

OA Reablement Service	OA Day Care	OA Residential Care	Domiciliary Services	DMH Day Services	DMH Supported Living	DMH Residential Services	EIA'd
✓	✓	✓	✓	✓	✓	✓	✓

P12 PORTABLE APPLIANCE TESTING (PAT)

POLICY

To ensure the health and safety of service users and staff.

PROCEDURE

1. Portable appliance testing will take place annually.
2. The portable appliance testing will be organised by the **Capital Programme & Property**.
3. All appliances that have been tested will have a label fitted detailing the test date. A report will be issued to each establishment shortly after completion.
4. The contractor will notify the manager / supervisor of any items that failed the portable appliance test. These items should be removed from service. A fail note will be issued for any appliance found to be defective at the time of testing this should be acted upon.
5. All appliances brought into the establishments for service users must be "Doubly Insulated", inspected and shown to be free from obvious defects i.e. broken casings, plugs or damaged cables. Doubly insulated appliances have a symbol moulded onto the casings of the appliance. Most modern televisions, stereos, radios & table lights are doubly insulated.
6. Any appliance which is not doubly insulated can only be brought into the establishment if it has a current PAT certificate.
7. **Capital Programme & Property** will arrange to test all new service users' appliances at the next annual test so no appliance brought in will exceed the 1-year test interval.
8. Portable appliance testing will take place annually.
9. The portable appliance testing will be organised by the accommodations team.
10. All appliances that have been tested will have a label fitted detailing the test date. A report will be issued to each establishment shortly after completion.

Date	20/04/11	20/01/16						Issue date
Amendment	1	2						27/11/07 P&P

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✓	✓	✓	✓	✓	✓	✓	✓

P12

11. The agreement with the contractor includes repairs to leads, plugs and fuses.
12. The contractor will notify the manager / supervisor of any items that failed the portable appliance test. These items should be removed from service.
13. All appliances brought into the establishments for service users must be "Doubly Insulated", inspected and shown to be free from obvious defects i.e. broken casings, plugs or damaged cables. Doubly insulated appliances have a symbol moulded onto the casings of the appliance. Most modern televisions, stereos, radios & table lights are doubly insulated.
14. Any appliance which are not doubly insulated can only be brought into the establishment if it has a current PAT certificate. Most local electrical contractors will be able to provide this service at a cost to the service user or family.
15. Cumbria Care will test all new service users appliances at the next annual test so no appliance brought in will exceed the 1-year test interval.

Date	20/04/11	20/01/16						Issue date
Amendment	1	2						27/11/07 P&P