

# How Safe Are You?



## Electricity and your Organisation!

**Electrical safety is something which needs to be addressed by all organisations, not only is it part of a safe Health & Safety culture; it is also a legal requirement by organisations and employers to comply with the various parts of legislation such as the Electricity at Work Act (1989) and the Health & Safety at Work Act (1974), plus a few others**

A major step towards creating this culture is to ensure that all electrical appliances and equipment used are maintained to a standard within a test and inspection regime.

At [Get Technology Together](https://www.gtt.org.uk), we are able to help you achieve the ultimate safe working culture by providing a complete service in terms of Portable Appliance Testing. Our package of services range from just providing the required training for managers and employees to various standards, to creating the regime, documentation, the inspection and testing service itself.

**Contact GTT to find out how we can help you**

**[info@gtt.org.uk](mailto:info@gtt.org.uk) 07754 391498 [www.gtt.org.uk](http://www.gtt.org.uk)**

**Get Technology Together C.I.C. is a not for profit organisation dedicated to providing a professional service to businesses and not-for-profit organisations who need cost effective solutions**

## Management Services:

### Electrical Safety Policy and Process Creation:

Create the organisation Policy and Processes to ensure compliance with legislation and to promote an electrically safe culture

## Training Services: *(See Appendix for course outlines)*

### Train your Management:

Train Employers, Managers and Supervisors in their responsibilities

### Train your Competent Person:

Train a person in your organisation who can act as the Electrical Safety Lead or 'Competent person'. There are two routes of activity for this person:

- **Route 1:** Act as the Electrical Safety Lead for the organisation and an external company undertakes PAT Testing
- **Route 2:** As Route 1, plus the Competent Person undertaking the PAT testing for the organisation using a PAT Testing Device

### Train your Employees, Volunteers and Users:

Train staff, employees and users in the safe use of equipment and how to undertake visual inspections prior to use, how to report a faulty item

## Inspection & Test Services:

### Visual inspection: Appliance, Leads, plug internal & plug external

Visually inspect both the external and internal of the plug for damage both physical and by overheating, examine the fuse for correct rating, examine the appliance for physical damage, cable damage, and overheating

### Test: Earth Continuity, Insulation Resistance, Polarity & full functional test if required

Use a PAT Tester to test EC, IR, POL and a full functional test of the appliance if possible.

### Repair or Replace: Leads, plugs

Repair or replace any faulty leads which either fail the tests, show signs of damage or overheating, replace any plugs which show signs of wear, damage, overheating, missing cord grip. Replace fuses with correct rating. Repair any mains extension leads as required. Advise on extension leads which are not deemed fit for the purpose and take faulty ones out of service.

### Mains socket outlet points: Visual inspection, functional & earth test

Visually inspect Mains Outlet Sockets for physical or overheating damage, undertake a functional test using a earth /polarity checker

### Items labelled with Asset ID Number

Each item is labelled with a unique asset number with test date

### Equipment Asset Register:

Provide an Equipment Register, which lists all the items tested, either on paper or in Excel form

### Equipment Test results:

Provide a Record of Test Results, either on paper or in Excel form

### Recommended Re-Test dates:

We provide a recommendation as to when specific items or groups of items are required to be tested based upon ITE guidelines Retest Reminder and issue a retest reminder to the organisation when these are due

### Certificate of Conformity:

Issue a Certificate of Conformity to show that a test has been carried out to a traceable standard

### Appliance: Electricity cost usage:

Advise on approximate cost of electricity usage for certain appliances on request



## Appendix: Outline of available courses

This training is a mixture of blended learning, with Tutor Talk using PowerPoint, identification exercises, practical examples followed by a short multiple choice quiz. All training includes a Certificate of Achievement.

### Management Training:

- Managements responsibilities under the various safety legislations
- Types of equipment, working environments, and classes
- Record keeping
- Fault Reporting Process
- Appointing a Competent Person, choosing the most appropriate route for the organisation

### Employees, Volunteers and User Training:

- Responsibilities under the various safety legislations
- Use of equipment and types in various work environments
- Identifying faults, damage and overheating
- Fault Reporting Process
- Use of personal items brought into an organisation

## Competent Person Training:

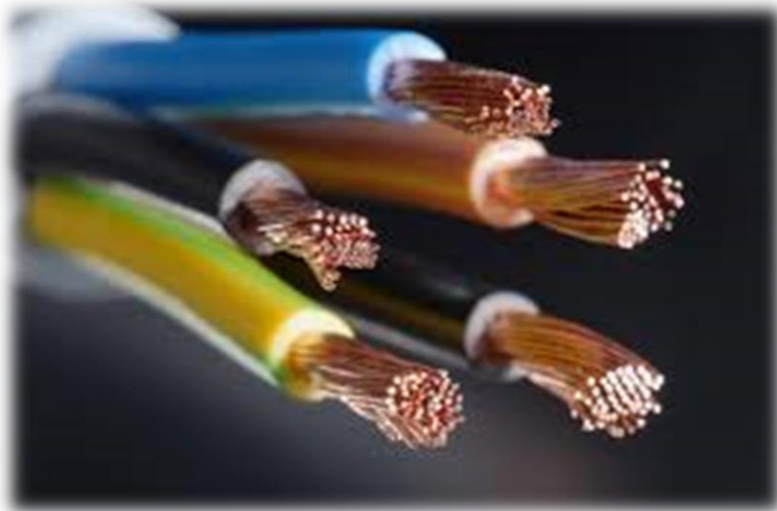
### ***Route 1: Using an outside company to perform the testing***

- Perform the visual inspections as and when due
- Undertake repair and replacement of plugs and fuses
- Manage and monitor the Test and Inspection regime, modify the frequencies as determined by usage and circumstances
- Manage a fault reporting system
- Manage the organisation's asset list on a local level
- Manage new equipment and appliances
- Manage staff's own equipment when brought in from home / used equipment
- Test and inspection of socket outlets for signs of damage
- Power & Cost calculations, fuse ratings
- Purchasing PA Testing equipment and accessories

### ***Route 2: The Competent Person undertaking the testing***

As above plus

The Competent Person also undertakes Portable Appliance Testing using a PAT Tester



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