

The Courtauld

PORTABLE APPLIANCE TESTING (PAT) ARRANGEMENTS - GUIDANCE

1. Purpose

- 1.1 Current legislation (see Appendix A) requires The Courtauld to ensure portable electrical appliances are safe. The Courtauld has fulfilled this duty by arranging on an annual basis via a Planned Preventative Maintenance (PPM) contract for portable electrical items across its entire premises¹ to be PAT tested.
- 1.2 Whilst The Courtauld has normally undertaken to PAT test all electrical items annually, the Health and Safety Executive (HSE) offers no absolute rules on the frequency of the testing and inspection of portable appliances.
- 1.3 The Memorandum of Guidance on the Electricity at Work Regulations suggests that “*regular inspection of equipment is an essential part of any preventative maintenance program*”, but no attempt is made to specify the intervals of time implied by the word 'regular'. The reason for this omission is obvious; different situations require different measures to meet the requirement that the danger is prevented.
- 1.4 The National Association of Professional Inspectors and Testers (NAPIT) define a portable appliance as “*any electrical item which can or is intended, to be moved whilst connected to an electrical supply*”. Most computers, printers, photocopiers etc. in an office environment would not meet these criteria given that they are in the main static items of equipment.
- 1.5 In view of the above it is concluded by the Head of Estates and Facilities that The Courtauld is exceeding its statutory duty by PAT testing all portable electrical items on an annual basis and instead should move to a rolling programme, whereby all such items are PAT tested at least once every three years, except for those items that are in areas considered to be high risk and or student, and/or visitor interfacing.

2. Scope

- 2.1 This guidance confirms how The Courtauld manages Portable Appliance Testing on its premises.

¹ Somerset House, Vernon Square and Duchy House

3. Responsibilities

- 3.1 This guidance is the overall responsibility of the Head of Estates and Facilities. Day-to-day responsibility for implementation of the guidance is delegated to the Deputy Head of Estates and Facilities with support from the Building Services Engineer.

4. Procedure

- 4.1 This guidance will be reviewed and updated at least once annually, normally in the summer period of each academic year, by the Head of Estates and Facilities. The review and any updates made will reflect any changes in legislation and or guidance issued by the Health and Safety Executive. Amendments to this guidance will initially be made by the Head of Estates and Facilities for review by the University of London Health and Safety Advisory Team. Following agreement on updates, a revised version of the guidance will be put to The Courtauld's Health, Safety and Wellbeing Committee for approval.

5. Equality Implication

- 5.1 There are no known impacts on equality in relation to protected characteristic groups i.e., age, ethnicity, sex, disability, sexual orientation, religion, belief or non-belief, pregnancy or maternity, civil partnerships or marriage or gender identity for both staff and students inspect to this guidance.

6. Guidance

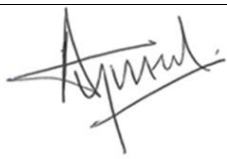
- 6.1 Current Estates and Facilities guidance is to:
- 6.1.2 Complete annual PAT testing of all electrical items in the following areas which are considered to be high risk and or student / visitor interfacing:
- The Art Café at Somerset House and Coffee Bar at Vernon Square
 - The Gallery Admissions and Ticketing Hall
 - Library (including offices)
 - Offices designated to IT Services offices, and IT server rooms
 - Duchy House (residential accommodation)
 - Conservation department (covering all studio's, offices and stores)
 - All seminar rooms and lecture theatres
 - Maintenance workshops
 - Security Control Room
 - Events, owned equipment i.e. extension reels, lights
- 6.2 In addition to the above, The Courtauld's contracted outsourced cleaning service provider is responsible for testing all electrically operated cleaning

equipment deployed to be used on all premises occupied by The Courtauld and for evidencing annually that testing has been completed.

- 6.3 Implement a rolling three-year programme whereby all remaining portable electrical items are PAT tested at least over a three-year period which would primarily cover all Faculty and professional services offices.
- 6.4 Where staff have been issued with electrical items i.e. laptops to support working from home, staff are responsible for periodically completing visual checks on adaptors, leads and plugs to ensure these are intact and are not showing signs of damage or overheating whilst equipment is on charge. Where signs of damage or potential malfunctioning is noted, items must be returned to the IT Department for safety checks to be completed.

7. Document Owner and Approval

- 7.1 The Courtauld's Head of Estates and Facilities is the owner of this guidance and is responsible for ensuring that it is annually reviewed and updated to comply with statutory guidelines and other Courtauld policies and procedures.
- 7.2 This guidance was reviewed and updated on 9 July 2024 and is issued on a version-controlled basis under the signature of the Head of Estates and Facilities.

 Signature:	Date: 9 July 2024
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Change History Record

Issue	Description of Change	Approval	Date of Issue
1	Initial issue	Anthony Tyrrell	04.07.2024
2	Clause 6.2 and 6.1.4 added	Anthony Tyrrell	09.07.2024

Appendix 1

Electricity at Work Act 1989

- To meet the requirements of the 1989 electricity at work regulations it is widely regarded to be necessary to implement a programme of planned inspection and testing of portable appliances.
- As may be necessary to prevent danger all systems shall be maintained to prevent so far as is reasonably practicable such danger.

Provisions and Use of Work Equipment Regulations 1992

- Every employer shall ensure that work equipment is maintained in an efficient state, in efficient working order and in good repair.

Provisions and Use of Work Equipment Regulations 1998

- Every employer shall ensure that the result of an inspection made under this regulation is recorded and kept until the next inspection under this regulation is recorded