

Glentworth Village Hall
Stoney Lane
Glentworth
Lincolnshire
DN21 5DF



GLENTWORTH VILLAGE HALL POLICY and PRINCIPLES PORTABLE APPLIANCE TESTING

Document Reference	gvh140103.odt
Document Issue	1.00
Issue Date	19 January 2014

This document and any information or descriptive matter set out herein, is the confidential and copyright property of Glentworth Village Hall Committee and must not be loaned, copied or used for any purpose without their explicit permission.
© 2014

CONTENTS

CONTENTS.....2

1 DEFINITIONS.....3

2 SCOPE.....3

3 POLICY.....3

4 PRINCIPLES.....3

 4.1 MANAGEMENT.....3

 4.2 USERS.....4

APPENDIX A - ASSESSMENT OF PORTABLE APPLIANCES.....5

1 DEFINITIONS

GVH	Glentworth Village Hall
Management	GVH Committee
Users	People or organisations who hire the hall for an event or activity. This includes the Management when their role is that of a User.

2 SCOPE

The application of the policy and principles are restricted to:

- i) portable appliances owned by Management and used in Glentworth Village Hall; and
- ii) portable appliances owned and used by Users of Glentworth Village Hall.

3 POLICY

The Management is compliant with “The Electricity at Work Regulations 1989”.

It is noted that regulations require that any electrical equipment that has the potential to cause injury is maintained in a safe condition. However, the Regulations do not specify what needs to be done, by whom or how frequently (i.e. they don't make inspection or testing of electrical appliances a legal requirement, nor do they make it a legal requirement to undertake this annually).

4 PRINCIPLES

4.1 Management

The Management shall ensure that:

- A list of portable appliances is kept and maintained.
- Each portable appliance is assessed for the risk it presents.
- For each portable appliance an appropriate testing regime is specified.
- The specified testing regime is implemented.
- Records are kept for portable appliances of:
 - testing.
 - any issues with their use.
- This policy is reviewed annually and updated if required, or earlier if necessary.

- A copy of this policy shall be held on the GVH web site for the attention of Management and Users.

4.2 Users

For Users who provide portable appliances for their own use they shall comply with “The Electricity at Work Regulations 1989”.

Following the principles for Management in this Policy document is an example of how compliance might be achieved.

APPENDIX A - ASSESSMENT OF PORTABLE APPLIANCES

Management judge that Glentworth Village Hall presents a “low risk environment” regarding the additional hazards presented by portable electrical appliances. It is noted that in many respects the number of portable appliances is far less than that found in the average house. For example there is an absence of power tools, computer equipment and lamps with trailing leads.

As such Management has used guidance provided by the HSE for this assessment¹.

The following table list all the portable appliances at GVH, their assessment and the required inspection.

Equipment	Location	Use	Testing	
			Type	Frequency
Electric kettles	Kitchen	Frequent	Visual inspection	Annually
De-humidifier	Snooker room	Rare	Visual inspection	When used
Floor polisher	Plant room	Rare	Visual inspection	When used
Vacuum cleaner	Plant room	Frequent	Visual inspection	Annually
Amplifier	Office	Occasional	Visual inspection	When used

Definition of “Use”			
Frequent	Often	Occasional	Rare
Could be once per week	At least once per month	Less than once per month	Maybe once a year

The Alto boiler and Microwave in the kitchen are judged not to be portable appliances. They are judged to be in the same category as the fridge and hot cabinets.

In addition to the testing listed above, if the Management judge it is necessary, they shall instigate a more detailed inspection. For example a portable appliances: i) that Management judge requires more detailed examination following a visual inspection; ii) that have been reported as presenting a possible hazard; and iii) portable appliances that are old and have not been used for a long time.

¹Maintaining portable electric equipment in low-risk environments. Health and Safety Executive. Reference 09/12 INDG236(rev3)