works and specialist works or repairs.
- 2.04 The consequences of Non-Compliance with this policy could result in breaches in requirements of a statutory act, failure to comply with the EAWRs 1989, PUWER Regulations 1998 and possibilities of CTMUHB receiving fines from the Health & Safety Executive (HSE) for these breaches. High likelihood of enforcements or improvement notices being received from the same body (HSE) and a loss of public and professional reputation.

- 2.05 Burns, injury or death being sustained by patients, visitors and staff as a result of infrequently maintained, poorly maintained or damaged items of portable electrical equipment.
- 2.06 This policy is also applies to all portable electrical Equipment or Appliances that are hired by CTMUHB or brought onto any CTMUHB premises by company representatives, supplier representatives or specialist equipment contractors. E.g. Siemens for X-Ray equipment.
- 2.07 To ensure that all portable electrical equipment and appliances are tested and inspected at the required and appropriate frequencies to minimise the risk of injury or serious harm.

3.0 Aims and Objectives

- 3.01 This policy has been developed to ensure CTMUHB meets and complies with the requirements set out in IET's Code of Practice for the "In-Service Inspection & Testing of Electrical Equipment" 5th Edition, Health & Safety Executive (HSE) Maintaining Portable Electric Equipment in Low-Risk Environments INDG236 and HSE HSG107 documents. As well as complying with the overarching requirements of the Health & Safety at Work Act 1974 (HASAWA), the Electricity at Work Regulations 1989 (EAW) and the Provision and Use of Work Equipment Regulations 1998 (PUWER).
- 3.02 The purpose of this policy is to provide appropriate strategy & governance but also procedures to ensure CTMUHB complies with its statutory duties to manage risks associated with the use of portable electrical appliances under the above regulations. The principles of this policy shall apply to all work situations where portable electrical appliances are used and to all levels of staff.
- 3.03 CTMUHB shall adopt all reasonably practicable means to eliminate hazards and reduce the risks of burns, injury, death or damage arising from the use of portable electrical appliances by adhering to the requirements set out in the IET, code of practice, In-Service Inspection & Testing of Electrical Equipment 5th Edition. However, there is also a statutory duty placed upon the "**Users**" of portable electrical equipment to follow any relevant legislation, regulations, policies and procedures put in place.
- 3.04 CTMUHB aims through the implementation of this policy and the appropriate management of its Portable Electrical Appliances that any risks will be reduced or eliminated (as far as reasonably practicable).

- 3.05 CTMUHB is committed to ensuring the continual safe operating of all Electrical Portable Appliances, to eliminate the risk of injury or harm through electric shocks/electrical burns.
- 3.06 CTMUHB will inspect & test all pieces of Portable Electrical Appliances at the required intervals as determined by the manufacturer's instructions and/or the risk imposed by its use in a particular environment and the type of use, to ensure it is safe to use and free of defects or faults that may present danger or harm.

4.0 Roles & Responsibilities

4.01 The Chief Executive Officer (CEO)

As known as the "Duty Holder" has the overall authority and responsibility for Health & Safety and as such, to ensure compliance with the requirements to manage risks associated with the use of Portable Electrical Appliances, under the Health & Safety at Work Act 1974 and the Workplace – Health, Safety and Welfare Regulations 1992 and in particular, the Electricity at Work Regulations 1989. This responsibility may be assigned or delegated by agreement to other senior executives within the organisation; however, ultimate accountability remains with the Duty Holder.

4.02 Designated Person (DP)

The DP is an individual appointed by CTMUHB who has overall authority and responsibility for the implementation of this policy within the organisation and to ensure practices outlined within policy are undertaken in line with the relevant legislations, regulations or Approved Codes of Practice (ACoP).

4.03 Head of Estates (HoE)

The HoE has operational responsibility & accountability for the implementation of this policy.

The HoE shall:

- Ensure that appropriate systems are in place to implement the requirements of this policy for all premises under their control
- Ensure a Preventative Planned Maintenance (PPM) system / programme is introduced and maintained to ensure an effective maintenance schedule that captures all premises and equipment throughout CTMUHB

- Be responsible for the provision of suitable resources and funds required to undertake the inspection & testing of portable electrical Equipment & Appliances throughout the Health Board
- Ensuring the effective maintenance of portable electrical appliances by instigating a suitable & practicable inspecting & testing regime to best practice, good practice and ACoPs
- Ensuring all staff conducting maintenance, testing or repair on portable electrical equipment/appliances are suitably trained or instructed and have the necessary skills, knowledge and competencies to carry out the maintenance task
- Ensuring the adequate provision of suitable Competent Persons (CPs) to carry out the duties identified within this policy or by utilising a third party contractor to provide the services.
- Periodically review the effectiveness of the policy in association with the Electrical Safety Group (ESG)
- To produce an inventory and asset list of portable electrical appliances for all properties under the HoE portfolio of responsibility
- Ensuring records are kept of all inspections, repairs & testing results carried out, including test certificates as applicable throughout a piece of Equipment or Appliances working or operational life and be available for reviewing
- Ensuring that risk assessments are suitable and sufficient and are in place, including the regular review and updating if there are any change in risks
- Receive assurance on the application and audit of this policy.

4.04 Senior Estates Managers (SEMs)

Shall be responsible for:

- Ensuring records are kept of all inspections, repairs & testing results carried out, including test certificates as applicable
- Ensuring all staff conducting maintenance, testing or repair on portable electrical equipment/appliances are suitably trained or instructed and have the necessary skills, knowledge and competencies to carry out the maintenance task

- Ensuring the adequate provision of suitable Competent Persons (CPs) to carry out the duties identified within this policy or by utilising a third party contractor to provide the services.
- Ensure a system is implemented to archive and store all asset information, whether that be hard copy or via an electronic database
- Ensure labelling of each appliance or piece of equipment along with a unique bar-code identification sticker
- Ensure periodic review of appliance test frequencies based upon test results or changes in risks associated with the Equipment or Appliances
- Ensure through their teams and staff that any unserviceable (U/S), faulty or unsafe items of Equipment or Appliances are stored and disposed of in line with the CTMUHBs Environmental Policy through the facilities, Environment Waste & Fleet Manager
- Ensure escalation of issues or non-compliances to the HoE and ESG

4.05 Estates Officers / Maintenance Supervisors

Shall be responsible for:

- Notifying the Ward or Department of any faulty, defective or damaged piece of portable electrical equipment that has been found
- Sending a condemned note to the Ward or Departmental manager if a piece of Equipment or Appliance is found to be Un-serviceable or uneconomical to repair, the condemned note will be sent to the department detailing the fault / damage, a description of the Equipment or appliance and the unique serial number/bar code reference.
- Ensure PPMs are addressed in a timely manner
- Manage and maintain the asset register / electronic database effectively so that it is kept up to date and accurate
- Ensure the testing equipment is calibrated and in good working order
- To ensure sufficient labelling of tested Equipment & Appliances

- Ensure that any items of portable electrical Equipment or Appliances not found when testing is being undertaken is reported and communicated to the Ward or Departmental manager.
- Production of a memo detailing the missing items of portable electrical Equipment or Appliances not found when testing and sending this to the Ward or Departmental manager, detailing the Equipment or Appliances and the unique serial number / bar code sticker number of each
- Ensure testing & inspection of portable electrical Equipment & Appliances are undertaken at the prescribed frequencies
- Reporting of any instances of injury/harm or near misses adverse incidents through the use of Portable Electrical Equipment or Appliances via Datix (Reporting of Adverse Events System)

4.06 Estates - In-House, Competent Persons

Shall be responsible for:

- Ensuring all results are recorded and retained for all pieces of portable electrical Equipment and Appliances that are tested
- Having received relevant training and/or instruction prior to undertaking any portable appliance testing and be competent to do so
- Reporting faults or failures to their Maintenance Supervisor/s with details of the fault/defect or damage.
- Removing any piece of U/S or Uneconomical electrical portable Equipment or Appliance to a designated Waste Electronic and Electrical Equipment (WEEE) waste store or bin for disposal in line with the CTMUHB environmental policy and WEEE regulations
- Removing any piece of Equipment / Appliance found to be faulty that is uneconomical to repair from the asset register / electronic database to maintain its accuracy on the "live assets" in use
- Ensure each piece of equipment has a "**Pass**" / "**Fail**" sticker added to it depending on the test result and ensure a bar code / unique serial number is added to identify the piece of Equipment / Appliance. The sticker should be positioned prominently on the Equipment or Appliance to enable easy indication if the Equipment or Appliance is safe or unsafe to use
- Label or sticker compliant and safe Equipment or Appliances with details of inspection date, next test date and initials of tester/Competent Person

- Removing any piece of faulty Equipment or Appliances from a location if found to be faulty or dangerous and advising the Ward or Departmental manager that the Equipment or Appliance has been taken out of service
- Liaise with the Maintenance Supervisor/s to arrange and schedule the repair of any portable electrical Equipment or Appliance that has been found faulty, damaged or unsafe
- Removing any Portable Electrical Equipment or Appliances brought onto or in existence on any CTMUHB property that does not conform to current safety standards, are not made by a reputable manufacturer, are not CE marked or do not meet current BS EN classifications
- Labelling items of Equipment or Appliances with a condemned notice where necessary (waiting for disposal)

4.07 3rd Party Competent Persons (External Testing Company)

Shall be responsible for:

- Meeting the same requirements as the Estates Department, In-House – Competent Persons detailed above
- Procuring the same PAT tester and software as CTMUHB to be able to download the test results onto our asset register / electronic database
- Procure the same “**Pass**” / “**Fail**” stickers / labels as CTMUHB and procure the same unique numbering / bar code stickers to ensure uniformity and not introduce any uncertainty or inconsistencies
- Ensuring all results are recorded and retained for all pieces of portable electrical Equipment and Appliances that are tested
- Having received relevant training and/or instruction prior to undertaking any portable appliance testing and be competent to do so
- Reporting faults or failures to the Estates Department, Maintenance Supervisor/s with details of the fault/defect or damage.
- Removing any piece of U/S or Uneconomical electrical portable Equipment or Appliance to a designated WEEE store or bin for disposal in line with the CTMUHB environmental policy and WEEE regulations

- Removing any item of Equipment / Appliance found to be faulty or uneconomical to repair from the asset register / electronic database to maintain its accuracy on the "live assets" in use.
- Ensure each piece of equipment has a "**Pass**" / "**Fail**" sticker added to it depending on the test result and ensure a bar code / unique serial number is added to identify the piece of Equipment / Appliance. The sticker should be positioned prominently on the Equipment or Appliance to enable easy indication if the Equipment or Appliance is safe or unsafe to use
- Label or sticker compliant and safe Equipment or Appliances with details of inspection date, next test date and initials of tester/Competent Person
- Removing any piece of faulty Equipment or Appliances from a location if found to be faulty or dangerous and advising the Ward or Departmental manager that the Equipment or Appliance has been taken out of service
- Liaise with the Estates Department, Maintenance Supervisor/s to arrange and schedule the repair of any portable electrical Equipment or Appliance that has been found faulty, damaged or unsafe
- Labelling items of Equipment or Appliances with a condemned notice where necessary (waiting for disposal)

4.08 Head of Clinical Engineering

Shall be responsible for:

- The testing & inspection of medical electrical equipment in accordance with the current IEC 62353 & MHRA Managing Medical Devices Standards and guidelines but also specific manufacturer's instructions. The scope of which sits outside this policy.

