



Woodlarks Camp Site Trust

In-Service Inspection and Testing Policy 2016



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1. Why we have this policy

There is a legal requirement for employers (in this context the Trust is considered an employer) to ensure electrical equipment is safe.

Woodlarks Camp Site Trust (WCST) has determined that Portable Appliance Testing will be conducted on a regular basis to minimise the risk of electrical accidents.

This document outlines the procedure to ensure that all the Trust's electrical appliances are tested regularly, and that the tests are documented.

This document covers the testing of portable appliances. The fixed installation and any permanently wired appliances will be inspected separately.



2. Introduction

The Institution of Engineering and Technology (IET) publication “Code of Practice for In-Service Inspection and Testing of Electrical Equipment 4th Edition” is the defining document for in-service testing of electrical appliances.

Similar information is available in the Health and Safety Executive (HSE) document “Maintaining portable and transportable electrical equipment” (<http://www.hse.gov.uk/pubns/priced/hsg107.pdf>) .

Both publications have been used to write this policy.

This document is not intended to reiterate the detailed contents of these documents. It is intended to state how Woodlarks will carry out PAT testing to conform with these documents.

In developing the policy, we have used the IET risk assessment procedure and have considered who will use the equipment, its level of usage, storage, and areas of use. It is possible that children and vulnerable adults will use equipment under supervision. The levels of use of most of the equipment are quite light. Some equipment will be used only during the camping season (late April to September), some equipment will only be used during the closed season, some only at Christmas. No equipment will be subjected to heavy use. All storage areas are reasonably dry.

The policy was written by Malcolm Jarrett, who will be the Administrator of the scheme, as defined by the IET. The Trust would like to acknowledge the help given by Jim Cooley, Ian Greaves and Bob Jones.

The 2016 version was revised with help from Julia Cooley and David Bywater, based on experience gained since 2010.



3. Our policy

Based on the HSE document's "Light Industrial" usage category, all equipment which is deemed eligible for PAT testing will be examined annually. The annual inspection combines a visual inspection and electrical test. The inspection will be conducted before the start of the camping season using a calibrated PAT tester by a "Competent Person".

At the same time visual inspection will be made to identify problems such as damaged insulation and incorrect fusing. There are some notes on visual inspection in Appendix 2 on page 12.

When required extra visual inspections will be arranged, for example Christmas decorations are inspected after unpacking, as this is a time when damage might be sustained.

The Camp Leaders' Handbook advises users of the need to be vigilant when using electrical appliances.

All items are labelled twice, one label identifies that the appliance has been electrically tested, the other gives an inventory number for tracking purposes. There's more information on inventory labels in Appendix 1 on page 10.

Pass labels are valid for 13 months. This allows some latitude in planning the next annual inspection, considering the difficulty in arranging visits by our volunteers. Additionally, as equipment usage is light in the early part of the year this will not greatly increase risk.

An inventory is kept of all items in the form of a spreadsheet. The section on Record Keeping on page 9 gives example of records.



4. New items

It is possible that new items will be put into service during the year, missing the electrical test. We assume that a new item will be electrically safe.

A new item is defined as brand new with evidence of purchase. Any item that is donated will not be considered new unless we have proof of purchase.

Any such items will be prominently labelled as below.



At the next electrical test these items will receive the normal labelling.



5. Rejected items

Any item failing an electrical test or visual inspection will be repaired and retested. Equipment which fails this process, or is otherwise no longer required will be disposed of. Disposal will take regard of the **Waste Electrical and Electronic Equipment Directive** (WEEE Directive), European Community directive 2002/96/EC.



6. Equipment brought onto site

The Trust ensures that all equipment supplied by us will be tested and labelled. However, there are circumstances when other equipment will be brought onto site. These include

- Equipment hired by the Trust
- Equipment brought by campers, such as wheelchair chargers
- Equipment brought by volunteers for use at working parties
- Equipment used by contractors

Equipment hired by the Trust will be sourced from a reputable supplier who must ensure certification for each piece of equipment.

The Trust cannot exercise control over equipment brought by campers. The Camp Leaders' Handbook asks Camp Leaders to exercise discretion as to what equipment is used. Much equipment used by disabled campers will be PAT tested by their care home.

Working party volunteers may bring equipment on site for their personal use with permission from the working party leader or the Trust's warden.

Contractors working on site must ensure that their equipment is tested.

WCST reserves the right to PAT test any equipment brought onto site.



