**Blackpool Music School**

**Electricity @ Work Portable Appliance Testing Policy**

Feb 2024

1. **Introduction**
   1. The Electricity at Work Regulations 1989 came in to force on 1st April 1990. The Regulations are made under the Health & Safety at Work Act 1974 and require precautions to be taken to prevent death or personal injury from electricity in work activities. The Regulations impose responsibilities on the employer and employees (including volunteers) to conform with these regulations in every respect. The testing of electrical equipment is an inherent part of compliance with these regulations, therefore, the Institute of Engineering and Technology (I.E.T.) have issued a Code for in-service inspection and testing of Electrical Equipment (called the 4th Edition (2012) of the I.E.T. Code).

# Statement of Intent

* 1. Blackpool Music School shall take all reasonable steps to ensure that all portable appliances are tested in accordance with the relevant I.E.T. Code and to facilitate this shall provide all training and equipment necessary to carry out tests and provide a satisfactory means of recording data.

# Definition of Portable Appliances

* 1. Only equipment fitted with a plug, rated between 110 and 500 volts ac, and allowing disconnection from the electrical supply without the use of a tool, will fall within the scope of this Portable Appliance Testing policy.

All equipment not included in this definition must be identified and brought to the attention of the Manager for inclusion on the Fixed Wiring Testing Register.

# Responsibility of Board of Management/Manager

* 1. All Members of the Board of Management and the Manager shall:
     1. Be responsible for ensuring that all portable electrical appliances on their premises are examined and tested in accordance with the Regulations and withdrawn from use if found to be unsafe.
     2. Ensure that the risks to personnel are assessed and records of inspections and tests are maintained.
     3. Be responsible for ensuring that members of staff appointed to test portable electrical appliances are competent to undertake the duties.
     4. Be responsible for ensuring that electrical equipment located in the building, which falls outside the scope of this policy, is brought to the attention of the Manager and logged.

# Competency of Appliance Testers

* 1. Appointed persons selected to undertake testing duties will be made fully aware of their responsibilities and of the consequences involved should they fail to carry out their duties in a prescribed manner. Training is required for those who undertake to carry out the testing of portable electrical appliances. If necessary an outside contractor will be appointed for this duty as and when required.

# Duties of Employees

* 1. The Charity undertakes to inform all staff of whatever designation and volunteers of their duties under the Regulations and provide appropriately sourced training where required. It is the duty of all persons representing the charity who use any electrical equipment to ensure that it is free from any visible damage and supports a valid test label. Where any visible damage is present then the equipment must be taken out of use until inspected by a competent person and any defects which may be dangerous rectified. If the equipment does not have a valid test label then the individual shall inform the Manager.
  2. Persons wishing to bring their own equipment to site must first inform the Manager and make arrangements to have that equipment tested (if it does not already carry a valid certificate of inspection). A record of the appliance must be made and it must be identified as personal equipment. Should the equipment be faulty then it shall be removed from the site.
  3. Any breach of these duties by anyone may lead to disciplinary action by the Charity. Any breach by any other body hiring space in the building will result in them being asked to vacate the premises.

# Duties of Visitors/Users

* 1. Equipment belonging to and used by persons visiting the Charity or a User of the facilities must be in an electrically safe condition. The Charity reserves the right to prohibit the use of any electrical equipment brought onto the site by anyone which does not appear to meet this requirement.

# Duties of Contractors/self-employed

* 1. Equipment belonging to and used by contractors/self-employed of the Charity must have a valid test certificate or label attached, which is available for inspection upon request by any Charity employee. If the equipment does not possess relevant safety documentation it will not be allowed onto the Charity’s site.

# Duties of Service Users/members of the public

* 1. The Manager will ensure that service users/members of the public wishing to bring their own electrical equipment onto site are aware that any electrical appliance they bring on to the premises must conform to current safety standards and is maintained in such a condition to prevent danger to themselves or others, or damage to Charity property.

Signed:

Chairperson

Blackpool Music School Date: