



Rainbow Horses

Learning Centre CIC

Equine Facilitated Therapeutic Learning for Children and Young People with Autism or with Similar Support Needs

www.rainbowhorses.co.uk

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Portable Electrical Appliance Policy

1 Introduction

1.1 Portable electrical appliances must be regularly inspected and tested by competent persons to ensure that they can continue to be used safely.

1.2. The planned inspection and testing will include:

Visual Inspection for signs of damage or deterioration; and Electrical tests, i.e. PAT Testing.

1.3 The test results will be recorded to allow for future comparison, for written identification of defects to be remedied and to provide information for an assessment of risk.

1.4 Where Rainbow Horses allows staff to use their own appliances, e.g., kettles, coffee percolators, electric fans, they must be included in the inspection and testing arrangements. If they are found to fail in any way, they must be removed from the premises and repaired at the owner's expense.

2 Definitions

2.1 A Portable Electrical Appliance is any electrical equipment capable of being carried and, in general, connected to the mains supply by a flexible lead and a plug. The definition includes appliances with their own power sources, eg, "intrinsically safe" equipment used in potentially explosive environments and equipment designed to operate at 110 volts. The definition does not include equipment that is "hard" wired, e.g., heavy equipment supplied by a fixed, armoured, power cables, which is tested using other regimes.

2.2 Class I appliances rely on earthing of the conductive case and one layer of insulation covering its live internal parts for protection against electric shock.

2.3 Class II appliances are "double insulated", ie they rely on two layers of insulation between live internal parts

and the user for protection against electric shock.

2.4 Competent Person is a person who is contracted by Rainbow Horses who has received suitable and sufficient training in Portable Electrical Appliance Inspection and Testing

3 Schedule of Inspection and Testing

3.1 Visual Inspection: Since over 80% of electrical faults are discovered by visual inspection, this is the most important element of Inspection and Testing. The following schedule is recommended.

Component Common Fault

Plug

Common Faults: Cracked casing, bent pins, Incorrectly rated fuse; Incorrectly connected wires; Loose connections; Loose cable clamp

Mains Lead

Cuts, fraying, brittle Kinked, coiled Taped joints; Overloaded (overheated); Male connector (if fitted), non-standard (IEC 320, BS4491, CEE22); Not secured by grommet/clamp on appliance

Appliance

Damage/faulty operation of off/on switch; Damage to casing Loose parts; Missing screws; Evidence of overheating; Evidence of moisture.

3.2 Electrical Testing: A commercially available Portable Appliance Tester (PAT) is required for electrical testing of robust appliances. Rainbow Horses will contract a suitable qualified person to carry out testing

The following schedule is recommended, carried out in the order as written:

4 Frequency of Inspection and Testing

4.1 There is no statutory frequency of inspection and testing. The frequency should reflect the risk of the appliance causing damage or injury. This increases with amount of appliance use and the harshness of its working environment. The following is recommended as a minimum standard:

4.2 Visual Inspection: On initial use and after moving the appliance and regularly during its lifetime.

4.3 Portable Appliance Testing. Annually

5 Recording of Inspection and Testing Results

5.1 When new electrical appliances are purchased it is a good idea to label them with a date of purchase. No PAT test is required initially but the date of the first PAT test, can be easily determined from reading the label.

5.2 A dated test label indicating PASS or FAIL and its identification (eg inventory number) must be affixed to the appliance (and to the plug, if the lead is detachable).

5.3 The inspection and test results must be kept and the PAT testing certificate displayed

6 Monitoring of Inspection and Testing Results

6.1 Results should be recorded centrally, i.e. number of appliances tested; and test result (pass or fail), This will provide important information on the number and condition of appliances held.

7 Remedial Action

7.1 If inspection and testing show the appliance is faulty, it is unsafe and it must be taken out of service until remedial action is taken.

7.2 Unless remedial action is immediate a “DO NOT USE” label must be attached to the appliance and plug.

Signed S. Coombes

Adopted 6th February 2020

Reviewed: September 2023

To be reviewed annually