

Droitwich Spa & District U3A - Policy Documents

PAT Testing Policy

- a) Electrical equipment used by groups should where possible be bought, owned and PAT tested (where required) by the U3A.
- b) A record of PAT testing for all U3A equipment will be maintained by the designated officer.
- c) Where equipment owned by a third party is used by a group it should be safe for use.*
- d) Where a venue requires only PAT tested equipment to be used, any equipment owned by a third party must be PAT tested. This can be arranged via the U3A AT OWNER'S RISK. (Owners must be aware that although great care will be taken, some risk is possible and the U3A is not liable for any failure that may arise.)
- e) If the third party declines PAT testing, their equipment must not be used.

*** What is meant by Safe for Use?**

Plug

- Has to be free from damage, corrosion and any sign of over-heating.
- The cable has to be gripped securely by the outer layer of insulation.
- Plug sockets and cable outlets should be checked for any sign of damage.
- Non rewire-able or moulded plugs should not be opened.
- All new 13 Amp plugs must conform to BS 1363 standard (look between pins).
- Live and neutral pins must be sleeved.

Fuse

- Has to be to BS 1362 standard. This should be marked on the fuse. Non-BS 1362 fuses must be replaced.
- Equipment up to 700 Watts should have a fuse rating of 3 Amps.
- Equipment above 700 Watts should have a fuse rating of 13 Amps.
- Fuse must be fitted securely inside the plug with no sign of damage, over-heating or corrosion.

Appliance Cable

- Must have no splits or cracks. Insulation tape is not acceptable as a repair.
- Must be securely gripped in the plug and the appliance by the outer layer of insulation.

Extension Leads

- Must be free from splits, cracks, knots in cable or any sign of damage. Must only be used where necessary and connected only to mains socket outlets and not fed from other extension leads. Where possible, extension leads should be fully uncoiled.

Electricity can kill, it especially likes the very young (ie grandchildren) and the old (ie us), so treat it with respect.