Some equipment considered as Medical Electrical Equipment is listed below, this is not limited to:

- Infusion Pumps
 - Patient Monitors
 - Defibrillators
 - Anaesthetic Machines
 - Ventilators
- Removing any piece of U/S or Uneconomical electrical portable equipment or appliance to a designated Waste Electronic and Electrical Equipment (WEEE) waste store or bin for disposal in line with the CTMUHB environmental policy and WEEE regulations

- Removing any piece of Equipment / Appliance found to be faulty that is uneconomical to repair from the asset register / electronic database to maintain its accuracy on the “live assets” in use

4.09 Head of ICT

Shall be responsible for:

- The testing and inspection of ICT Equipment and Appliances that fall under the requirements of this policy and particulars for ICT equipment set out in the IET Code of Practice, for, the in-service Inspection & Testing of Electrical Equipment 5th Edition
- The risk assessment of ICT Equipment & Appliances and the determining of frequencies for the testing and inspection of such equipment

Equipment considered as ICT equipment, is listed below, but not limited to:

- PC Monitors
- IEC leads
- MFD Printers
- IEC leads to laptops & docking Stations

Equipment will also include

- Hub Equipment, such as server racks and bays
- Removing any piece of U/S or Uneconomical electrical portable Equipment or Appliance to a designated Waste Electronic and Electrical Equipment (WEEE) waste store or bin for disposal in line with the CTMUHB environmental policy and WEEE regulations
- Removing any piece of Equipment / Appliance found to be faulty that is uneconomical to repair from the asset register / electronic database to maintain its accuracy on the “live assets” in use

4.10 Procurement Department

Shall be responsible for:

- Ensuring any piece of Portable Electrical Equipment, Medical Electrical Equipment and ICT Electrical equipment meets the necessary British Standard (BS) and EN (European Standard Adopted) classification for the equipment’s or appliances intended use in conjunction with the

relevant department responsible for testing and inspecting the Portable Electrical Equipment or Appliance, Medical Electrical Equipment or ICT Electrical Equipment.

- Ensuring all equipment procured has a CE mark, is BS/EN approved and made or supplied by a reputable manufacturer / supplier
- Ensuring a Pre-Acquisition Questionnaire (PAQ) is sent out to the relevant department prior to any equipment purchases
- Note – Equipment manufactured or purchase after 2023 will have the classification/designation of UKCA following our withdrawal from Europe. <https://www.gov.uk/guidance/using-the-ukca-marking>

4.11 Environmental Waste & Fleet Manager (Facilities)

Shall be responsible for:

- Ensuring the safe and environmental disposal of Waste Electronic and Electrical Equipment (WEEE) waste in line with relevant legislation and the CTMUHB environmental policy
- The retention & archiving of consignment notes in relation to the disposal of WEEE waste in adherence to the CTMUHB retention and archiving policy
- Ensuring designated and separate WEEE waste storage areas or bins
- Ensuring designated WEEE storage areas or bin have appropriate signage to advise staff where to store such waste
- Ensuring timely collection of WEEE waste to prevent over storage in these areas or bins
- Engaging a registered hazardous waste contractor to remove all WEEE waste

4.12 Facilities Housekeeping Team Leaders / Supervisors

Shall be responsible for:

- Reporting of any instances of injury/harm or near misses adverse incidents through the use of Portable Electrical Equipment or Appliances via Datix (Reporting of Adverse Events System)

- Ensuring their staff are trained and competent in the use of the Portable Electrical Equipment or Appliance they intend to use. Examples are floor buffers, vacuum cleaners, wet pick up's etc.
- Keep records of any training or instruction given to staff on induction and record any revalidation of this training or instruction to ensure the **"User"** is still competent to use the items of Equipment or Appliance
- Ensuring that visual checks are carried out by **"User"** / staff and are recorded prior to any use and being switched on
- Ensuring any records of visual checks by the **"User"** / staff are kept and retained in line with CTMUHB's retention & Archiving Policy
- Auditing the visual inspection check sheets and implementing corrective measures if these checks are not being carried out or paperwork not being filled out
- Ensuring any faulty, defective or damaged Portable Electrical Equipment or Appliance is reported to the Estates Help Desk and immediately taken out of service
- Ensuring any faulty, defective or damaged Portable Electrical Equipment or Appliance that has been taken out of service has a "Equipment Faulty – Do Not Use" notice placed on it (Appendix A)
- Ensuring all Portable Electrical Equipment or Appliances are used in accordance with the operator manuals or manufacturer's instructions and in adherence to any training or instruction provided
- Ensuring staff avoid using portable electrical Equipment or Appliances in the presence of water and other liquids, unless it has been specifically designed for use in such conditions and environments

4.13 Facilities Accommodation Manager

Shall be responsible for:

- Informing the Estates Department of any new equipment purchased for the staff residences to enable testing & inspection of the portable electrical equipment or appliances prior to use and being switched on
- Providing notification to residents of any Portable Electrical Equipment or Appliance testing that's programmed so residents have prior notification of the inspecting and testing activities

- Ensuring Portable Electrical Equipment and Appliances are made available for testing & inspection when required
- Ensuring that residents are made aware that any personal / owned Portable Electrical Equipment or Appliances brought onto the CTMUHB residences conform to current safety standards, are made by a reputable manufacturer, are CE marked and meet current BS EN classifications (This could be advised through the rental agreement)
- CTMUHB reserves the right to prohibit the use of any portable electrical Equipment or Appliances brought on to any CTMUHB property which does not meet the CTMUHB PAT testing policy requirements or the other requirements as mentioned in the above paragraph
- Advising residents that any non-complaint or dangerous portable electrical Equipment or Appliances found while inspection and testing is being undertaken will be removed
- Ensuring that if residents have already had their Portable Electrical Equipment or Appliances PAT inspected & tested that these are checked, the results and certificates should then be passed to the Estates Department
- Advising residents that the use of extension leads or multi-way cuboid adaptors are strictly prohibited within CTMUHB staff residences
- Advising residents that the use of electrical “fan assisted” or “natural convector” electrical heaters are prohibited by CTMUHB. Oil filled electrical radiators may be used where these do not present a hazard
- Advising residents that the use of E-Cigarettes and their chargers also present a significant fire risk and have been banned from use within the NHS and CTMUHB
- Reporting of any instances of injury/harm or near misses adverse incidents through the use of Portable Electrical Equipment or Appliances via Datix (Reporting of Adverse Events System)
- Ensuring any faulty, defective or damaged Portable Electrical Equipment or Appliance is immediately taken out of service, not used and securely stored where it cannot be reintroduced into service

4.14 Ward / Departmental Managers

Shall be responsible for:

- Ensuring their staff are trained and competent in the use of the Portable Electrical Equipment or Appliance they intend to use
- Ensuring that visual checks are carried out by **"User"** / staff and are recorded prior to any use and being switched on
- Ensuring any records of visual checks by the **"User"** / staff are kept and retained in line with CTMUHB's retention & Archiving Policy
- Keep records of any training or instruction given to staff on induction and record any revalidation of this training or instruction to ensure the **"User"** is still competent to use the items of equipment or appliance
- Auditing the visual inspection check sheets and implementing corrective measures if these checks are not being carried out or paperwork not being filled out
- Ensuring any faulty, defective or damaged Portable Electrical Equipment or Appliance is reported to the Estates Department, Help Desk and immediately taken out of service
- Ensuring any faulty, defective or damaged Portable Electrical Equipment or Appliance that has been taken out of service has a "Equipment Faulty – Do Not Use" notice placed on it (Appendix A)
- Ensuring all Portable Electrical Equipment or Appliances are used in accordance with the operator manuals or manufacturer's instructions and in adherence to any training or instruction provided
- Reporting of any instances of injury/harm or near misses adverse incidents through the use of Portable Electrical Equipment or Appliances via Datix (Reporting of Adverse Events System)
- Ensuring patients and relatives are aware that the use of E-Cigarettes and their chargers have been banned from use within the NHS and CTMUHB, they pose a significant fire risk and should not be plugged into any fixed electrical supply
- Ensuring that the use of extension leads or multi-way cuboid adaptors in clinical areas is strictly prohibited and enforced within CTMUHB. If found, they should be removed immediately.

- Ensuring no multi-way adaptors are used in any part of their Ward or Department
- Advising staff that the use of electrical “fan assisted” or “natural convector” electrical heaters is prohibited within CTMUHB. Oil filled electrical radiators may be used where these do not present a hazard but their use must be risk assessed
- On receiving an “Equipment & Appliances Not Tested” Memo from the Estates Department, the Ward / Departmental manager should proactively look for the Portable Electrical Equipment or Appliances not tested. If this Equipment or Appliances are found then a request must be made to the Estates Department to come and test & inspect these items. If the Equipment or Appliances are used after the memo is received by the Ward or Departmental manager and no notification has been sent to the Estates Department for testing & inspecting these item/s then the accountability lies with the Ward or Departmental manager if harm or injury were to be sustained as a result of a fault, defect or damage from a piece of Equipment or Appliance not tested or inspected
- Notifying the Estates Department of any U/S or Uneconomical equipment that is being disposed of or recycled so that the Equipment or Appliances can be removed from the asset register / electronic database
- Labelling items of equipment or appliances with a condemned notice where necessary (waiting for disposal) if this equipment or appliance hasn't been disposed of by the Estates Department
- Ensuring and raising awareness through their teams that Equipment and Appliances are switched off when not in use and unplugged when not in use for long periods
- Ensuring Portable Electrical Equipment or Appliances in their area of responsibility has been tested & inspected and has a “**Pass**” Sticker on it, indicating test date and next test due date
- Patients Equipment, where patients wish to introduce their private portable electrical Equipment or Appliances

4.15 Employees / End Users

Shall be responsible for:

- Ensuring they are trained and competent in the use of the Portable Electrical Equipment or Appliance they intend to use
- Ensuring that visual inspections & checks are carried out by them the **"User"** to identify faults, defects or damage and are recorded by them formally prior to any use and being switched on
- Ensuring that they switch off the equipment or appliance on the wall socket when plugging in or unplugging an item or Portable Electrical Equipment or Appliance
- Ensuring prior to any use of an item of Portable Electrical Equipment or Appliance that it has a **"Pass"** sticker on it, with the test date and next test date
- If an item of Portable Electrical Equipment or Appliance has not got a valid **"Pass"** sticker/label on it or the date of use is outside the next test date (out of date) then the equipment should not be used and reported to their Team Leader / Supervisor / Line Manager
- Ensuring any faulty, defective or damaged Portable Electrical Equipment or Appliance is reported to the Estates Department, Help Desk and immediately taken out of service
- Ensuring any faulty, defective or damaged Portable Electrical Equipment or Appliance that has been taken out of service has a "Equipment Faulty – Do Not Use" notice placed on it (Appendix A)
- Ensuring all Portable Electrical Equipment or Appliances are used in accordance with the operator manuals or manufacturer's instructions and in adherence to any training or instruction provided
- If an item of Portable Electrical Equipment or Appliance is found to be faulty, defective or damaged and it presents a danger or hazard, the **"User"** should make every effort to securely store away until the equipment or appliance can be tagged and labelled or repairs/disposal can be made

User Checks are described in Appendix B of this policy

4.16 Contractors & Maintenance Contractors

Shall be responsible for:

- Ensuring all their Portable Electrical Equipment or Appliances they bring onto any CTMUHB site has been tested & inspected and has a valid test **"Pass"** sticker attached to the items
- Ensure copies of the test certificates for the equipment or appliances being used are readily available for inspection by the Estates Department
- Ensure & promote the use of 110V tools or equipment, supplied via a safety-isolating transformer (centre tapped to earth) and/or supplied via a 30mA Residual Circuit Breaker (RCD). Battery operated tools are the preferred option but it is recognised that some application will require mains powered tools or equipment.
- Ensuring the use of extension leads is minimised or removed, if they are to be used then the 110v extension leads are the only type to be used
- Ensuring all Portable Electrical Equipment or Appliances are used in accordance with the operator manuals or manufacturer's instructions and in adherence to any training or instruction provided
- If an item of Portable Electrical Equipment or Appliance is found to be faulty, defective or damaged and it presents a danger or hazard, the **"User"** of the contractors Equipment or Appliance should make every effort to securely store away until the Equipment or Appliance can be tagged and labelled or repairs/disposal can be made
- Ensuring they are trained and competent in the use of the Portable Electrical Equipment or Appliance they intend to use
- For ensuring that Portable Electrical Equipment & Appliances are maintained and operated in such a manner to not introduce risks or hazards to themselves or others
- Contractors have a responsibility for their own Equipment & Appliances

4.17 Electrical Safety Group (ESG)

The purpose of the ESG is to ensure and provide a multi-disciplinary approach to assess and manage risks from electrical systems, Equipment and Appliances in the context of clinical risk to patients but also risks to patients, visitors and staff.

