



Cheadle (staffs) u3a

Electrical Inspection and Testing Guidance

Electrical Equipment

1. Electrical equipment for the use of groups should be acquired, owned and maintained by Cheadle u3a in a condition which is safe to use.
2. Members using their own electrical equipment do so at their own risk and are responsible for its safety and testing.
3. Any reports of faulty equipment should be made to Marj Povey/ Richard Hopkinson/ Val Cooksey for prompt action. In addition, any member who finds equipment in an unsafe condition should take it out of use and mark 'out of use'
4. Electrical equipment should be on a register identifying details of purchase, any warranties, reference number, location and if not in the store the member who is the keeper.
5. All electrical equipment must be checked by the user before use, periodically be visually inspected by a competent person, and if necessary, PAT tested by a competent person as stated in the authoritative guidance.
Relevant guidance is from the Health and Safety Executive – Maintaining Portable Electrical Equipment.
6. A register will also record information and be kept updated for the purpose of Cables, ction. Items should be categorized as Double Insulated, Insulated, Earthed, Extension Cables , Leads and Cables for earthed equipment in order to decide if the equipment should be 'visually inspected', or visually tested and Portable Appliance Tested (PAT) by a competent person.
Battery powered or Extra Low Voltage (<50v AC) equipment may not need inspection.
7. Electrical Equipment owned by a venue. Members using this equipment should use a visual check and if necessary, ask for evidence of testing.
8. Any equipment which fails an inspection or test must be removed from use, professionally repaired or discarded.

For low-risk environments only the following indicates whether or not user checks, visual inspection or electrical testing (PAT) is required and the suggested inspection and testing intervals.

It is straight forwards to determine whether or not a piece of electrical equipment is double insulated (see below).

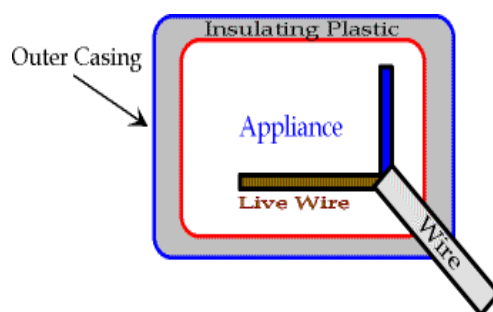
There is no risk in being over cautious in checking and where items are subject to frequent or hard use, more comprehensive and regular checks are to be encouraged.



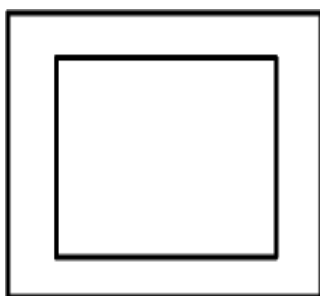
Equipment / environment	User check	Formal visual inspection	Combined inspection and PAT testing
Battery operated (Less than 20 volts)	NO	NO	NO
Extra low voltage (less than 50 volts AC) e.g., telephone equipment, low voltage desk lights.	NO	NO	NO
Information technology: e.g., desk top computer, VDU screens.	NO	YES (2-4 years)	NO if double insulated YES Otherwise (Up to 5 years)
Photocopiers, fax machines. NOT handheld. Rarely moved.	NO	YES (2-4 years)	NO if double insulated YES Otherwise (Up to 5 years)
Double insulated equipment: NOT handheld. Moved occasionally, e.g., fans, projectors, table lamps.	NO	YES (2-4 years)	NO
Double insulated equipment: handheld e.g., sewing machines, some floor cleaners.	YES	YES (1 year)	NO
Earthed equipment (class 1) e.g., electric kettles, some floor cleaners.	YES	YES (1 year)	YES (2 years)
Cables (leads) & plugs connected to earthed equipment. Extension leads (mains voltage)	YES	YES (6 months - 4 years Depending on type of equipment connected to)	YES (1 – 5 years Depending on type of equipment connected to)

Double Insulation of Electrical Appliances

An appliance which is double insulated has the whole of the inside contained in plastic, underneath an outer casing. If anything goes wrong with the appliance, no live conductor can touch the outer casing because of the insulating plastic.



Appliances which are double insulated include electric drills and hairdryers. The symbol for double insulation is shown below.



You will see this symbol printed on the appliance which is double insulated.

Double insulated appliances DO NOT need to be PAT tested.