

Policy for the Procurement and Use of Portable Electrical Equipment

Name	Policy for the Procurement and Use of Portable Electrical Equipment
Summary	The purpose of this document is to outline the safety responsibilities and advice associated with the procurement, use and maintenance of portable electrical equipment which managers are required to incorporate into their health and safety arrangements.
Associated Documents	The Health and Safety Policy
Target Audience	All staff of GJF
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The Golden Jubilee Foundation is the new brand name for the NHS National Waiting Times Centre. Golden Jubilee National Hospital Charity Number: SC045146

Golden Jubilee Foundation Values Statement

What we do or deliver in our roles within the Golden Jubilee Foundation (GJF) is important, but the way we behave is equally important to our patients, customers, visitors and colleagues. We know this from feedback we get from patients and customers, for example in “thank you” letters and the complaints we receive.

Recognising this, the GJF have worked with a range of staff, patient representatives and managers to discuss and promote our shared values which help us all to deliver the highest quality care and service across the organisation. These values are closely linked to our responsibilities around Equality.



Valuing dignity and respect

A can do attitude

Leading commitment to quality

Understanding our responsibilities

Effectively working together

Our values are:

- Valuing dignity and respect.
- A 'can do' attitude.
- Leading commitment to quality.
- Understanding our responsibilities.
- Effectively working together.

Our policies are intended to support the delivery of these values which support employee experience.

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Policy for the Procurement and Use of Portable Electrical Equipment

1. Policy Statement

It is the policy of the Golden Jubilee Foundation (GJF) to promote a safe working environment for staff, patients and visitors.

The Electricity at Work Regulations 1989 apply wherever the Health and Safety at Work etc. Act 1974 applies and where electricity may be encountered. The Regulations are concerned with the prevention of danger from electric shock, electric burns, electrical explosion or from fire or explosion initiated by electrical energy.

To manage this, it is essential to have systems in place to monitor the purchase and use of all electrical items.

2. Aims and objectives

This policy is intended to enhance the safety of all employees, service users / patients and visitors with respect to electrical systems and equipment by making all employees aware of their responsibilities and duties under the Electricity at Work Regulations. Electrical safety is not solely the responsibility of the Estates Department.

With the vigilance of staff in both clinical and non-clinical areas and the appropriate planned maintenance by the Estates Department, it should be possible to reduce the risk relating to portable electrical equipment. The following objectives are set out:

- Only electrical items purchased via procurement will be permitted for use with GJF.
- All electrical items procured must be to a standard deemed 'fit for purpose'.
- No personal items of electrical equipment will be permitted for use within GJF unless specifically agreed with Estates Department.
- Periodical Portable Appliance Testing (PAT) will only be carried out on items legitimately purchased via Procurement. Any electrical equipment privately purchased and or provided will be considered to be substandard and will be removed from service and handed to the departmental manager for disposal.

3. Scope

This policy applies to all employees of the GJF, contracted and agency staff and any other individual working on GJF premises. To this end, this policy will be circulated to representatives of tenant and contractor organisations.

This policy applies to electrical equipment that is not part of the fixed electrical installation, but is intended to be connected to the fixed electrical installation, or a generator, by means of a flexible cable and either a plug and socket, spur box, or similar means.

4. Definitions

A portable appliance can be defined as an item of electrical equipment, which is not part of a fixed installation, but is connected to it by a flexible cable or a plug and socket. Equipment typically classed under the portable appliance category would be:

- A portable appliance being equipment that is intended to be moved whilst in operation or an appliance that can be easily moved from one location to another while connected to an electrical supply.
- Hand held appliances being those that are intended to be held in the hand during normal use, e.g. Drill, hair dryer or kettle.
- Equipment connected by means of a flexible cord of cable to a fused or un-fused connection unit or isolator such as built in appliances and IT equipment.
- Stationary equipment such as refrigerator or washing machine.

- Extension leads, multi way and RCD adaptors.

5. Arrangements

5.1 Purchasing and Supplies

GJF staff initiating purchase requests must ensure that the equipment to be obtained is suitable for the use and environment intended with approval given from the relevant Department Manager. The Estates Department should be consulted for advice for non-medical equipment and the Medical Physics Department for medical devices, in the first instance.

So far as is reasonably practicable, equipment conforming to the appropriate British Standard should be purchased or alternative equal standard as agreed by GJF Materials Management Department.

Where equipment is energy rated then the most energy efficient model option should be purchased.