The ESG should ensure that appropriate expertise and competence is available to ensure the availability of a safe electrical supply. The ESG is a sub group of the Capital & Estates, Health, Safety & Risk Group which then reports into the Capital & Estates Governance Board which has lines of accountability up to CTMUHB Board level

Duties of the ESG include but are not limited to:

- To ensure effective ownership of electrical safety
- Approving the procurement, design, installation and commissioning of electrical systems, Equipment and Appliances
- To ensure maintenance and monitoring procedures are in place
- To determine and assess the risks associated with the patient population, staff and visitors and the engineering risk of all electrical systems, Equipment and Appliances to determine the overall and individual risks
- To agree and review remedial measures and actions, ensuring action plans are developed, with agreed deadlines to ensure any health & safety risks associated to the electrical systems, Equipment and Appliances are addressed

5.0 Definitions

5.01 Portable & Moveable Electrical Equipment and Appliances

Are electrical Equipment or Appliances that is not part or forms part of the fixed electrical installation but is intended to be connected to the distribution network by means of a flexible cable, a plug and socket or similar means.

Portable & Moveable Electrical Equipment and Appliances are likely to be subject to and more vulnerable to physical damage, wear & tear and harsh treatment.

Portable & Moveable Electrical Equipment and Appliances have a lead, trailing lead and plug, the Equipment and Appliances can be moved or transported from place to place, location to location.

Some examples are listed below:

- Kettles
- Vacuum cleaners
- Floor scrubbers



- Table lights
- Washing machines
- Micro Wave Ovens
- Hand Dryers
- Vending Machines
- Power Tools
- Hair Dryers
- Fridges
- Desk Lights
- Toasters

5.02 The “User”

Users need not be electrically skilled. However, they should be made aware of simple checks for defects & damage that they should undertake before using the Equipment or Appliance. Users should be aware that faulty equipment, or equipment suspected of being faulty, should not be used and that it should not be used and that it should be reported and removed from use without delay.

5.03 Visual Inspection & Checks

Many electrical hazards, perhaps 80%, can be seen with the naked eye and do not require special training to identify. The “**User**” checks are therefore a very important front-line defence in electrical safety management; effective “**User**” visual inspection & checks can have a significant impact on the frequency of formal inspection and testing.

5.04 Test Operatives / Competent Persons

Test Operatives / Competent Persons should be competent to inspect and test an item of equipment and, based on the results, to state that the equipment is safe or otherwise for continued use and to complete and sign any reports. Training, Instruction and experience will be necessary.

5.05 The Person Repairing Faulty Equipment

Any persons repairing faulty equipment should be able to repair the equipment safely & effectively without putting themselves or others at risk. Suitable training, instruction and experience may be needed.

Some repairs may be straight forward, such as changing a fuse, a plug top or cable; others may be more complicated and require knowledge of the particular item of faulty equipment. In all cases, records should be kept of such details and it will be a requirement to record the name of the individual who conducted the repair. In almost every instance a test of the

appliances / equipment's insulation and continuity of circuit protective conductor (CPC) will be required to confirm the repair is safe.

5.06 Test Operative / Competent Person Training

Test operatives should have training or instruction that includes the identification of the equipment classes, so that they can determine the test procedures and, if required advise on the frequency of testing & inspection. Test operatives are required to fill in records and sign them to take responsibility for the work.

5.07 Duty Holder

The Duty Holder is usually the CEO of the organisation and has overall accountability & responsibility for the systems or processes under their control or responsibility.

5.08 Manufacturer's Instructions

Equipment should be installed and operated in accordance with manufacturer's instructions, to ensure they use the equipment safely and within the designed tolerance of the equipment or appliances so as to not introduce danger or risk by operating appliances or equipment in environments, conditions or not as intended to.

5.09 Danger

Risk of injury to persons from fire, electric shock & burns, arcing and explosion arising from the use of electrical energy.

5.10 Hazard

A hazard is anything that has the potential to cause harm if faults or defects occur on the appliances or equipment.

5.11 Electric Shock

A dangerous physiological effect resulting from the passing of an electrical current through a human body.

5.12 Electrical Appliances & Equipment

An item such as washing machines, floor polishers, hair dryers, drills, vacuum cleaners etc.

5.13 Fault

A circuit condition in which current flows through an abnormal or unintended path. This may result from an insulation failure or bridging of insulation.

5.14 Fault Protection

Protection against electric shock under single fault conditions.

5.15 Flexible Cable

This is the cable that extends from the appliances or equipment and allows it to connect to a fixed power source.

5.16 Fixed Electrical Equipment

Equipment designed to be permanently fastened or secured to a specific location. Such equipment is not typically connected to the fixed installation by means of a plug to a socket outlet.

5.17 Socket Outlet

A device, provided with female contacts that is intended to be installed with the fixed electrical system wiring and to receive a plug.

5.18 Risk

The chance, high or low, that somebody could be harmed by a hazard, together with an indication of how serious the harm could be.

5.19 "User" Checks

The "User" checks are a vital safety precaution. Users need not be electrically trained or skilled. However, they should be made aware of simple checks for defects that they should undertake before using the appliance or equipment. These checks will include an external examination of the appliance or equipment, including the plug or connection point and the flex of the appliance / equipment and an assessment of the suitability of the appliance / equipment for the environment.

5.20 The Environment

Equipment installed in a benign environment, such as an office, will suffer less damage than equipment in an arduous environment such as construction sites or areas where the presence of water may present a risk.

5.21 Circuit Protective Conductor (CPC)

A conductor used for some measures of protection against electric shock. A CPC is a protective conductor connecting exposed-metal-conductive-parts of appliances or equipment to the Main Earth Termination (MET).

5.22 Patients Portable Electrical Equipment or Appliances

This is Equipment or Appliances such as mobile phone chargers, laptop or portable DVD chargers, electric shavers etc. that are brought into the hospital during the duration of the patients stay. This Equipment or Appliances still needs to be visually checked by the Ward or Department and the results of this visual inspection need to be recorded and retained / The Estates Department need to be contacted to visually inspect the item and if deemed safe to use, place a **"Pass"** sticker/label on the Equipment or Appliance.

5.23 Residual Current Device (RCD)

A mechanical switching device designed to make, carry and break currents under normal service conditions and to cause the opening of the contacts when the residual current attains a given value under specific or fault conditions.

5.24 Class I Equipment

For safety reasons, Class I Equipment or Appliances have an earth connection. If there is a fault within the Equipment or Appliance, there is a possibility that the outside of the item could cause an electric shock if the earth connection is damaged or is not there. Examples of these items of Equipment or Appliances is that they have earthed, exposed conductive metalwork. On some Class 1 products, not all exposed metalwork has a connection to the protective conductor for safety purposes. Sometimes metalwork is used for practical, functional or aesthetic reasons, such as mechanical protection.

5.25 Class II Equipment

Often referred to as "Double Insulated" this type of Equipment or Appliance combines insulation forming basic insulation with a separate layer of supplementary insulation. Class II items do not need an earth connection to maintain safety; the extra insulation within the construction of the item prevents accidental contact with "Live" electrical parts. Some products use one layer of special reinforced insulation instead of two separate layers; an example of this is commonly found in power tools.

5.26 Class III Equipment

Often referred to as Separated Extra Low Voltage (SELV), equipment of this type are generally small voltage transformers that convert 230v mains voltage down to 24v AC or 12v AC to power such items as patient weighing scales, Christmas lights etc.

6.0 Implementation/Policy Compliance.

This policy shall be shared and displayed via the Health Boards intranet for all staff to view or access. It shall also be distributed among the Electrical Safety Group (ESG) members for dissemination to and through their respective teams.

This policy and its requirements will also be promoted via H&S meetings held by each Integrated Locality Group (ILG) Management team by the Health & Safety Team and also when they undertake Ward / Department H&S Inspections. Compliance and audits against this policy requirements will be reported into these groups by staff but also the H&S team.

Non-Compliance with this policy could lead to injury, harm or death because of using damaged, defective or faulty portable electrical Equipment or Appliances. It could also lead to fires and extensive damage to properties as well as affect patient services.

It is important that all levels of staff within CTMUHB understand their responsibilities and duties in relation to this policy or ensure their teams follow and adhere to the requirements. By undertaking the roles & responsibilities set out in this policy as well as the inspection & testing at the required risk assessed intervals, the risk of harm to staff, visitors and patients as a result of damage, defective or faulty portable electrical Equipment or Appliances will reduce.

Complying with this policy and its requirements will improve the overall electrical safety across CTMUHB but also increase compliance against relevant legislation, regulations and guidance. A result of greater compliance & safety will mean a reduction in RIDDOR reportable incidents, DATIX adverse incidents, near misses, litigation claims and harm or injury.

All these items are measureable and will be reported into the relevant groups across the organisation.

Estates related compliance or incidents will be reported into the ESG then to the Capital & Estates Health, Safety and Risk Committee and then finally to the Capital & Estates Governance Board for final awareness, escalation or action.

Items that will ensure compliance with the policy, improve electrical safety and reduce the risk of fire are detailed on the following page/s under section 6.

6.01 Frequency of Testing & Inspections

The frequency of testing & inspection of portable electrical Equipment or Appliances depends upon the type of Equipment or Appliance and the environment it is operated & used in.

The factors are listed below:

- Type of equipment – the vast majority of which will be either earthed equipment or double insulated equipment;
- Whether it is hand held or not, equipment that is held by hand or handled when switched on will present a greater degree of risk because, if it does develop a fault, the person holding it will certainly receive an electric shock;
- Power rating and class of electrical equipment;
- Initial integrity & soundness of the Equipment or Appliance;
- Age of the Equipment or Appliance;
- Manufacturers recommendations / instructions;
- Frequency of use;
- Individuals using the Equipment or Appliance;
- Working environment it is to be used (e.g. wet or dusty) or likelihood of mechanical damage;
- Foreseeable misuse of the Equipment or Appliance;
- Analysis of previous records of maintenance, formal visual inspection and combined testing & inspection.

By reviewing these factors, a risk based approach and frequency of testing & inspection and maintenance can be determined. It is extremely important that a frequency of inspection & testing and maintenance is developed by each Estates Team and implemented for their respective sites under their responsibility.

Examples of Suggested Equipment /Appliance frequencies for Inspection & Testing are in Appendix C

Portable Electrical Equipment & Appliances and the electrical connections to it (e.g. the plug and flexible cable and its terminations) are likely to be subjected to, and more vulnerable to, physical damage and wear or harsh treatment in use than equipment, which forms part of the fixed wiring installation.

6.02 Inspection & Testing

Inspection & Testing is categorised to three activities.

- User Checks – “**User**” checks are a very important task and safety precaution. Approx. 80% of faults or defects are determined by a visual inspection. The “**User**” is the person most familiar with the Equipment or Appliance and may be in the best position to know if it is in a safe condition and operating correctly. User checks should be

undertaken prior to using any item of electrical Equipment or Appliance. Advice and what to look for in terms of defects can be found in Appendix B.

- Formal Visual Inspection (Without test), should be carried out by a Competent Person (CP), e.g. Estates Department CP staff or Competent Contractor at the required intervals. It is also advocated that **"Users"** also formally visual inspect items and record the findings on forms such as provided in Appendix H. This form has been adapted from the IET Code of Practice for the In-service Inspection & Testing of Electrical Equipment, 5th Edition. The form provided removes a number of the more technical inspections and testing and concentrates on visual inspections. The reason for doing this is to demonstrate checks are being done to ensure Equipment or Appliances are safe and do not present a danger and they are being managed. Appendix H1 provides an example of how the form should be completed.

