**Portable Appliances Policy**

A potable appliance is defined as any appliance that can be moved whilst connected to a power supply. This includes fridges and freezers.

All staff/students MUST undertake a **BASIC VISUAL CHECK OF ELECTRICAL EQUIPMENT BEFORE USE.**

Where any defects are noted, the equipment should be removed and either repaired and tested by a competent person or disposed of.

**If you come across any defective equipment, please inform your Lab Manager or Building Manager (Sam Court) immediately.**

**USER CHECKS – to be carried out BEFORE using any portable appliances**

**Check for:**

* Damage to the lead including fraying, cuts or heavy scuffing, e.g. from floor box covers;
* Damage to the plug, e.g. to the cover or bent pins;
* Tape applied to the lead to join leads together;
* Coloured wires visible where the lead joins the plug (the cable is not being gripped where it enters the plug);
* Damage to the outer cover of the equipment itself, including loose parts or screws;
* Signs of overheating, such as burn marks or staining on the plug, lead or piece of equipment;
* Equipment that has been used or stored in unsuitable conditions, such as wet or dusty environments or where water spills are possible;
* Cables trapped under furniture or in floor boxes.

Formal portable appliance testing (PAT) by an outside contractor will be carried out annually on equipment that is or has been:

* Used in field work
* Transported off site, around the building, or from another location e.g. as part of a lab move
* Used as part of undergraduate teaching practicals
* Likely to be dropped, damaged or otherwise misused e.g. handheld equipment
* Used in a wet or dusty environment
* Recommended by manufacturer
* Deemed to be at high risk by laboratory managers e.g. heat guns, or extremely old equipment

Laboratory managers will be responsible for risk assessing equipment by considering the above criteria and keeping an inventory of equipment that need to be tested annually.

New equipment should not require testing when purchased, if it has a CE mark. However, it should be included in the next scheduled visit. All new equipment should be visually checked prior to use to ensure no damage has been sustained during transit.

Any appliances brought into the School from outside, including personal laptop cables, chargers etc, should be included in the next annual test.

**PLEASE NOTE**: The "re-test" date put on the label by the testing company is a suggestion only unless the appliance meets any of the criteria outlined above.