



# Scottish Federation of Meat Traders Associations

[Name] .....

## PAT Testing Policy

### 1. Legal Requirements

Portable Appliance Inspection and Testing or PAT Testing, as it is sometimes referred to, is an important part of any Health and Safety Policy. Since the 1<sup>st</sup> April 1990 it has been a legal requirement for employers and the self employed to have all portable electrical appliances and equipment periodically inspected and tested for compliance with the safety regulations. This means that all portable appliances need to be subjected to electrical testing.

Current legislation demands that employers ensure portable appliances are safe. The predominant relevant regulations include:

- Health & Safety at Work Act, 1974
- Electricity at Work Regulations, 1989
- Provision and Use of Work Equipment Regulations, 1998
- The Management of Health and Safety at Work Regulations, 1999

Electricity at Work Regulations specifies that employers and the self-employed are liable for the correct use and maintenance of all portable appliances at their place of work. Employers in this context include those people accountable for the management of offices, factories, shops, hospitals, universities, hotels and all other building used by the public.

### 2. Portable Appliance Definition

A portable electrical appliance is defined as any electrical equipment that is powered between 40 and 240 volts and which is connected to the electrical mains via a flexible cable / plug and socket (usually a 13 amp outlet). It does not imply that the appliance is readily portable, only that it can be moved without unwiring. Portable electrical appliances owned by employees are occasionally brought to and used in the workplace. This policy applies to such appliances as if they were the property of the business.

Portable appliances are not just pieces of electrical equipment that require testing routinely. They include everyday appliances such as:

Computer Monitors (VDU)	Freezer units
Kettles	Vacuum Cleaners
Hand Drills	Televisions
Photocopiers	Microwaves
Mobile Phone Chargers	Telephones
Fridge units	Printers

### 3. Comprehensive Service

We will always use a qualified electrician, who has the knowledge and practical experience of electricity and its hazards, to carry out both visual and electrical testing. Since the person must make judgments on the appropriate level of electrical appliance testing required, they must understand the operating principles of each portable appliance and have adequate knowledge of the relevant safety standards.

### 4. Labelling

All equipment that is inspected and / or tested will be provided with a label that will include an identification code to enable the equipment to be uniquely identifiable even if several items exist within the same premises. An indication of whether the item has passed or failed the appropriate



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safety inspection and/or test will be included. The date on which re-testing is due or the last test date and re-test period will also be stated.

## 5. Records

We will keep full records of each piece of equipment with its unique number and full description for future traceability. A full 'Status Report' is obtained by the company testing the equipment indicating what equipment has passed or failed and when it is due for re-testing.

## 6. Portable Tools

Portable tools are rated at 110v and inspected regularly for defects, wear and tear etc. Operatives have been instructed to report all defective equipment and under NO circumstances must faulty damaged or defective equipment be used.

## 7. Electrical Safety Testing

Electrical Safety Testing is carried out every 6 months or after repairs have been carried out. A Register of Testing will be kept for all electrical equipment. Testing regime has to be assessed or frequency i.e. more testing will be required for equipment used frequently.

## 8. Control Measures

- a. All cable connections must be properly made by a competent person.
- b. Only 110v equipment will be used on site.
- c. The correct extension cables will be used, to cope with wet and rough conditions. The use of extension cables should be kept to a minimum. When using cables they will be routed so as not to cause tripping or similar hazards.
- d. Whenever possible, site electrical supplies will be protected by residual current and other such protection devices.
- e. All portable tools, cables, etc., should be identified and regularly inspected and maintained by a competent electrician.
- f. Portable generators should be regularly inspected and tested. If fitted with an earth rod, then the connections must be maintained in good condition.
- g. Cables must be routed so as to be protected from damage.
- h. Daily pre-use visual checks should be carried out with any defects reported to the Supervisor.

Equipment that fails the test and cannot be mended by a minor repair and, therefore, deemed to be unsafe would be removed from site by ourselves or by the testing company, as agreed.