The Estates Department CP staff or Competent Contractor will still formally inspect the items of at the required and determined intervals but this practice of the **"Users"** inspecting the Equipment or Appliances and recording the results reduces the risk of items being used that may faulty, defective or dangerous.

- Combined Inspection & Testing

The inspection & testing of Equipment & Appliances involves a formal visual inspection, which is often, but not always, undertaken at the same time as electrical testing of the Equipment or Appliance. This, is known, as a combined inspection & test and is undertaken by an Estates Department CP staff or Competent Contractor. Some items of Equipment or Appliances will be classed as "double insulated" and a test is often unable to be performed due to the sensitivity of the electronic equipment inside so these types of Equipment or Appliances are formally visually inspected and recorded as such. All required inspections & tests for a particular item of Equipment or Appliance will have all the required data recorded and added to the asset register / electronic database.

6.03 Risk Assessment

Where portable electrical Equipment or Appliances are in use, a risk of electric shock exists. This could be because of a number of factors such as damaged flexible cables, plugs and wall power sockets and the live electrical components of the Equipment or Appliance.

By assessing the factors detailed in points 6.1 & 6.2 above, a risk based frequency of inspection & testing can be determined but also maintenance of the Equipment or Appliance, to ensure it is sound and safe to use.

Through review of the testing & inspection records, patterns can be identified that may indicate that the Equipment or Appliance is more prone to damage in a particular Ward, Department or area that may need increased frequencies of inspection & testing or maintenance. It could also highlight the need for “**User**” training on that particular piece of Equipment or Appliance to reduce the damage being sustained and reducing the risk of the Equipment or Appliance becoming damaged / faulty.

Examples of suggested frequencies are detailed in Appendix C, these are examples that can be followed but different frequencies can be put in place depending on the factors detailed in section 6.1 above or from actively reviewing the testing & inspection records.

6.04 Portable Electrical Equipment or Appliance - Asset Registers

Asset registers will be required on each Ward / Department; this will also include Equipment & Appliances belonging to departments such as Housekeeping who have Equipment or Appliances based on particular Wards or Departments. Asset registers shall also be used for the residence blocks to ensure each piece of Equipment or Appliance is known about and can be inspected & tested at the required intervals.

The Estates Department CPs or Competent Contractors will cross-reference these asset registers while inspecting & testing to ensure no piece of equipment is missed.

The Estates Department will keep an archive system - asset register / electronic database of all equipment it is responsible for testing and shall as far as reasonably practicable ensure all portable electrical Equipment or Appliances are inspected & tested and maintained at the required intervals.

It is very important to record the failure or defects on the Equipment or Appliance on the asset register prior to carrying out any repairs and subsequent checks, inspections or tests. This will aid the Duty Holder make better-informed decisions when assessing equipment inspection & testing or repair frequencies

The asset register to be used by Wards / Departments is provided in Appendix D. Appendix D1 provides an example of how the form should be completed.

6.05 Compliance Groups

The ESG is a forum where issues, risks, near misses and adverse incidents can and are discussed and reported. Datix incidents, are tabled in this meeting by the H&S representative, who sits on the group; incidents or concerns are discussed and actions agreed with assigned responsibilities. The assigned responsibilities can vary in levels or be specific to individuals or individual departments to close out incidents or ensure improvement actions are completed.

This will ensure compliance with the requirements of this policy but also ensure improvements actions are implemented and the safety of staff maintained. The ESG may also initiate an investigation and assign an Authorised Persons (AP) to conduct a thorough review of the incident/s, near misses or audit an area, to ensure the requirements of this policy and general electrical safety are being met.

6.06 Site Health & Safety Meetings

These meetings are an important forum where compliance and adherence of the requirements of this policy can be tabled, issues discussed and compliance monitored. RIDDOR, Datix, adverse incidents and near misses can also be discussed and improvement actions agreed, which can then be escalated to the ESG for awareness, action or monitoring.

6.07 Manufacturer's Instructions

Portable electrical Equipment & Appliances must be used and operated in line with the manufacturer's recommendations and instructions, to prevent possible damage to the Equipment or Appliance but also to prevent possible injury or harm to the "**User**" operating the Equipment or Appliance. Instruction or training is to be provided to the "**User**" to ensure they know how to use the Equipment or Appliance safely and in line with the manufacturer's recommendations & instructions so as not to introduce risk or harm while using the Equipment or Appliance.

Training or instruction should be arranged where a new piece of equipment has been introduced or if modifications are made to the Equipment or Appliance. A review period should be introduced by Ward & Departments to ensure staff are competent and still familiar with operating the Equipment or Appliance safely, ideally, this should be recorded for both the initial training and when a review of the "**User/s**" competence is undertaken.

6.08 Maintenance

Failure to maintain equipment is a major cause of electrical accidents involving portable electrical Equipment and Appliances. The likelihood of

accidents occurring and their severity will vary depending on the type of electrical Equipment or Appliance, the way in which it is used and the environment it is operated in.

Therefore, it is vitally important that Equipment or Appliances be maintained in accordance with manufacturers' recommendations at the required intervals, to ensure they are safe to use and working optimally.

If the Equipment or Appliance is not maintained appropriately then there is greater risk that the Equipment or Appliance will become faulty or defective and potentially pose a hazard to the **"User"**.

"User/s" should not operate any items of portable electrical Equipment or Appliances unless they have been maintained and inspected & tested at the appropriate intervals. No item should be used unless it has a valid **"Pass"** sticker/label attached to it and must not use the Equipment or Appliance if the retest date on the **"Pass"** sticker/label has lapsed.

6.09 New Equipment

For new equipment purchased from bona fide retailers in the European Economic Area (EEA), it should not normally be necessary to carry out in-service inspection & testing before the equipment enters service. Manufacturers should have already subjected new equipment to stringent production inspection and testing before dispatch for retail. However, situations have arisen in the past whereby inspections of new equipment have exposed potentially dangerous situations with plugs being wired wrongly and other defects.

Therefore, all new equipment that is to be used on CTMUHB sites must be tested & inspected prior to any use and recorded on the Ward / Department asset register and added to the central archive - asset register, by the Estates Department.

The Equipment or Appliances must have a uniquely identifiable asset number and have a **"Pass"** sticker/label added to it prior to any use.

6.10 Repairs

Repairs of defective, damaged or faulty Equipment or Appliances should only be conducted by an Estates Department, Competent Person (CP) staff or Competent Contractor employed by the Estates Department. Any person repairing faulty or defective Equipment or Appliances should be able to repair the Equipment or Appliance safely and effectively without putting themselves or others at risk. Suitable training, instruction or experience may be needed.

Some repairs may be straightforward, such as changing a fuse, a plug or a cable; others may be more complicated. Some items may have to be returned to the manufacturer for repair.

Inspection & Testing must be carried out after any repair, modification or similar work to Equipment or Appliances.

In all cases, records will be kept of all repairs, modifications or similar work undertaken, by whom and when – this detail must be recorded on the asset register / electronic database.

6.11 Induction

Staff induction is a key part in ensuring safety in terms of portable electrical Equipment & Appliances. On induction to a Ward or Department, the manager responsible for that area shall ensure training & instruction is provided to staff and **"Users"** of portable electrical Equipment and Appliances. In addition to this, the Ward / Department managers will also keep records of any revalidation of any training or instruction given and record who received this.

6.12 Patients Equipment

Patient Equipment or Appliances such as portable DVD players, mobile phone chargers and electric shavers are often brought into hospitals and clinical settings when patients are admitted to hospital or shortly afterwards. Patient's Equipment or Appliances still need formal inspection by the Estates Department and if deemed safe & compliant a **"Pass"** sticker added to the item of Equipment or Appliances.

Some items of Equipment and Appliances in the past have been found to be dangerous upon inspection with inner cores exposed, wrong size fuse present or plugs cracked etc., so the Ward or Department must inform the Estates Department of any patient equipment or devices that is brought onto any CTMUHB site via the Estates Helpdesk or via the Estates Helpdesk intranet portal.

Any item that is found to be defective or faulty must be securely stored anyway by the Ward or Department manager until it can be collected and removed by a relative.

It must be acknowledged that these items will not be added to the Estates Department archive system – asset register / electronic database, the addition of these items will make the system unmanageable and be difficult to determine compliance against the true assets.

6.13 Suitability of the Equipment for the Environment

Any person ordering Equipment or Appliances must assess the suitability of the Equipment or Appliance for its intended use and the environment it is to be used or operated in, to avoid introducing potential risks or harm when using the equipment.

Any persons conducting an inspection should consider whether the Equipment or Appliance being inspected and/or tested is suitable for:

- The environment, and
- The nature of the work being undertaken

Equipment unsuitable for the environment in which it is being used, or for the nature of the work being undertaken, should be recorded on the asset register / electronic database and brought to the attention of the Ward / Department manager responsible for the area.

Particular care needs to be taken in selecting the Equipment or Appliance for its intended use and environment it is intended to operate in. Considerations such as and assessing the likelihood and exposure of

- Mechanical damage
- The weather
- Natural hazards
- High or low temperatures
- Pressure
- Water
- Dirty conditions
- Corrosive conditions or;
- Flammable or explosive substances.

If the Estates Department, CPs, or Competent Contractor find the Equipment or Appliance unsuitable for the work environment during the course of their inspection & testing then this will be brought to the attention of the Ward or Department manager. A request will be made to the Ward or Department manager to remove that item of Equipment or Appliance from service, a record of this and the issues found be formally noted on the archive system - asset register / electronic database by the Estates Department CP or Competent Contractor employed by the Estates Department.

6.14 Damaged, Defective or Faulty Equipment

If Equipment or Appliances are found to be defective, damaged or faulty, they should be removed from service / use, reported and labelled to prevent continued use or operation. The Equipment or Appliance must be kept in a secure place or immobilised pending repair or replacement.

Any item of Equipment or Appliance taken out of service should be reported to their line manager, so that necessary steps can be taken to report the item for repair with the Estates Department.

All employees shall be vigilant for any latent defects, damage or faults with portable electrical Equipment or Appliances and report such to their line manager.

It may also be necessary to review the Equipment or Appliances suitability for the use/location, with input from the **"User"** as required. Frequent inspection & testing will not prevent damage occurring if the Equipment or Appliance is unsuitable for the particular application. Replacement by alternative suitable Equipment or Appliances is required.

6.15 Condemn Notes

Where Equipment or Appliances are found to be uneconomical to repair or totally unserviceable by the Estates Department a condemn note will be issued to the relevant Ward or Department manager.

The condemn note will detail the Equipment or Appliance ID, the date, the Equipment or Appliances type – e.g. kettle, fan, toaster, and why it has been condemned. This will allow the Ward / Department manager to arrange purchase of new item of Equipment or Appliance to replace the uneconomical or unserviceable item/s found on the inspection & testing activity or reactive maintenance activity.

On receipt of the condemn note, the Ward or Department manager will remove the item/s of Equipment or Appliances from their portable electrical Equipment or Appliance asset register.

A copy of the Condemn Note can be found in Appendix E of this policy.

6.16 Equipment or Appliances Not Found – Action Notice

Equipment or Appliances not found as part of the inspection & testing and maintenance activities will be identified and a list emailed & sent to the Ward or Department manager. The Action Notice will identify the items of Equipment & Appliances that have not been inspected or tested and will request the Ward or Department manager to make the items available for inspection & testing.

The Estates Department or appointed Competent Contractor will make every effort to inspect & test all items but some may not be found due to them being in use or being stored away. The responsibility for arranging the inspection & testing of any outstanding or missed items of Equipment or Appliances will lay with the Ward or Department manager, it is important that the Ward or Department manager keep the portable electrical

Equipment or Appliance - asset register up to date and ensure no item of Equipment or Appliance is used past its retest date.

An example of the Action Notice can be found in Appendix F.

