

# Portable Appliance Testing (PAT) Policy



Title:

## Portable Appliance Testing (PAT) Policy

Facilities (Electrical Safety Inspection & Testing)

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<b>Policy Owner:</b>	Head of Hard FM. Estates and Facilities		
<b>Executive Lead:</b>	Deputy Chief Executive		
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## Version Control

Date	Author	Version/P age	Reason for change
May 2019	Assurance Sector Manager, Estates	v2 Rev 2	Review period expiry
Jan 2020	Assurance Sector Manager, Estates, WGH	v3.0	Review approved by PAG
Nov 2022	Assurance Sector Manager, Estates, REH	v3.1	Under review
Dec 2022	Assurance Sector Manager, Estates, REH	4.0	Review approved by PAG
Feb 2023	Assurance Sector Manager, Estates, REH	5.0	Review approved by PAG. Additions regarding new equipment to sections 1 and 2.

## Executive Summary

NHS Lothian recognises its responsibility under Health & Safety at Work etc Act 1974 and the Electricity at Work Act 1989 and derogate its duty of care to protect all users of electrical equipment so far as reasonably practicable. This includes all patients, employees, contractors, students, voluntary workers, visitors and members of the public; from injuries or harm that has resulted from any failure/defects in the management of Portable Electrical Appliances operating within all NHS Lothian properties.

NHS Lothian will take all necessary steps as far as reasonably practicable to ensure that a suitable maintenance programme is employed throughout all NHS Lothian properties for the periodic inspection and testing of all portable electrical appliances to ensure they are maintained to a satisfactory standard.

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

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## 1.0 Purpose

NHS Lothian attaches the greatest importance to Health & Safety and to the welfare of all its patients, employees, contractors, students, voluntary workers, visitors and members of the public from injury or harm through coming into contact with any electrical portable appliances that may become faulty or defective through its continual use and operation throughout NHS Lothian properties.

NHS Lothian PAT (Portable Appliance Testing) Policy aims through the management of Portable Electrical Appliances operating within all NHS Lothian properties that all risks are eliminated or reduced to its lowest level (in so far as reasonably practicable) in carrying out its duty of care to ensure all portable appliances are inspected/examined and tested periodically. The frequencies of appliance testing within NHS Lothian properties will be scheduled in accordance to NHS Lothian Standard operating procedures which may vary accordingly with individual organisational analysis.

There is no duty or obligation on NHS Lothian to test new equipment, provided it is direct from manufacturer, wholesaler or retailer and is supplied with a moulded non-removable plug; it will be captured during scheduled testing. NHS Lothian is committed to ensuring the continual safe operating of all electrical portable appliances so as to eliminate the risk of injury or harm through electric shock/electrical burns.

## 2.0 Policy statement

NHS Lothian recognises its responsibilities under Health & Safety at Work etc Act 1974 legislation and the Electricity at Work Regs 1989 in ensuring NHS Lothian properties remain safe and healthy environments for all its patients, employees, contractors, students, voluntary workers, visitors and members of the public from injury or harm through coming into contact with any electrical portable appliances that may become faulty or defective through its continual use and operation throughout NHS Lothian.

NHS Lothian will endeavour to protect all staff and other persons to whom it has third party liability from the risks of receiving an electric shock by coming into contact with defective or faulty portable electrical appliances within its premises. Additionally NHS Lothian appliances used by staff working from home will be tested. Staff members will bring the equipment to their base on a prearranged day for it to be tested. Arrangements should be made by department managers to coincide with department PAT schedule.

This shall be achieved by ensuring that effective and auditable processes and procedures are in place for the recording of all inspection and testing of all such appliances.

This policy has been prepared for publication in 2023. After this date readers should ensure that they utilise the latest edition or changes in any legislation, British standards etc which may post-date or have changed since the publication of this policy document.

### 3.0 Scope

NHS Lothian has established a system of control for the management of all portable and transportable electrical appliances (Excluding Medical devices/appliances tested by Medical Physics & external companies) and shall ensure the safety of everyone within its premises by putting in place both physical and procedural controls. These controls shall be systematically examined and monitored through the Estates Department. This policy will apply to all NHS Lothian managed and controlled properties where patients, staff, contractors, visitors, voluntary workers and other users have access to.

### 4.0 Definitions

The term 'Electric shock/electrical burn(s)' as used in this policy is with reference to the harmful effects from defective or inadequately maintained electrical portable appliance(s) that has failed to be maintained, inspected and/or tested that may give rise to electrical current from a device coming into contact with person(s) which could result in harm or severe injuries that may be life threatening nature.

The term 'Portable & Transportable Equipment' is used to describe electrical appliances connected to a source of supply by means of a flexible cable connected by a plug and socket or spur or by similar means. In addition classified as hand-held or hand operated while connected to a supply and capable of being moved or likely to be moved.

Hand-Held – An appliance with a lead and a plug which you hold in your hand to operate; for example drills, jigsaw, planer, hairdryer or iron.

Portable – An appliance that can be moved while in operation; for example Toaster, food mixer, kettle.

Transportable – Movable equipment that is not fixed or equipment with wheels, castors or other means to facilitate movement by the operator; for example washing machines, vending machines, dishwashers, photocopiers.

