

4.4 Portable Electronic Equipment

Contents

1. Introduction
2. Definition of Portable Electronic Equipment
3. Classes of Portable Electronic Equipment
4. Selection of Equipment

England

- **Regulation 6: The quality and purpose of care standard**
- **Guide to the quality and purpose of care standard**
- **Regulation 46: Review of premises**

Wales

- **Regulation 43: Overarching requirement**
<https://www.legislation.gov.uk/wsi/2017/1264/regulation/43/made>
- **Regulation 44: Premises accommodation-based services only Regulation 48: Facilities and equipment.** **<https://www.legislation.gov.uk/wsi/2017/1264/regulation/48/made>**

Scope of this chapter

The company will provide and maintain safe and healthy working conditions for all employees; that are without risk to health and are adequate as regards facilities and arrangements for their welfare at work.

Plant, equipment and machinery will be maintained in accordance with manufacturer's recommendations. Systems are in place for routine inspections and testing of equipment and machinery and for ensuring that action is promptly taken to address any defects.

Those who supervise work at whatever level, have special obligations to ensure that the work being undertaken does not endanger the health and safety of visitors, residents, students, staff, maintenance, cleaners and other colleagues.

Portable Appliance Testing will be undertaken on a regular basis

Relevant chapters

Buildings, Electricity and Gas Supplies Procedure

1. Introduction

All portable electrical appliances used in resources will conform to all and any safety requirements in order to ensure safety. This will include any appliances brought on to the site by an employee, contractor or child.

Staff must not bring their own electrical equipment to their place of work without the express permission of the Registered Manager/Head Teacher. If permission is given the appliance must be visually inspected by the Registered manager/ Head Teacher before being used and should be pat tested at the first opportunity.

Portable electrical appliances are subject to more abuse than fixed systems, they are more likely to present a greater risk and as such should be subject to a greater level of control.

The Company will:

- Provide a system to identify and register all portable electrical equipment;
- Ensure that portable equipment is suitable for the use to which it is put;
- Where necessary train and instruct employees in the safe use of portable electrical equipment;
- Produce a written scheme of inspection and testing based on the risks associated with its use;
- Appoint competent persons to undertake the task of inspection and testing;
- Implement a testing and inspection programme for all portable electrical equipment;
- Ensure that users are aware of the need for visual checks;
- Establish a system for reporting defects and effecting repairs;
- Keep appropriate records.

2. Definition of Portable Electronic Equipment

Electrical equipment that is:

- Intended to be moved;
- Likely to be moved;
- Is connected to a fixed supply by a plug.

3. Classes of Portable Electronic Equipment

Portable electrical equipment can be categorised into four types:

Class 1 or earthed equipment. This equipment will have conductive materials such as a metal case that could become 'live' if there was a fault in the equipment. An example would be a metal kettle or

metal-cased drill. In order to provide protection, the conductive parts are 'earthed' by means of an earth wire.

- Class 2 or double-insulated equipment. This equipment has two layers of protective insulation and is therefore unlikely to become live. This equipment does not require an earth wire;
- Class 3 equipment. The protection against electric shock relies on the voltage not exceeding 50v (safety extra-low voltage). This equipment is more specialised and requires special outlets and transformers;
- Class 4 Battery-operated equipment. This is generally used where there is an increased danger of electric shock or where portability is important. Such equipment is not normally subject to inspection and testing for electrical safety;

Portable electrical appliances are responsible for many serious accidents each year and their use in the workplace must be strictly managed.

4. Selection of Equipment

Before purchasing new portable electrical equipment, an assessment of the use to which it will be put should be made. The equipment must be suitable for purpose and will be purchased only from reputable suppliers. Only 110v portable power tools fed from a centre tapped to earth reducing transformer or portable battery powered tools will be used. Portable 240v power tools should not be used.

Before purchasing equipment consideration should be given to:

- Any future maintenance requirements;
- Foreseeable work locations and environmental conditions;
- The most appropriate voltage for the equipment;
- The likely risk that the equipment will pose while in use.

Before new electrical equipment is put into use for the first time, checks should be made to ensure that:

- The plug, flex and casing are in good condition;
- Persons have received adequate training and instruction on its use;
- The equipment has been entered into the inspection and maintenance cycle;
- An adequate risk assessment has been carried out;
- A safe system of work has been established and documented if necessary.

Revision History

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