7. Record Keeping

The results of the electrical tests are recorded electronically as in the example below. The items highlighted in red are failed items.

| CODE (UID) | Description | Details | Type | Visual | Earth Current (A) | Earth Resist(Ohms) | Insulation Mohms | Leakage mA | Load kVA | Notes | |
|------------|-------------------|----------------|------|--------|-------------------|--------------------|------------------|------------|----------|-------|----------------------------|
| BCS016 | Fridge | (in rest room) | 1 | P | Pass | 0.2 | <0.04 | >99.99 | 0.1 | 0.05 | none |
| BCS021 | Bed | (in rest room) | 2 | P | Pass | | >99.99 | | | | none |
| BCS027 | Bed | Dormitory | 2 | P | Pass | | >99.99 | | | | none |
| KT1029 | Fly Killer | | 1 | P | Pass | 0.2 | <0.04 | >99.99 | 0.1 | 0.05 | none |
| KT1030 | Kettle | Kenwood | 1 | P | Fail | 0.2 | >19.99 | | | | Earth Problems |
| PH8501 | Pump | | 1 | P | Fail | | | | | | Earth Problems & Corrosion |
| PH8502 | Electric Radiator | | 1 | P | Fail | | | | | | Earth Problems & Corrosion |
| SS2003 | Cd Radio | Goodmans | 2 | P | Pass | | >99.99 | | | | none |

Where an item that appeared in the previous year’s inventory cannot be found, the item will be marked as failed and missing. If the item subsequently reappears, it must be retested before being put into use.

The “Type” column refers to whether the item is a type 1 item (with earthed case/chassis) or a Type 2 item (double insulated).

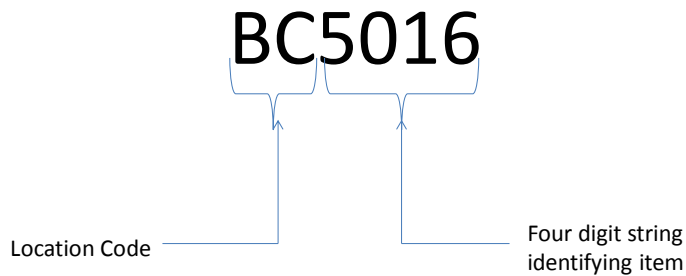
The records are reviewed to see if the policy needs revision on an annual basis.

When a contractor tests or inspects equipment on our behalf, we need to have copies of all these results in our PAT folder.



8. Appendix 1 Inventory labels and PAT labels

The inventory label consists of a Location Code and a four-digit string. The Location Code is likely to reflect the location during the closed season when testing takes place, rather than the location during the camping season.





| Code | Location |
|-------------|-----------------|
| BC | Bradbury Croft |
| UC | Undercroft |
| DR | Dining Room |
| KT | Kitchen |
| OD | Old Dormitory |
| TS | Tractor Shed |
| PH | Pump House |
| SS | Souvenir Store |

The Souvenir Store is now used as a tool store.

A sample PAT label is shown below.



The fields are straightforward, the “DATE OF TEST” is the date of the electrical test, the “RETEST DATE” is set as thirteen months later. This is the crucial date. If this date has passed the appliance must be set aside until it can be retested.

The “INITIALS” are those of the Competent Person, and the “APPLIANCE NUMBER” reflects the Woodlarks inventory label number.



9. Appendix 2: Visual Inspection

The following topics should be considered in a visual inspection

- Is there any damage to the casing, cable or plug?
- Are there any signs of overheating on the plug or casing?
- Is the cable securely held by the cable grip if fitted?
- Is the proper fuse fitted?
- Is the equipment positioned to avoid strain on cables?
- Are the ventilation points obstructed?
- Is there overloading of extension leads or multi-blocs?
- Are any cables creating trip hazards?
- Are cables located to avoid damage? e.g. not trapped by furniture or doors
- Is the equipment safely located, e.g. could an electric kettle fall into a sink?



10. Appendix 3 Data Collection Form

A sample of a completed data collection form is shown on the next page. Please note that this form is used as a memory aid and checklist whilst conducting tests. The data used to create electronic records (as outlined in the section “Record Keeping” on page 9) is stored in the PAT testing machine.

This policy will be reviewed every three years. The review may be brought forward if required.

Signed:

Date: 31 October 2016

Print name: Alexine Crawford

Position held: Chairman

| | |
|---------------------|-----------------|
| Implemented: | October 2016 |
| Next review: | October 2019 |
| Person responsible: | Malcolm Jarrett |