



# **Portable Electrical Appliance Inspection and Testing Policy**

## **Introduction**

The Electricity at Work Regulations 1989 came into force on 1 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 the use of electricity in work activities. The Regulations impose responsibilities on the employer and employees to conform to these regulations in every respect.

The Electricity at Work Regulations 1989 mandate that any electrical equipment with the potential to cause injury is maintained in a safe condition, ensure that all portable and transportable electrical devices are regularly inspected and tested to prevent any risk of electrical hazards.

## **Scope**

This policy applies to all portable electrical equipment within the University of Cumbria including equipment provided by the University and that brought onto campuses by employees, partners, students, and visitors.

For the purposes of this policy, portable electrical equipment is defined as an appliance of less than 18kg in mass that is intended to be moved whilst in operation or an appliance which can easily be moved from one place to another (IEE Code of Practice).

## **Policy**

This policy conforms with the University's requirements to comply with the Electricity at Work Act 1989 and the Provision and Use of Work Equipment 1992 regulations.

The University undertakes to inform all employees, students, and visitors of their duties under relevant regulations and provide appropriate information, instruction and training where required.

## **Frequency of Testing**

All portable appliances supplied by the University shall be visually inspected or tested prior to being put into use within the University considering:

- User safety
- Condition of equipment
- Usage of equipment
- Movement of equipment
- Likelihood that the equipment could become damaged
- The environment that the equipment is located/used/stored in

All equipment supplied by the University shall be tested annually, and the University appoints a competent contractor to conduct Portable Appliance Testing.

## **Labelling**

All portable appliances supplied by the University to have correct label attached with the following information: -

- The month and the year that the next test is due
- A unique identifier code on the item of equipment

## **Equipment for Hire or Loan**

Equipment must be tested and labelled in accordance with this policy prior to the equipment being brought into service.

## **Personal Equipment**

Any personal items brought onto university premises, including residential properties, must comply with all current relevant British Standards and be fitted with a suitably fused, 3-pin UK plug or adapter to BS 1363. This requirement is reinforced in the Student Conditions of Residence.

Personal electrical equipment which has been brought in from countries outside the EU and is not CE Marked, will be taken out of use, as many operate using different voltages to that in the EU and it can be unsafe, as well as illegal (not CE Marked), to use such equipment in the UK.

The University of Cumbria reserves the right to remove and safely store any non-compliant items.

## **Roles and Responsibilities**

### **Vice Chancellor**

The legal responsibility for effective management is the responsibility of the Vice Chancellor.

### **Head of Estates and Property**

Responsible for ensuring testing and inspection is undertaken and nominated individuals are authorised to manage day to day operations.

### **Estates Operations Manager**

Responsible for maintaining the policy, ensuring a three yearly review.

### **Compliance Officer**

Responsible for monitoring testing information.

### **Accommodation Manager**

Responsible for communicating policy to students in residence.

Responsible for identifying, removing, and storing any items deemed as outside of policy during residential inspections.

### **Campus and Commercial Services Managers**

Responsible for communicating policy to conferencing guests.

### **Appointed Contractors**

Responsible for duties as defined in contractual assignment instructions.

### **Employees, Students, Partners, and Tenants**

All staff, students, partners and tenants have a duty to take reasonable care for the health and safety of themselves and others who may be affected by their work. They also have a duty to comply with the requirements by of this policy by ensuring their equipment conforms to the relevant British Standards and in good working order. To inform the University of any damage to portable electrical equipment and comply with testing processes.

## **Approval, Implementation and Review**

This policy shall be approved by the Health and Safety Committee and stored on the H&S mini site with a link to the Policy Hub.

This policy will be reviewed every three years or following any significant incidents or changes in legislation to ensure it remains effective and up to date.

For further information regarding any of the issues covered by this policy please contact:

Estates Operations Manager  
Estates and Property Service  
University of Cumbria  
E-mail: [estatesandproperty@cumbria.ac.uk](mailto:estatesandproperty@cumbria.ac.uk)

## **Document Control Information**

<b>Document Title</b>	Portable Electrical Appliance Inspection and Testing Policy
<b>Owner</b>	Director of Estates and Commercial Services
<b>Document Location</b>	Health and Safety mini site with links to Policy Hub

<b>Lead Contact</b>	Head of Estates and Property
<b>Approving Body</b>	Health and Safety Committee
<b>Version Number and Key Amendment</b>	V3.2
<b>Date of Last Review</b>	January 2025
<b>Date for Next Review</b>	January 2028
<b>Related Policies, Procedures, CoPs, Legislation and Regulation.</b>	<ul style="list-style-type: none"> <li>• University of Cumbria Health and Safety Policy</li> <li>• University of Cumbria Fire Safety Policy</li> <li>• The Electricity at Work Regulations 1989</li> <li>• The Health &amp; Safety at Work Act 1974</li> <li>• The Management of Health and Safety at Work Regulations 1999</li> <li>• The Provision &amp; Use of Work Equipment 1992</li> <li>• Student Conditions of Residence</li> </ul>