6.17 Extension Leads

Extension leads are not permitted to be used within clinical areas or settings by CTMUHB or its ESG.

Extension Leads are deemed not appropriate for electrical supplies. However, it is recognised that some extension leads may be required in office settings due to the large number of electrical Equipment or Appliances used or utilised against the provision of fixed electrical power sockets installed, especially in older premises of the estate.

Where extension leads are to be used, it must firstly be agreed with the Estates Department, secondly they must be of an approved type as advised by the Estates Department, the cost to purchase these approved types will be responsibility of the Ward or Department manager. Any non-complaint extension leads found will be removed from service and fuse/s removed to prevent reusing the extension lead.

The use of extension leads must be accompanied by an SSoW and risk assessment to support their use. As stated above, the use of extension leads in clinical areas is not permitted and neither are they supported for use in other areas. However, in other areas the removal of some extension leads may leave an area unable to function and operate effectively thus there is an acknowledgement that some extension leads may have to remain in operation but be replaced with an appropriate type approved by the Estates Department.

The use of extension leads will be allowed for a maximum of one year in line with the CTMUHB fire risk assessment process. Once a need for extension lead/s has been identified or discovered the Ward or Department manager must purchase the approved type of extension lead and the agreed amount, there will be no negotiation of this requirement. The Ward or Department manager will be then provided with a cost to install addition fixed power socket outlets by the Estates Department to remove the need for extension leads altogether.

If the Ward or Department manager has the necessary room in the budget to address this issue then they should look to install fixed power socket outlets via the Estates Department as a priority. However, if they don't have any money within the budget then a Statement of Need (SoN) needs to be submitted for funding and budget the next financial year to address the risk of using extension leads. Hence the timescale of one year to resolve the risk and fall in line with the new financial year and budget allocation. If

extension leads are found after the initial year then they may be removed, especially if there is no evidence of the Ward or Department manager requesting funding or being proactive.

Extension leads:

- Must not be plugged into another extension lead/s
- Must not be overloaded – the maximum current is 13 amps
- Must be inspected and tested (both the plug and trailing socket/s) at the required intervals
- Must be of the correct length for the use required, relation to the Cross Sectional Area (CSA) of the cable
- Must contain surge protection
- Coiled extension leads must not be used, they must not be used or operated when coiled as this can cause resistance and overloading presenting an electrical hazard and fire risk

Extension lead - load calculator link: [Socket Overload Calculator | TLC Electrical \(tlc-direct.co.uk\)](https://www.tlc-direct.co.uk) Appendix G has been included to provide an illustration of what the load calculator looks like and its functionality.

6.18 Multiway / Cuboid adaptors

Multiway / Cube adaptors are not permitted to be used in any area of CTMUHB and are banned from use within the NHS due to the risk of fire.

Any found will be removed from the Ward / Department where it has been found and disposed of.

If the multiway / cuboid adaptor is found to be a personal possession of a staff member, the fuse will be removed and it will be the responsibility of the Ward / Department manager to ensure it's not used again and remove from the relevant CTMUHB premises or site.

6.19 Removable cables / leads etc.

Removable cables & leads must be tested, inspected and labelled as separate items and assets, to the Equipment or Appliance they are connected to. Examples of this are International Electro-technical Commission (IEC) standard leads to IEC-60320 specification.

6.20 Heaters

Electrical heaters are not promoted by the ESG nor by the CTMUHB energy team, should their use be necessary where there is no form of primary heating the use of oil filled electrical radiators should be promoted instead of electrical "fan assisted" or "natural convector" type electrical heaters.

Prior to use, the oil filled electric radiators must be inspected & tested.

Any electric "fan assisted" or "natural convector" type electrical heaters found while inspecting & testing will be removed from service and fuses removed to prevent further use. The Ward / Department manager must ensure heaters such as this are not used and any found be immediately taken out of use.

6.21 Residences

All Equipment & Appliances within the staff residences must be inspected & tested and maintained at the required intervals, this will include the residence personal equipment. Any personal equipment or devices that are not tested will need to be inspected & tested prior to being plugged into any hospital electrical supply and must be maintained in line with the CTMUHB safety standards and the requirements set out in this policy and have a "**Pass**" sticker attached.

If the resident/residences do not have the facility to arrange for their items of Equipment or Appliances to be inspected & tested and maintained then the Estates Department or Competent Contractor will undertake the inspection and testing. This practice will only apply to the Prince Charles Hospital residences and Princess of Wales Hospital residences.

At present, the residences managed by CTMUHB only accommodate short-term room agreements, the longest being circa 6 months but some as little as 2 or 3 days. With timescales as short as 2 or 3 days, it could be difficult to inspect & test residence Equipment and Appliances given the response time by the Estates Department or Competent Contractor to inspect or test the Equipment or Appliances.

To counter act this and to ensure there is a level of electrical safety, the Facilities Accommodation Manager must ensure every residence regardless of length of tenancy must receive a copy of Appendix B of this policy. This Appendix will form part of the room agreement pack so that the residence/s have an awareness via the requirements of the Appendix of electrical safety and what to look for while inspecting their own Equipment or Appliances if they are only residences for 2 or 3 days.

Where the residence/s tenancy agreements are lengthier, the Equipment or Appliances of the residence must be inspected and tested prior to being plugged into any CTMUHB electrical supply and used.

As part of the room agreement pack the residence/s must also be issued Appendix I of this policy.

6.22 Personal Equipment

Any personal portable electrical Equipment or Appliances brought into any CTMUHB property for use within CTMUHB (connected to the mains electric supply via a plug), must be maintained to the CTMUHB safety standards and be manufactured by a reputable supplier.

The circumstances of bringing in personal portable electrical Equipment or Appliances must be seldom and only realistically for emergencies, items like phone chargers for urgent communications.

Other items such as radios, portable speakers, small portable fridges, electrical fan assisted heaters, etc. and other items belonging to employee's are not permitted to be brought into any CTMUHB site or used.

The reason being it would be impossible to inspect & test every item, the volume of equipment needing to be tested would double and be too great, CTMUHB is only responsible for items of portable electrical equipment it owns and will inspect & test this equipment at the required intervals.

6.23 Mental Health Unit / Mental Health Wards – Ward Communal & Patients Personal Electrical Portable Equipment or Appliances

Equipment or Appliances such as this need strict management, due to the patient clientele and the likelihood of damage. Items such as mobile phone chargers, shavers and hairdryers for example will need close monitoring and control and that will be the responsibility of the Ward / Departmental manager.

In addition, electrical Equipment or Appliances that are stored on the Wards or Departments for use on patients such as hair straighteners, hair dryers, curling tongs/wands, etc. need to be managed and visually inspected prior to any use. Equipment or Appliances that do not have a **"Pass"** sticker attached or the sticker indicates that the Equipment or Appliance is out of date and the test due date has lapsed must not be used. The Equipment & Appliances must be reported to the Estates Department so that testing can be arranged and the Ward / Departmental manager or staff in their absence must ensure it cannot be used.

6.24 E-Cigarettes & Vapes

Are subject to the Welsh Governments (WG) "Fire Risk from Personal Rechargeable Electronic Devices" safety alert EFA/2018/007, which superseded WG EFA/2014/002. These devices and their chargers, should not be used or charged within Healthcare premises.

CTMUHB staff should be aware of the risk of fire because of faulty rechargeable devices, particularly those with lithium batteries and faulty chargers.

If rechargeable electronic equipment belonging to patients is required it should not be allowable unless:

- The local fire team permits the use of patient electronic devices and their charging on the healthcare premises
- It displays the CE mark of conformity
- The charger was supplied with the device (no mixing of chargers/devices) and
- It has been visually inspected and recorded as such prior to use and found to be free from defects, cracks, damaged cables, burn marks etc.

If the use and charging of rechargeable electronic equipment is agreed then it must take place in a safe, controlled environment and consideration should be given to the provision of designated charging locations. Where a designated charging location is not provided, alternative charging locations need to be fully risk assessed complete with documentation and their use only authorised if risks are deemed acceptable with the CTMUHB Fire Office/s.

6.25 Electrical Vehicle Car Charging

Charging of electrical vehicles within CTMUHB should only be done so from a dedicated Electrical Vehicle Charging (EVC) point. It should be noted, that only CTMUHB electrical or hybrid vehicles are permitted to use these EVC points at this time. These are utilised for the CTMUHB electrical transport and pool car fleet.

Charging electrical vehicles from a power socket outlet is not permitted within CTMUHB and to do so could be classed as theft, for the stealing of energy.

It also presents a risk in terms of fire, security, electrical infrastructure damage and fabric damage that may result from fires or electrical faults.

Some electrical vehicles have a rate of charge that is variable, meaning that the car can charge at a low, medium or fast rate, each rate differs in electrical power consumed. If the rate of charge is not selected correctly or forgotten to be changed then the consumed electrical power required to charge the electrical vehicle could result in overload of the electrical systems, induce irreversible stress on the electrical wiring and ultimately damage the system/s integrity. This may make the electrical system dangerous for other staff, patients or visitors to use.

Any instances of this practice need to be reported immediately to the Ward or Departmental manager and the electrical vehicle immediately removed from the CTMUHB electrical infrastructure system. In addition to this, a

request needs to be reported to the Estates Helpdesk for the electrical systems to be checked to ensure they are safe for continued use.

A Datix incident report also needs to be submitted by the Ward / Departmental manager to cover this incident and reported to their local Health & Safety co-ordinator.

6.26 Mobility Scooters

Mobility scooters are an ever-increasing form of transport for hospital outpatients and as such, the need may arise for patients to charge their mobility scooter while at CTMUHB hospitals, clinics and sites. If this need arises, then the Ward / Department or clinic manager must ensure the scooter is visually inspected for any visual defects prior to it being plugged into any fixed power outlet and electrical wiring.

There have been incidents in the U.K. where these type of units have caught fire or induced faults onto the hospital electrical fixed wiring infrastructure resulting in disruption.

6.27 Trial, Leased/Hired or Donated Equipment or Appliances

Any trail, leased/hired or donated Equipment or Appliances must be PAT tested prior to being used or plugged into any electrical supply on any CTMUHB hospital or site. In some instances, the Equipment or Appliance may only need a visual inspection but others may need a full combined inspection & test undertaken by a CP.

There have been instances in the past where Equipment or Appliances have arrived on CTMUHB properties or sites that have been wired wrongly, wrong size fuses installed, damaged cables etc. so checks are needed to ensure any risks or hazards are identified prior to use or being energised. Examples of such equipment could be vending machines, air conditioning units or trail vacuum cleaners etc.

6.28 Counterfeit Equipment or Appliances

Counterfeit Equipment or Appliances pose a great threat to electrical safety because they do not go through the same rigours safety and manufacturing checks as other legitimately produced products from bona fide reputable manufacturers.

The risk of using such portable electrical Equipment or Appliances could result in the increase of fire situations, electrical shocks to **"Users"**, burns to **"Users"** or adverse incidents.

If any counterfeit portable electrical Equipment or Appliances are found or identified in operation these are to be immediately removed from service, tagged & labelled not to be used (the sign in Appendix A can be used for instances such as this) and stored in a location where they cannot be reintroduced into service or used.

Counterfeit portable electrical Equipment or Appliances can be dangerous and have defects present so it is vitally important any piece of equipment is visually checked prior to use.

If there are any doubts about an Equipment or Appliances integrity then the Estates Department should be contacted to check the item over and preform any electrical safety checks as appropriate.

Examples of Genuine and Fake BSI Kite marks & CE Marks can be found in Appendix J.

6.29 Calibration

All equipment used to preform PAT testing must be fully calibrated at the time of use. This calibration, should be carried out by UKAS certified bodies.

Instruments must be calibrated at least annually, or in accordance with manufacturer's instructions.

Records of calibration must be kept for the tester/s by the Estates Department or Competent Contractor.