Department Managers will be responsible for arranging any service contracts associated with the purchase of equipment.

5.2 Estates Department Service Response Time

Where testing of appliances is required, the request must be made to the Estates Helpdesk via phone or email. Response times will be variable dependent on the prioritisation of jobs for that particular time based on resources available.

5.3 Patients Personal Equipment

Clinical staff shall ensure patients are discouraged from bringing onto site and using their own personal portable electrical appliances. Where clinical staff consider it is in the best interest of the patient to use their own personal equipment, such equipment shall not be used unless it has been visually inspected by staff within that department prior to use.

5.4 Hotel Guests

Under the terms of reasonable practicability, there will be no requirement to undertake portable appliance testing of electrical appliances brought into hotel guest bedrooms by guests.

5.5 Approved Contractors

Contractors appointed by the GJF shall comply with the requirements of the Health and Safety at Work etc. Act 1974, the Electricity at Work Regulations 1989 and also the GJF Control of Contractors Policy and associated documentation.

The following requirements apply to all contractors carrying out works on GJF premises:

- Faulty tools and equipment shall not be brought onto the GJF premises;
- Power tools must be rated for 110v supply or battery operated;
- All portable electrical equipment shall have been tested in line with practices above and be within its certification period.

5.6 Tenants and other External Organisations Using GJF Premises

Where an organisation uses the GJF premises, i.e. for long or short terms lease of property or as a conference delegate or similar, it will be their responsibility to ensure that all of their electrical equipment is in good condition and have a valid PAT certificate and sticker.

5.7 Leased Equipment

The responsibility for testing equipment leased to the GJF lies with the company leasing the equipment to the GJF. The Materials Management Department must ensure that the requirement to conduct portable appliance testing of the equipment is included in the lease contract.

An example of this may be vending machines where they must be electrically tested by the owner of the equipment and a certificate of test supplied to the Estates Department before the machine is installed and connected to the electrical supply. Ongoing testing at a suitable frequency is also the responsibility of the owner of the machine.

5.8 Disposal of Electrical Equipment

Waste electrical equipment must be segregated from other wastes and disposed of separately as Waste Electrical and Electronic Equipment (WEEE) in compliance with the GJF Waste Management Policy/Process. Estates & Facilities Department can be contacted for advice in relation to the disposal of WEEE.

5.9 Visual Inspection Guidance

Visual inspections are carried out by the members of staff (the user) before use and also formally during PAT by the qualified tester.

A visual inspection by the user provides a check that the appliance appears to be in good condition. User visual inspections by staff must not include taking any appliance apart.

When carrying out a visual inspection please refer to the guidance in Appendix 1 – Visual Inspection Guidance.

Should a visual inspection indicate that an appliance is unsafe for use it should be reported with full details to the Estates Department and must be taken out of use and marked as faulty.

5.10 Extension Leads

Extension leads are often used inappropriately leading to increased risk, either of an electrical accident or of a trip or fall. Their use is generally not permitted, the only exceptions being:

- Where there are insufficient permanent socket outlets in a particular location and a request has already been submitted to the Estates Department for the installation of additional socket outlets.
- Where their use is in conjunction with temporary mobile equipment installations.

Where extension leads are required, staff must seek advice from the Estates Department.

5.11 Cable Management

The GJF will make provision to ensure the safe routing of cables as part of its commitment to providing a safe place to work. Any staff requiring cable management should contact the E-health Department.

5.12 Multi Plug Adapters

The use of multi plug adapters is not permitted within the GJF.

5.13 Mobile Phone Type Charger

Any mobile phone charger or similar, i.e. tablet (either patient owned or GJF supplied) must be checked by appropriate staff member for signs of damage, overheating or misuse and must be CE marked.

All chargers must be removed from wall socket when no appliance is charging.

5.14 Electric Heaters

Electric heaters will not be permitted for use or purchase in any area throughout GJF without the approval of the Estates & Facilities Management team.

6. Roles & Responsibilities

13.1 The Chief Executive

The Chief Executive (CEO) has overall responsibility for ensuring that the GJF meets its statutory obligations and that effective arrangements for the management of health and safety are put in place. This responsibility may be assigned or delegated by agreement to other Directors, however ultimate accountability remains with the CEO.

13.2 Estates Management Team – is responsible for:

- Ensuring the availability of suitably competent testing staff and/or suitable contractual arrangements to undertake testing;
- Ensuring there is a system in place for reporting non-compliance or contravention to this policy reported to them by testing staff or via audit/inspection;
- Ensuring that inspection and test results are recorded.

