



## **POLICIES / REGELVERK**

### **Electrical Appliances / Computer Policy *Elektrisk utstyr / Data***

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Approved by: The Governors  
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**The Electricity at Work Regulation 1989** requires that all appliances and systems shall be maintained so as to prevent danger, as far as reasonably practical. All staff should monitor the condition of plugs, cables and electrical equipment prior to use.

A testing regime (PAT testing) is established based on assessment of risk and frequency of use or how the equipment is used.

All portable electrical appliances are checked/PAT tested on an annual basis by a competent person/ company. These tests are an insulation test and an earth/bond test. All appliances are clearly marked when they were tested, and when they are to be tested again.

The Periodic Inspection and testing of existing Electrical Installation is performed every 5 years by a competent person/ company.

All portable equipment should receive visual checks. This entails:

- That there is no damage to the cable sheath
- That the plug is not cracked or has bent pins
- The socket should not be overloaded
- There should not be any loose screws to the outer casing.
- The colored wires should not be protruding from the appliances
- There should be no scorch marks (which could be evidence of overheating)
- Any extension leads should be clear of circulation areas or should be taped down to prevent tripping

A receipt is kept of all the checked appliances.