6.30 Induction & New Starters

It is key that any new starters are given an induction around their responsibilities of undertaking visual checks prior to using any item of Equipment or Appliances. Providing new starters with the "**User**" Check Sheet provided in Appendix B will help aid their understanding of their duties prior to using an item of Equipment or Appliance but also to formally record these events of checking.

The Ward or Department manager has ultimate responsibility to ensure this induction is undertaken for new starters, this requirement may be delegated but this responsibility will remain with the Ward or Department Manager to ensure it is undertaken but also maintained for existing staff.

6.31 Estates Department

The Estates Department is responsible for PAT testing electrical Equipment & Appliances but is heavily dependent on the wider organisation, wards, departments and areas reporting items that may have fallen out of compliance or reporting faulty, damaged or dangerous items of electrical

Equipment or Appliances to the Estates Department Helpdesk. The Estates Department will inspect & test items as far as reasonably practicable but if items of electrical Equipment or Appliances are locked, stored or hidden away it may not be possible to inspect and test these items.

While the inspection & testing activities are being undertaken, the Ward or Department Manager must ensure all Equipment or Appliances are available for the inspection & testing to ensure nothing is missed. If items are found to be missing from the inspection & testing activities and asset register / electronic database, the detail of these missing items will be sent to the Ward / Department Manager via the Equipment & Appliances Not Found – Action Notice, highlighted in Appendix F. It is then their responsibility to contact the Estates Department and advise if these items have been relocated, removed, condemned or they are on the Ward or Department and need inspection & testing. An agreeable date can then be arranged between the both parties to inspect and test these outstanding items.

6.32 Unique Asset Identification (ID) Number & Pass or Fail stickers

The Estates Department or Competent Contractor will ensure that every item of electrical Equipment or Appliance has a unique ID number (this excludes medical or IT equipment), the only caveat to this is if the item/s of electrical Equipment or Appliances have not been tested by the Estates Department or Competent Contractor.

If an item of electrical Equipment or Appliance has been inspected & tested, the result of these inspections & tests will be kept and recorded and a **“Pass”** or **“Fail”** sticker will be placed on the item/s to indicate if the item/s have passed or failed the relevant inspection & tests. **“Pass” stickers will be coloured Green and “Failed” stickers will be coloured Red.**

Examples of the Unique Asset Identification sticker and the **“Pass”** and **“Fail”** stickers can be found in Appendix K.

6.33 Safety End Note

- All employees shall be vigilant for any latent defects concerning Electrical Equipment or Appliances and report such to their Ward / Department manager. Equipment known to be defective must not be used and must be kept in a secure place or immobilised pending repair, replacement or condemning.
- Under no circumstances must employees (apart from Estates Department CPs or Competent Contractor) interfere with the fixed electrical systems, Portable Electrical Equipment or Appliances or give instructions to any

persons or contractors concerning any work on the electrical distribution system or Portable Electrical Equipment or Appliances.

- Employees, students or visitors privately owned electrical Equipment or Appliances shall not be connected to a CTMUHB fixed power supply unless the equipment or appliance has been inspected & tested and approved for use.
- Employees or students are not permitted to use personal heating appliances or to have cooking appliances in their rooms, flats or dorms.
- All staff are responsible for ensuring their own safety and that of others in the workplace. This involves identifying and taking appropriate action to remove or minimise electrical & fire hazards. The following short list outlines common causes or electrical fires, which staff should be aware of and, if encountered, they should take action themselves wherever possible, label if as faulty and ensure it cannot be used or report the matter to the Ward / Department manager or senior staff member:
 - Charger or battery/device overheating
 - Damage to the lead including fraying, cuts or heavy scuffing;
 - Damage to the plug, e.g. to the cover or bent pins;
 - Signs of overheating, such as burn marks or staining on the plug, lead of the electrical Equipment or Appliance;
 - Tape applied to join leads together;
 - Coloured wires visible where the leads joins the plug (the cable is not gripped where it enters plugs);
 - All Electrical Equipment & Appliances should be "turned off" prior to unplugging the item;
 - Damage to the outer cover of the Equipment or Appliance itself; including loose parts or screws;

If any of the above are discovered whilst an appliance is in use, it should immediately be switched off at the mains socket and its use prohibited and discontinued. If something looks faulty, damaged or dangerous it should be reported. These requirements also apply to points 6.10, 6.21 and 6.22 of this policy.

6.34 CTMUHB Rights Reserved

CTMUHB RESERVES THE RIGHT TO PROHIBIT THE USE OF ANY ELECTRICAL EQUIPMENT OR APPLIANCE THAT DOES NOT MEET THE CTMUHB REQUIREMENTS OR REQUIREMENTS SET OUT IN THIS POLICY.

7.0 Equality Impact Assessment Statement

A summary of the outcome of the EIA must be present on the front cover of the document.

Either

This policy has been screened for relevance to Equality. No potential negative impact has been identified.

Or

This policy has been subject to a full equality impact assessment and some issues have been identified and highlighted to ensure that due regard and weight is given to them in carrying out this policy.

Either statement needs to be approved by a member of the Equality team (CTM_Equality@wales.nhs.uk), and the date this was done noted.

Under Welsh Language Standard 82 policies which cover the following areas need to be made available in Welsh:

- (a) a policy relating to behaviour in the workplace;
- (b) a policy relating to health and well-being at work;
- (c) a policy relating to salaries or workplace benefits;
- (d) a policy relating to performance management;
- (e) a policy relating to absence from work;
- (f) a policy relating to working conditions;
- (g) a policy relating to work patterns.

If one or more of the above apply, this should be indicated on the template and the policy (once approved) should be made available in Welsh. A Welsh version of a health board policy has equal status and authority to any English version. It should be published at the same time and it is vital that any changes made to either version are reflected immediately in the other.

Translations can be sent to ctt_welsh_translation@wales.nhs.uk.

8.0 References

- 8.1** IET, Code of Practice for In-service Inspection & Testing of Electrical Equipment (Fifth Edition), Published 2020
- 8.2** HSE Memorandum of Guidance on the Electricity at Work Regulations 1989 HS(R) 25, (Third Edition), Published Oct 2015
- 8.3** HSG 85 – Electricity at Work, Safe Working Practices (Third Edition), Published 2013

- 8.4** HSG 107 – Maintaining Portable Electrical Equipment (Third Edition), Published 2013
- 8.5** INDG 231 – Electrical Safety and You (Revision 1), Published 04/12
- 8.6** INDG 236 – Maintaining Portable Electrical Equipment in Low-Risk Environments (Revision 3), Published 09/2013
- 8.7** 18th Edition of the IET Wiring Regulations, BS 7671:2018+A2:2022
- 8.8** CTMUHB Fire Policy
- 8.9** Health Technical Memorandum (HTM) 06-01 – Electrical Services Supply & Distribution 2017
- 8.10** Health Technical Memorandum (HTM) 06-02 – Electrical Services: Safety Guidance for Low Voltage Systems, Part B, 2007

9.0 Getting Help

THE ESTATES DEPARTMENT SHOULD BE CONTACTED FOR ANY INTERPRETATION OR QUERY IN RELATION TO THIS POLICY.

10.0 Main Relevant Legislation

A list of the relevant statutory provisions, which influence the organisation's operation in relation to this policy.

- 10.1** The Health and Safety at Work Act (HASAWA) 1974
- 10.2** The Management of Health and Safety at Work Regulations 1999
- 10.3** Electricity at Work Regulations (EaWR) 1989
- 10.4** Provision and Use of Work Equipment Regulations (PUWER) 1998
- 10.5** The Workplace (Health, Safety and Welfare) Regulations 1992
- 10.6** The Electrical Equipment (Safety) Regulations 2016
- 10.7** The Supply of Machinery (Safety) Regulations 2008
- 10.8** The Supply of Goods & Services Act 1982
- 10.9** The Plugs and Sockets etc. (Safety) Regulations 1994
- 10.10** Regulatory Reform (Fire Safety) Order (RRO), Published 2005
- 10.11** Electrical Equipment (Safety) Regulations 1994
- 10.12** Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013

Appendix A

Equipment Faulty – Do Not Use



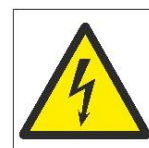
Appendix B

User Checklist – for Portable Electrical Equipment or Appliances

Always carry out “User Checks” with the power off and the plug removed from the power socket – do not remove the cover of the equipment or appliance or interfere with it as this is a visual inspection only – all faults should be reported to the Estates Department. Defects, damage or faults can be reported to the Estates Department via the Estates Help Desk on the Intranet or via 73210 for the former Cwm Taf sites / 54000 for the Bridgend sites.

“Users” of electrical equipment or appliances should ensure that:-

- No bare wires are visible
- The cable sheath (outer covering) is not damaged and is free from cuts and abrasions that may expose the inner cores (apart from light scuffs)
- The plug is in good condition, e.g. the casing is not cracked, the pins are not bent and the live & neutral pins are shrouded
- There are no taped or other non-standard joints in the cable
- The cable sheath is gripped where it enters the plug, the coloured internal insulation of the cable (its internal wires) should not be visible
- The outer casing of the equipment is not damaged or loose and all screws are in place
- There are no signs of overheating or burn marks on the plug, cable or the equipment / appliance
- Residual Current Devices (RCDs) are working effectively by operating the “TEST” button on a quarterly basis
- The equipment or appliance is appropriate for the environment it is to be used in
- There is no water leaks onto or around the equipment or appliance (unless the equipment or appliance is designed to be used in wet environments)
- There are no water leaks around or onto the cables or power sockets supplying the equipment or appliance
- The equipment or appliance they intend to use has a “Pass” test sticker/label on it, which is not out of date
- The “User” is authorised and trained to use the equipment or appliance
- The equipment or appliance leads should not pose a tripping hazard or be positioned in such a way that may introduce a trip hazard
- Extension leads are not to be used to power portable electrical equipment or appliances unless approved by the Estates Department.



Examples, of what to look for – Defects, Damage & Faults



Exposed Inner Cores, the outer sheath is not held by the cord grip

Cracked plug with exposed live terminal



Cracked & chipped power socket

Scuffed equipment or appliance lead, exposing inner conductors and bare copper



Burnt/charred power socket – this would indicate overload



Two different types of RCD, both perform the same activity and are tested in the same way – by pressing the "Test" button and seeing if this trips the power off to the equipment or appliance

Appendix C

Suggested User Check, Formal Inspection and Combined Inspection & Test intervals

Type of business		User checks	Formal visual inspection	Combined inspection and test
Equipment hire		N/A	Before issue/after return	Before issue
Battery operated equipment (less than 40 V)		No	No	No
Extra low voltage (less than 50 V ac), telephone equipment, low-voltage desk lights		No	No	No
Construction	110V equipment	Yes, weekly	Yes, monthly	Yes, before first use on site then 3-monthly
	230V equipment	Yes, daily/every shift	Yes, weekly	Yes, before first use on site then monthly
	Fixed RCDs	Yes, daily/every shift	Yes, weekly	Yes, before first use on site, then 3-monthly (portable RCDs – monthly)
	Equipment site offices	Yes, monthly	Yes, 6-monthly	Yes, before first use on site then yearly
Heavy industrial/high risk of equipment damage (not construction)		Yes, daily	Yes, weekly	Yes, 6–12 months
Light industrial		Yes	Yes, before initial use then 6-monthly	Yes, 6–12 months
Office information technology rarely moved, eg desktop computers, photocopiers, fax machines		No	Yes, 2–4 years	No if double insulated, otherwise up to 5 years
Double insulated <input type="checkbox"/> (Class II) equipment moved occasionally (not hand-held), eg fans, table lamps		No	2–4 years	No
Hand-held, double insulated <input type="checkbox"/> (Class II) equipment, eg some floor cleaners, some kitchen equipment		Yes	Yes, 6 months – 1 year	No
Earthed (Class I) equipment, eg electric kettles, some floor cleaners		Yes	Yes, 6 months – 1 year	Yes, 1–2 years
Cables, leads and plugs connected to Class I equipment, extension leads and battery charging equipment		Yes	Yes, 6 months – 4 years depending on type of equipment it is connected to	Yes, 1–5 years depending on the equipment it is connected to

Cables, leads and plugs connected to Class II equipment should be maintained as part of that equipment. Cable, leads and plugs not dedicated to an item of equipment or appliance should be maintained as individual items as appropriate.

