

BRADFIELD PARISH COUNCIL

USE OF PORTABLE ELECTRICAL APPLIANCES AND FIXED ELECTRICAL TESTING

As adopted by Council on 29th September 2010

PORTABLE APPLIANCE TESTING

1. All portable electrical appliances in use on Bradfield Parish Council premises should be submitted for an electrical safety (PAT) Test on a regular basis in accordance with current IEE guidelines.
2. An asset register should be created and maintained for all portable electrical appliances in use on Parish Council premises. This should include a description of the equipment and the current location. Portable electrical appliances which are not included on the asset register (including personal items) should not be used on Bradfield Parish Council Premises without the prior permission of the Clerk/Assistant to the Clerk.
3. The PAT test should be carried out by a Competent Person (Electrical) or authorised contractor. Records of the results of the tests should be kept in the Parish Council Offices Regular visual inspections should also be carried out on all portable electrical appliances.
4. All defective portable electrical appliances should be removed from use immediately.
5. All newly purchased portable electrical appliances, should be correctly CE marked and should be included on the asset register before use.

FIXED ELECTRICAL TESTING

1. Fixed Electrical Inspection Testing and surveys must be carried out for all Parish Council Premises at least every five years in accordance with the current IEE Wiring Regulations BS7671 and associated Guidance Notes.
2. As part of the electrical inspection and tests, a distribution schematic must be produced and prominently displayed.
3. Records of the testing must be kept with a copy of the Certificate available at the Parish Council offices to which they relate.