



wymondham
baptist church

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POLICY FOR THE USE OF PORTABLE ELECTRICAL EQUIPMENT AND TRAILING LEADS – AG-HS-06

Primary Responsibility	Church Secretary
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Issued	8.4.2021/Reviewed June 2024
Status	Agreed
Review Period	3 years
Next Review Date	June 2027

DISTRIBUTION

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1. Purpose of Policy

The purpose of this policy is to ensure the safe use of any items of portable electrical equipment and the use of associated trailing leads to prevent personal injury, fire and damage.

2. Definition

Portable equipment is defined as any type of manually transportable electrical equipment and associated trailing leads, that is used on the premises and owned by Wymondham Baptist Church, that can be plugged into an electrical socket. Excluded from this policy

are all items of electrical equipment which are directly wired in and fixed electrical heaters that are permanently fixed and plugged in.

For example, (this is not an exhaustive list) – all IT equipment including computers, audio and visual equipment including sound desk and lighting, portable heaters and lighting.

3. Prohibited Equipment

The use of any equipment owned by a third party (not Wymondham Baptist Church) is not permitted, without prior agreement and evidence of it having a current PAT test i.e. this will normally preclude the use of any item of electrical equipment that is domestically owned.

In the case of external contractors working on the premises with their own equipment, preference will be for them to use a portable power supply. Where this is not possible then the safety of the individual piece of equipment should be evidenced by a current PAT testing label.

4. Use and application of portable equipment

Portable electrical equipment should only be used in accordance with the manufacturer's instructions, for its intended purpose and in the environment it was designed for.

The person using the equipment should be encouraged to look at it before use and check for signs that it may not be in sound condition, for example:

- Damage (apart from light scuffing) to the supply cable including fraying or cuts
- Damage to the plug or connector, e.g. the casing is cracking or the pins are bent
- Inadequate joints, including taped joints in the cable
- The outer sheath of the cable is not effectively secured where it enters the plug or the appliance. Evidence would be if the coloured insulation of the internal cable cores were showing
- The equipment has been subjected to conditions for which it is not suitable, e.g. if it is wet
- Damage to the external casing of the equipment
- Loose parts or screws
- Evidence of overheating (burn marks or discolouration)
- These checks also apply to extension leads, plugs and sockets.

Any equipment that shows any fault should be taken out of use immediately and not used again until checked/repaired. Any such equipment should be labelled 'faulty' and any plug removed as necessary.

Visual checks

As part of the visual inspection you should consider whether:-

- The equipment is being used in accordance with the manufacturer's instructions
- The equipment is suitable for the job
- The user has reported any issues

- The supply cable is connected securely and safely at the plug end and at the appliance end
- No bare wires are visible
- Cables are safely positioned, not overstretched, not in a place where they can be a danger to others, e.g. not trailing across floors or other appliances, not across areas of laying water.

Ideally it would be best practice to do a visual check each time that the equipment is used.

5. Responsibility and action for the testing of portable electrical equipment

All designated portable electrical equipment should be annually PAT tested by a designated, authorised individual or a qualified electrical contractor. The Church Office will retain an up to date list of all portable electrical equipment and ensure that it is annually tested. All tested equipment is to be labelled with the appropriate testing label and date of testing. NO equipment should be used that is either not labelled or is out of date. Should such a situation arise the Church Office is to be notified immediately and the item of equipment is to be put aside labelled 'not to be used'.

6. Trailing cables

It is recognised that the use of portable electrical equipment may as a consequence give rise to loose cables or extension leads. (Note: only one single extension lead is permitted per item, there should not be any multiple use of extension leads – ALL extension leads should be PAT tested).

7. The use of trailing cables

Trailing cables can present a trip hazard. Where it is possible trailing or connecting cables should be positioned where they do not present a trip hazard. Where this is not possible in the case of a worship service or a presentation then all cables should be securely fixed down with hazard tape and/or covered with a surface floor duct.

8. Questions arising from this Policy

Any questions or clarification on the definition or application of this policy should in the first instance be directed to the Church Office.

9. Record of PAT testing

A record of the items PAT tested is held in the Church Office.

Record of amendments

Date	Revised pages	Details of revision