Over time, when you look at the results of user checks, formal visual inspections and combined inspection & test you will notice trends. These may tell you that you need to look at or test electrical equipment or appliances more or less often, depending on the number of problems being found. Table taken from HSG 107 (Third edition) 2013.



Appendix E

Appendix E

Estates Department

Condemn Note

FROM: Mr. L. Gowen, Estates Maintenance Supervisor

TO: Theatre Co-Ordinator, Theatres, Royal Glamorgan Hospital

OUR REF: SES/LG

Equipment Ref: Morphy Richards – Toaster

Serial Number: 456123

**PAT Test
Asset Number:** 120123

Location: Theatre Mess Room

Date: 2nd July 2019

Subject: Condemn Note - Toaster

The above item/s have been inspected & tested and found to be beyond economical repair. I therefore have no alternative but to condemn it.

Delete as appropriate (*)

*The item/s have been removed by the Estates Department and been disposed of, please update and remove the item/s from your PAT Testing asset list.

*Please prevent the item/s from being used, arrange for its collection and disposal through the appropriate department. Please update and remove this item of equipment from your PAT Testing asset list.

If you require any further information, please do not hesitate to contact me. Alternatively, in my absence please contact the Estates Department, Help Desk on 73210 who can pass your query to an alternative Estates Department contact.

Yours Sincerely

Mr. L Gowen
Estates Maintenance Supervisor
(Contact Details)



Appendix F

Appendix F

Estates Department

Portable Electrical Equipment & Appliances - Action Notice

FROM: Mr Nathan Williams, Estates Maintenance Supervisor
TO: The Ward Manager (Jane Bloggs)
OUR REF: T209/W3/NW/RS
Location: T209 - Ward 3
DATE: 18.10.21
Subject: Electrical Equipment & Appliances Not Found on Scheduled PAT Testing

During the scheduled inspection of your portable electrical equipment & appliances, the attached list of items have not found. Can you confirm to us whether this equipment is still on or within your ward / department or area?

Under the Health & Safety at Work Regulations 1974, the Electricity at Work Regulations 1989 and the CTMUHB PAT testing policy it is the responsibility of the person in charge of the area to make the portable electrical equipment & appliances available for testing. If equipment or appliances are not tested & inspected at the required intervals, it can pose great risk to the persons using the equipment or appliance if faulty, damaged or defective.

If the items listed on the attached list are still on or within your ward, department or area please contact the Estates Department to arrange a mutually agreeable date for the remaining items to be tested and inspected. Please ensure that the items of equipment or appliances are ready & held together for the time and date agreed.

Any equipment that has been disposed or removed from the ward, department or area needs to be identified and the Estates Department notified, this will enable us to update our records and asset list.

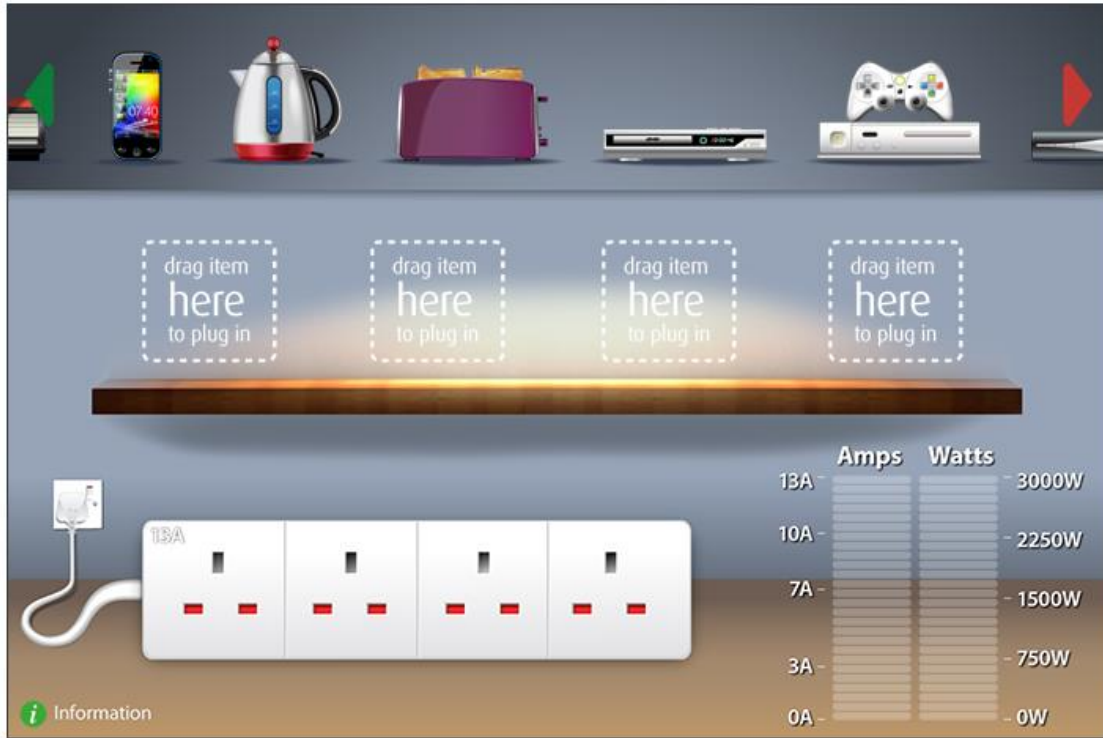
If equipment or appliances are planned to be disposed of then this must be reported to the Estates Department on Ex: 73210 prior to disposal so that our records and asset list can be updated before the event.

Any concerns regarding medical equipment should be referred to Clinical Engineering and anything in relation to IT equipment should be referred to the ICT department.

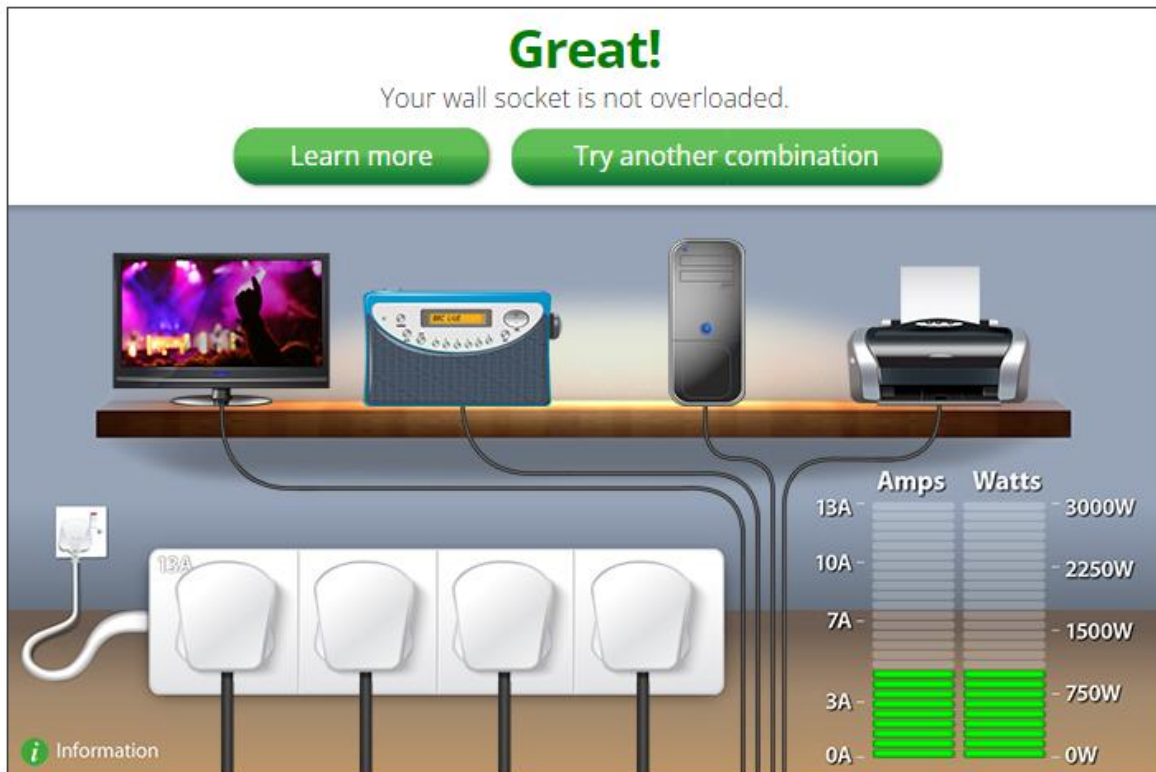
Yours sincerely

Mr Nathan Williams
Estates Maintenance Supervisor
(Contact Details)

Appendix G



The Socket Calculator has been brought to you by Electrical Safety First.



The Socket Calculator has been brought to you by Electrical Safety First.



GIG
CYMRU
NHS
WALES

Bwrdd Iechyd Prifysgol
Cwm Taf Morgannwg
University Health Board

Warning!

Your extension lead and wall socket are overloaded.

[Learn more](#) [Try another combination](#)

Amps	Watts
13A	3000W
10A	2250W
7A	1500W
3A	750W
0A	0W

[Information](#)

The Socket Calculator has been brought to you by Electrical Safety First.



Result of an overloaded extension lead.



GIG
CYMRU
NHS
WALES

Bwrdd Iechyd Prifysgol
Cwm Taf Morgannwg
University Health Board

Appendix H



PAT - VISUAL INSPECTION RECORDING SHEET

A FORM NEEDS TO BE PRODUCED BY EACH WARD / DEPARTMENT OR AREA AND MAINTAINED FOR EACH ELECTRICAL PIECE OF EQUIPMENT OR APPLIANCE

Hospital / Site:	Note 1						
Ward / Department:	Note 2						
Name of Responsible Manager:	Note 3						
Item:	Note 4						
Make / Manufacturer:	Note 5						
Model:	Note 6						
Serial NO:	Note 7						
Voltage (V) (if different from 230v)	Note 8						
Equipment Asset ID NO:	Note 9						
Construction Class:	Note 10	Occasion 1	Occasion 2	Occasion 3	Occasion 4	Occasion 5	
Location / Room NO:	Note 11						
"USER" Visual Inspection:	Note 12						
Test Sticker in Date: (✓ or x)	Note 13						
Please Note the Condition of: (✓ or x)	Socket Outlet						
	Plug						
	Flex						
	Body						
	Other						
Test Result	Function (✓ or x)						
	Other (Please State)						
Suitable for Environment and Continued Use (✓ or x)	Note 16						
"USER" Visual Inspector (Print & Date)	Note 17						

Note: (✓) indicates Pass / (x) indicates Fail / (N/A) Not Applicable / (N/C) Not Checked

Notes on formal visual and combined inspection and test record (Form V.2)