13.3. Health and Safety Department – is responsible for

- Ensuring periodic inspections are undertaken as part of routine Health and Safety Audits/Inspections and as part of Fire Risk Assessment. Following inspection, audit or routine testing, the Health and Safety Manager or Fire Safety Officer have the authority to remove from use items which are deemed not 'fit for purpose'. Such items will be given to the relevant department manager for appropriate action/disposal.

13.2 Department Managers – are responsible for

- Implementing this policy within their work areas in order to ensure a safe place of work and to protect staff, patients and visitors from unnecessary risk or injury.
- Ensuring that all items of electrical equipment covered by this policy are purchased via procurement, irrespective of the source of funding.
- Ensuring items within their area are maintained in a clean condition, in accordance with manufacturer's instructions.
- Ensuring equipment is available for test when the testing staff arrive at the department.
- Ensuring any prohibited items are not used within their department.
- Ensuring that all portable electrical appliances presently in use within their area have a current label stating the date of testing. Where this has not been completed, the Manager must inform the Estates Department accordingly and remove unit from use until

13.3 Employees – are responsible for

- Their own health and safety at work and that of other people that might be effected by their acts or omissions.
- Ensuring that they do not bring into work personal items of electrical equipment and should remove any items to which this policy might apply.
- Undertaking visual inspections of all appliances under their personal control before use, including cables and ensuring that the appliance has a valid test label and the date has not expired.
- Following local rules for use, for example switch off at wall socket when not in use.
- Taking any deficient appliances out of use and report to Estates Department for repair or disposal.

13.4 Materials Management – are responsible for

- Ensuring a framework for contracts and suppliers is in place for the purchase of such appliances.

7. Policy Dissemination and Communication

Following approval via the appropriate governance structures, this policy will be uploaded to Share Point where staff will be notified of its existence via internal communications.

All managers are responsible for ensuring that staff within their teams are aware of the policy and have understood it.

8. Equality and Diversity

An equality impact assessment has been undertaken which is retained within the Health and Safety Department. As a result of performing the analysis, it is evident that no risk of discrimination exists.

The policy recognises that some disabled patients or staff may require the use of personal electrical equipment as an auxiliary aid. In line with the requirements of the Equality Act (2010) reasonable adjustments will be made to take account of this which will include the appropriate electrical testing of the equipment to ensure its safety

9. Monitoring Compliance

Compliance with this policy will be monitored via the Fire Safety risk assessment process and the Health and Safety audit program.

10. Review

This policy will be reviewed every 3 years from the date of implementation or sooner, for example where legislation changes apply or there has been a significant event.

Appendix A

Visual Inspection Guidance

Visual inspections are usually the most important components of a portable electrical equipment maintenance regime. The majority of potentially dangerous faults can be picked up by such inspections, which are normally carried out by users themselves and/or periodically by an appointed person.

Any visual inspection should critically examine the equipment to check that it appears to be in sound condition and should include any extension leads and associated plugs and sockets. User visual inspections should not include taking any equipment apart. When carrying out a visual inspection ensure the electrical equipment is turned off and check for:

- Damage to plugs (e.g. cracked casing or bent pins), wires visible.
- Damage to the external cover/casing of the equipment, loose parts or loose/missing screws
- Damage to the outer coverings/insulation to leads, wires or cables (apart from light scuffing)
- Cable located where it might be subject to damage or forced into a tight bend as it exits equipment.
- Inadequate joints, including taped joints in the cable
- Burn marks, staining or discolouration that may suggest overheating
- Whether the equipment has been subjected to conditions for which it is not suitable, e.g. spillage of fluids or solids, overly dirty or dusty, or excessively contaminated in some other way.
- The absence of inappropriate pieces of equipment or foreign objects on or inside the equipment
- That there are no trailing wires, if there are, tuck them out of the way, for example under a protective cover or a desk/table to prevent accidents.

The formal inspection by an appointed person (not the user) may also include checking the plug by removing the plug cover, particularly if there are any concerns (not applicable for moulded plugs, where only the fuse can be checked). This would only involve checking the correct fuse for the equipment is in use, the cord grip if effective, the cable terminations are secure and correct (including an earth where appropriate) and that there are no signs of internal damage, overheating or entry of liquid or foreign matter.

Should a visual inspection indicate equipment to be unsafe for use (or reveal the lack of valid PAT where required) it should be reported to the Estates Department immediately and taken out of use.