ACOP – Approved Code of Practice

BS – British Standards

Datix – Reporting of adverse events

EAWR – Electricity at Work Regulations

HSE – Health & Safety Executive

IET – Institute of Engineering Technology

LV – Low Voltage

PAT – Portable Appliance Test

PUWER – Provision and use of Work Equipment Regulation Regs – Regulations

SHTM – Scottish Health Technical Memorandum

SOP – Standard Operating Procedures

## 5.0 Implementation roles and responsibilities

### 5.1 NHS Lothian Board

The NHS Lothian Board is responsible for:

- The full and effective implementation of this policy
- Providing a safe working environment in line with Health & Safety legislation
- Ensuring that there are arrangements for identifying, evaluating and managing the risks associated with the use of NHS Lothian facilities and electrical appliances that are used within all of NHS Lothian premises.
- Where applicable providing sufficient resources for staff who carry out duties of PAT testing and the checking of equipment have received relevant up to date training
- Ensure any incident relating to electric shocks resulting in contact with defective/faulty electrical portable appliances are reported and actively monitored with addition reported through the relevant Health and Safety committee (completion of Datix)
- Ensure that the Lothian Partnership forum reviews the effectiveness of this policy on a periodic basis through collaboration

### 5.2 Chief Executive

The Chief Executive is responsible for:

- Ensuring that there are arrangements for identifying, evaluating and managing risk(s) associated with the management of portable and transportable electrical appliances
- Ensuring resources are provided for the implementation of the policy
- Ensuring that there are arrangements in place for the effective monitoring of any incident(s) involving such appliances

### 5.3 Director of Operations/General Managers

The NHS Lothian Director of Operations and General Managers are responsible for:

- Ensuring the risk control measures to avoid electric shocks from the use of portable electrical appliances are implemented
- Ensuring the NHS Lothian Health & Safety Committee is appropriately informed of the effectiveness of any control systems with addition to making aware timeously of any problems being experienced in the operational procedures
- Ensuring that the operational arrangements are monitored regularly

### 5.4 Head of Facilities (Responsible Person)

The Head of Facilities (Responsible Person) is responsible for:-

- Ensuring the effective maintenance of portable and transportable appliances by instigating a suitable and practicable inspecting and testing regime to best practice and guidance
- Ensuring an Estates Operational Manager(s) or his nominated deputy is appointed as Authorised Person (LV) who will assume responsibility for the inspection and testing of portable electrical appliances within specific hospitals and other NHS Lothian premises
- Ensuring records are kept of all inspections and testing results carried out, including results of locations recorded and maintained within an Estates management system
- Ensuring that risk assessments are suitable and sufficient and are in place including reviewed regularly and updated if any change in risk
- Ensuring that any significant change which affects the technical aspects of procedures and or safe operation of portable electrical appliances are communicated to the Director of Operations and other relevant people/staff groups

## 5.5 Estate Manager(s)

The Estate Manager(s) are responsible for:

- Ensuring that all maintenance records are maintained and kept up to date and available for reviewing
- Ensuring that when carrying out Portable Appliance Testing this is maintained through best practice guidance; SOP and checking of maintenance records
- Ensuring all staff conducting maintenance on portable appliances have received training and have the necessary skills, knowledge and competencies to carry out the maintenance task

## 5.6 Estates Staff/Contractors

Estates Staff/Contractors are responsible for:

- Have received relevant training & competencies before carrying out portable appliance testing
- Carrying out Portable appliance testing in line with management schedule, guidance, best practice and SOP
- Ensuring all results are recorded and retained for electrical equipment throughout its working life and available for review (Reference to Section 8.3 IET Code of Practice)
- Reporting of any failures through supervisor/NHSL helpdesk with details of defects/damage to portable appliances with addition to removing pieces of electrical equipment from service immediately

## 5.7 NHSL staff/users

NHSL staff/users are responsible for:

- Carrying out visual checks before using any portable electrical appliances/Hand held equipment in line with SHTM 06-01 Part B (Section 16), SOP and guidance
- Are trained and competent in the use of portable electrical appliances/hand held equipment e.g. Floor Buffers
- Reporting of any faulty, defective or damaged electrical portable appliances to Estates help desk and take appliance out of use immediately
- Reporting of any instances of injury/harm through the use of portable electrical appliances through DATIX (Reporting of Adverse Events)

## 6.0 Associated materials

- [Electrical services supply and distribution \(SHTM 06-01\) | National Services Scotland \(nhs.scot\)](#)
- [Electrical safety guidance for low voltage systems \(SHTM 06-02\) v2.0 | National Services Scotland \(nhs.scot\)](#)
- [The Health & Safety at Work Act 1974](#)
- [Management of Health and Safety at Work Regs 1999](#)
- [Legal duties – Managing health and safety at work - HSE](#)
- [The Workplace \(Health, Safety and Welfare\) Regs 1992](#)
- [PUWER 1998 – Provision and Use of Work Equipment Regs 1998](#)
- [Electricity at Work Regs 1989](#)
- [Maintaining portable electric equipment in low-risk environments HSE Leaflet \(INDG236 Rev 3 – Published 09/13\)](#)
- [HSE \(HSG107\) Maintaining Portable Electrical Equipment](#)

## 7.0 Evidence base

HFS National Services Scotland  
Health & Safety Executive  
NHS Intranet

[www.hfs.scot.nhs.uk](http://www.hfs.scot.nhs.uk)  
[www.hse.gov.uk](http://www.hse.gov.uk)  
<http://home.lothian.scot.nhs.uk/>

## 8.0 Stakeholder consultation

The following key stakeholders have been consulted: Head of Facilities, Estates Operational Area Manager, Estates service management Group (Various levels), Estates Assurance & Compliance Management & Lead, NHSL Fire Officers, Appointed Authorising Engineer NHSL Low Voltage (Turner Professional Engineering Services), Health & Safety Department and equipment users.



## 9.0 Monitoring and review

Monitoring and review of PAT policy will be carried out every 3 years, as a minimum, by Estates services and the Estates and Facilities Policy Review Group.