1. The Hospital or Site is to be entered
2. The Ward or Department name is to be entered in this section. Where the equipment is located.
3. The name of the Ward or Departmental manager is to be entered
4. The item description is to be entered in this section, e.g. kettle, microwave, etc.
5. In this section you will need to detail the make or manufacturer of the equipment e.g. SMEG, Hotpoint, Samsung etc.
6. The equipment or appliance model number is required for this section; there is generally a model number or reference denoted on the item and this should be recorded.
7. The equipment or appliance serial number is to be recorded here. There is generally a unique serial number for each item of equipment or appliance applied by the manufacturer. Often identified on item as S/N or Ser N^o
8. Voltage: Enter the voltage, including A.C. or D.C. If the box is left blank, it is assumed the equipment is 230 V A.C.
9. Equipment ID number: This is the individual number taken from the equipment register for this particular item of equipment.
10. Construction class: Class I, Class II, Class III (for other classes of equipment, special precautions must be taken). Class III equipment must have a suitable power source.
11. Location / Room: Insert a general description of the equipment's location during normal use. Additional information should be included that may influence safety decisions, such as particular external influences, e.g. heat, damp, corrosive factor, vibration etc.
12. "USER" Visual Inspection: this is a visual inspection of the equipment or appliance for any signs of visual defects, such as a cracked case, internal wiring cores being exposed, no loose parts etc. if there are no signs of visual defects this should be recorded as such. A more detailed review can and must be recorded in section / note 14.
13. "Pass" sticker in date: The Green pass sticker should be checked before every use, without fail. If the next test date has passed or the sticker is missing then the equipment or appliance should be removed from service and not used, it should also be secured so it cannot be used until it can be tested and confirmed as safe to use.
14. "USER" Visual Inspection: this section is a little more detailed and requires checks from the point where the equipment or appliance is plugged into a power source, visual checks are required of the power outlet or socket the item is plugged into, the plug, the flex or trailing lead again the body of the equipment etc. The condition should be noted in section / note 14 as a simple pass or fail in the form of a tick or cross.
15. The operation of the equipment or appliance: If all the proceeding checks have passed and the equipment or appliance has been found to be safe from the visual inspections, a functional check of the item can now be undertaken. The results of this should be recorded in section 15. Through the use of the equipment or appliance defects can be detected with its operation, if this is found to be dangerous or unsafe this should be recorded in section 15 and reported to the Estates Department for investigation or repair.
16. Suitable for environment: An assessment of the equipment's suitability for its known usual location of use. If an assessment of the equipment's location cannot be made because it is different to the location where the inspection and/or functional test were conducted, enter lim or limitation. It is the responsibility of the duty-holder (Estates Department) to make a final assessment of the equipment suitability for the environment but this must be done in conjunction with the Ward / Department Manager and the "Users" of the equipment or appliance. These individuals would be best placed to advise if the item is operating as it should in the intended environment and can feed back any issues or concerns for review which may mean inspection & test frequencies are brought closer together or pushed further apart.
17. This section requires the person who undertook the "USER" checks or formal visual inspection to print their name and date when the checks or formal visual inspection was conducted and by whom.

Appendix H1



PAT - VISUAL INSPECTION RECORDING SHEET



Bwrdd Iechyd Prifysgol
Cwm Taf Morgannwg
University Health Board

A FORM NEEDS TO BE PRODUCED BY EACH WARD / DEPARTMENT OR AREA AND MAINTAINED FOR EACH ELECTRICAL PIECE OF EQUIPMENT OR APPLIANCE

Hospital / Site: Royal Gimaorgan	Note 1	Occasion 1	Occasion 2	Occasion 3	Occasion 4	Occasion 5
Ward / Department: Ward 1	Note 2	OPD 34				
Name of Responsible Manager: Jane Bloggs	Note 3	EXAMPLE				
Item: Kettle	Note 4					
Make / Manufacturer: SMEG	Note 5					
Model: HKT 14	Note 6					
Serial NO: 433654	Note 7					
Voltage (V) (if different from 230v) 230V	Note 8					
Equipment Asset ID NO: 123456	Note 9					
Construction Class: Class 1	Note 10					
Location / Room NO:	Note 11					
"USER" Visual Inspection:	Note 12					
Test Sticker in Date: (✓ or x)	Note 13					
Please Note the Condition of: (✓ or x)	Note 14	Socket Outlet				
		PLUG				
		Flex				
		Body				
Test Result	Note 15	Other				
		Function (✓ or x)				
Other (Please State)						
Suitable for Environment and Continued Use (✓ or x)	Note 16	N/A				
"USER" Visual Inspector (Print & Date)	Note 17	Joe Bloggs - 19/5/2022				

Note: (✓) indicates Pass / (x) indicates Fail / (N/A) Not Applicable / (N/C) Not Checked



Appendix I

Appendix I

Cwm Taf Morgannwg University Health Board

Residence Electrical Equipment & Appliances Safety

Reminder Form

There have been a number of Unwanted Fire Alarm Signals (UWFAS) experienced by CTMUHB over recent years. These have been caused by inappropriate use of electrical equipment or appliances, in areas, particularly in the residence blocks where they should not. In an effort to reduce these UWFAS this safety reminder form has been developed, to advise staff and residence what is and what is not acceptable.

CTMUHB Estates & Fire teams will be enforcing these requirements, which may result in the confiscating of certain non-compliant items or removing items from areas, they should not be used in where the environment is not suitable for their use.

Further guidance on electrical safety can be sort from electricalsafetyfirst.org.uk – link, you can access guidance on visual checks, plug checker guide, kitchen safety, fire safety, safe use of extension leads etc.

Kettles	<ul style="list-style-type: none"> • Kettles are not permitted within residence rooms regardless if they have been PAT tested or not. • Kettles are only permitted to be used in designated kitchens, communal kitchens or designated hazard rooms. • Kettles must be plugged directly into a wall electrical socket outlet (not plugged into an extension lead). • Must not be placed directly under or near to fire alarm detector head. • Must be unplugged when not in use.
Toasters	<ul style="list-style-type: none"> • Toasters are not permitted within residence rooms regardless if they have been PAT tested or not. • Toasters are only permitted to be used, in designated kitchens, communal kitchens or designated hazard rooms. • Kettles must be plugged directly into a wall electrical socket outlet (not plugged into an extension lead). • Must not be placed directly under or near to fire alarm detector head • Must be unplugged when not in use. • Must be positioned away from water supplies or sources.
Portable Heaters	<ul style="list-style-type: none"> • Fan Assisted & Natural Convector type portable heaters are not permitted within residences regardless if they have been PAT tested or not. • Oil-filled portable radiators will be permitted so long as it is date for PAT testing; it is good condition, free of defects with all feet attached. • Oil filled radiators must be plugged directly into a wall electrical socket outlet (not into an extension lead) and sited in open air well away from combustible items. • The oil-filled radiator must only be used when the room is occupied and it must be unplugged when not in use. • Further guidance can be sort from
Portable Fans	<ul style="list-style-type: none"> • Will be permitted so long as it is date for PAT testing, in good condition and free of defects. • It must be plugged directly into a wall electrical socket outlet (not into an extension lead) and sited in open air well away from combustible items. • The appliance must only be used when the room is occupied and it must be unplugged when not in use.
Fridges	<ul style="list-style-type: none"> • Fridges are not permitted within residence rooms regardless if they have been PAT tested or not. • Will not be permitted in areas other than designated kitchens, communal kitchens or designated hazard rooms.



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	<ul style="list-style-type: none">• Fridges must be plugged directly into a wall electrical socket outlet (not into an extension lead).
Microwaves	<ul style="list-style-type: none">• Microwaves are not permitted within residence rooms regardless if they have been PAT tested or not.• Will not be permitted in areas other than designated kitchens, communal kitchens or designated hazard rooms.• Remember to keep the vents clear and avoid storing objects on top of appliances (as it can block ventilation).• Fridges must be plugged directly into a wall electrical socket outlet (not into an extension lead), used, and installed to manufacturer's instructions.• Always follow the manufacturer's instructions, if in doubt, double check with them.• Make sure you clean your microwave properly so you do not get a build-up of grease and dirt.
Hair Dryers / Hair Wands & Hair Straighteners	<ul style="list-style-type: none">• Will be permitted so long as they are in date for PAT testing, in good condition and free from defects.• These devices must not be left unattended while in use or while heating up.• Any cables used, must be the ones that came with the device and provided by the manufacturers.
Portable device Charger/s	<ul style="list-style-type: none">• Will be permitted so long as they are in date for PAT testing, in good condition and free from defects.• Any chargers used, must be the ones that came with the device and provided by the manufacturers. They must be compatible with the equipment it is charging and unplugged when not in use.• Equipment or appliances must not be left charging when the room/s are unoccupied.• Portable device chargers must conform to the latest safety standards and be compliant to the relevant BSI and CE standards.• Any counterfeit equipment or appliances will be confiscated and removed.

Any faulty, defect or counterfeit equipment or appliance found during routine inspection & testing will be confiscated and removed and owner / resident informed. If the items are personal items these will be stored in an area where they cannot be reintroduced, unless they have been repaired by a competent person by arrangement of the owner / resident or replaced in its entirety by the owner / resident.



Appendix J

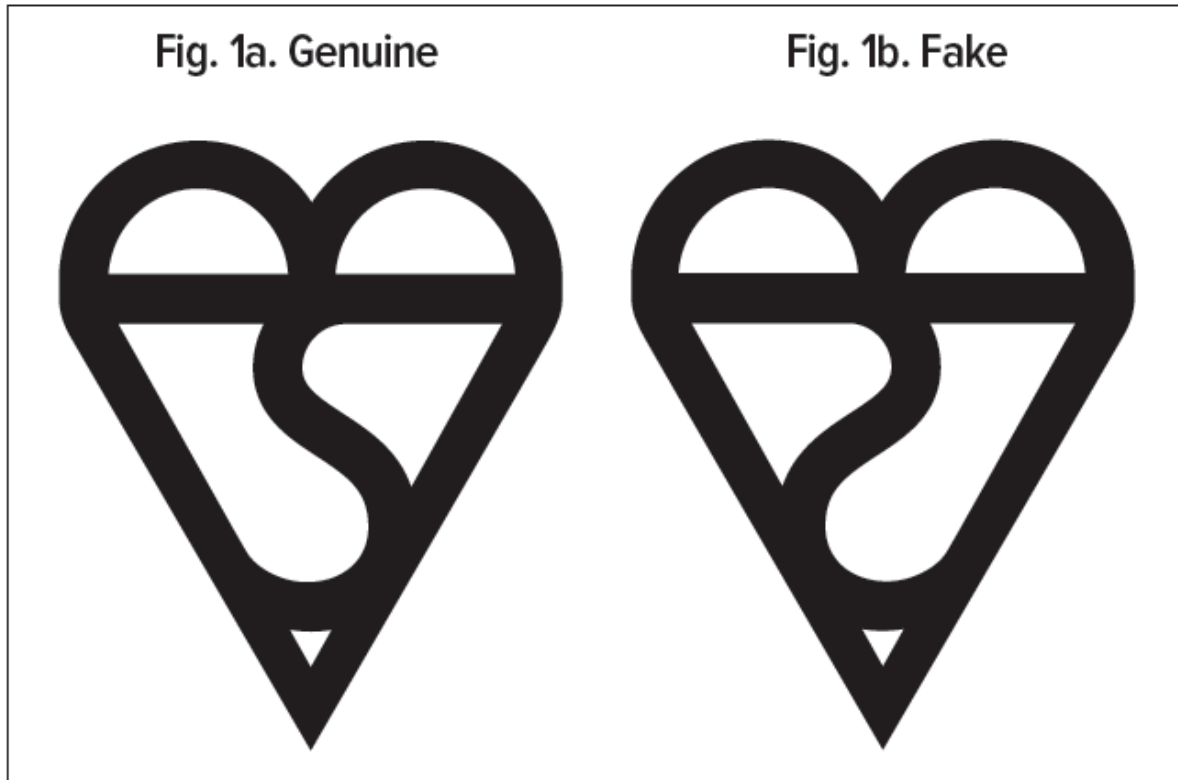


Figure 1a is a genuine BSI Kite mark, Figure 1b is a Fake BSI Kite mark. Equipment identified with a BSI Fake Kite mark should not be used or withdrawn from service immediately and stored so that it cannot be reintroduced or used.

The CE Marks pictured below identify Genuine and Fake CE Marks, if any equipment is found to have a Fake CE Marks it should not be used, or withdrawn from service immediately and stored so that it cannot be reintroduced or used.





Appendix K

Example of a Unique Asset Identification (ID) Number sticker



Example of a "PASS" Sticker



Example of a "FAIL" Sticker



The examples provided above may differ in visual appearance to the type used by CTMUHB; the examples are included as representative examples.