

Adopted: January 2020
Reviewed: January 2024

ELECTRICAL SAFETY & PORTABLE APPLIANCE TESTING POLICY

PURPOSE

- To ensure that all Age UK Cambridgeshire & Peterborough (AUKCAP) employees and volunteers are protected from the risks associated with contact with live electricity.
- To ensure that only authorised, competent contractors carry out duties where there may be a risk of contact with live electricity.
- To ensure that AUKCAP comply with the Electricity at Work Regulations 1989, Part P of the Building Regulations 2010 and the Health & Safety at Work Act 1974.

SCOPE

This policy applies to all AUKCAP employees and volunteers.

POLICY

The following Electrical Safety measures must be adhered to at all times:

User checks, maintenance and repairs on electrical equipment

- AUKCAP employees and volunteers are not permitted to carry out electrical installation or wiring works. These must only be carried out by approved, qualified electrical contractors.
- AUKCAP employees and volunteers must carry out a user check of electrical equipment before use, including assessing for damage to the lead or plug, visible coloured leads where the lead meets the plug, signs of overheating, damage to the outer casing of the appliance, cables trapped under furniture or equipment, and evidence that equipment has been stored in unsuitable conditions (e.g. damp, cold, dusty). This check extends to the use of electrical appliances within a service user's home.
- Any damaged or defective electrical equipment must be switched off and removed from use immediately, and the employee's line manager informed.
- AUKCAP employees must not attempt to repair faulty electrical equipment.

Use of extension leads

- Multi-point extension leads are permitted provided they have been subject to PAT (Portable Appliance Testing) within the last 12 months.
- Any extension lead reels must be fully unwound before use.

- The 'daisy chaining' of extension leads of any size or type is strictly forbidden.

Use of personal or donated electrical equipment

- Electrical equipment brought in from home may only be for personal use, must be in well maintained and safe condition and must be stored away when not in use. Nothing with a heating element should be brought into offices or day centres.
- Any electrical item donated to the charity for use in offices or day centres must be in well maintained and safe condition and must be subject to PAT before use, unless the item is brand new.
- Handypersons using their own battery or mains powered tools must have the expression permission of their line manager to do so. Such tools must be in well maintained and safe condition and must be submitted for annual PAT.

Use of electrical installations in service user properties

- The Cambridgeshire Handyperson Team are not permitted to carry out electrical work that is classed as notifiable under Part P of the Building Regulations. Only the non-certifiable changing of light bulbs and the changing of plugs and fuses on domestic appliances in good condition is permitted.
- All power tools used by the Cambridgeshire Handyperson Team must have the voltage transformed down to 110V or be battery powered.
- Where practicable, battery powered tools should be selected over mains powered tools to eliminate the need to use an electrical installation in a service user's property.
- Home Support Workers and Handypersons are supplied with portable Residual-current Devices (RCDs) to protect them from serious harm due to electric shock in service users' properties.
- RCDs should be tested before use, to check it is functioning correctly. If the RCD trips and there is no obvious fault with the appliance being used, this may indicate a fault with the socket or wiring in the property and employees must stop using any electrical equipment that needs to be plugged in.

Portable Appliance Testing (PAT)

- Any portable electrical item older than 12 months must clearly display an in date PAT sticker as proof of testing.
- PAT (Portable Appliance Testing) must take place by a competent person according to the following schedule:

Item	Testing Frequency
IT equipment, including laptops and chargers, desktop PCs, printers, VDUs, mobile phone chargers, photocopiers, franking machines, fax machines, projectors.	48 months
Fridge, freezers, microwaves, toasters	48 months
TVs, DVD players, CD players, fans, bingo machines, lamps	24 months
Kettles, irons, portable heaters	12 months
Extension leads, multi-point adapters	12 months

Vacuum cleaners	12 months
Power tools and chargers	12 months

Maintenance of electrical installations

- At any building where AUKCAP is responsible for maintenance of electrical installations, an Electrical Installation Condition Report will be completed by a qualified, competent electrician at intervals of no more than five years.
- Any C1 or C2 defects identified will be corrected as a matter of urgency.

MONITORING

This document will be reviewed every 36 months.

Electrical Safety policy approved: 1.05.2024 (Date)

Signed by Chair of Trustees

Hazel Willis

VERSION CONTROL TRACKER

Version	Date	Author	Comments
1.0	September 2019	H&S Co-ordinator	New policy
2.0	January 2021	H&S Co-ordinator	Scheduled review
3.0	January 2024	H&S Manager	Scheduled review. Permitted electrical works for CHP updated. EICR requirements included.