

Sutton Poyntz Mission Hall Management Trust - Electrical Testing Policy

The Mission Hall is a low risk environment electrically - there are a number of electrical devices, some earthed and some double-insulated, but none of them are what would be called hand-held. None of the equipment has been modified. The floors are non-insulating and non-slip, and the environment dry. Electrical Equipment Tests (EET, the new term for PAT) tests have recently been done every year; in previous EET tests the equipment has almost always passed - the one standard lamp that failed was disposed of. Electrical installation tests have been done every other year recently; the 2017 test revealed some faults which were corrected, and more recent tests have passed, with the following notes:

- that the consumer unit is not non-combustible,
- that some cables are buried less than 50mm depth in walls,
- that the outside light has unprotected PVC cable, and
- that plastic cable supports are used.

As a result, it is concluded that there is no reason for tests to be done more frequently than national guidance recommends.

Test schedule: Electrical tests will be carried out as follows:

- Electrical Installation tests - an EICR test will be done every 5 years, by a qualified electrical contractor.
- Portable equipment testing
 - User checks - Users will be encouraged to look for any visual damage to plugs, cables and equipment casing before using equipment. They should report any faults to the Mission Hall Committee, and should put the equipment in a storage cupboard to prevent it being used;
 - Visual inspection - This will be done in the years when EET tests are not done, by a person appointed by the Mission Hall Committee. Each item of portable electrical equipment will be inspected. As well as a visual check for damage to plugs, cables and equipment casing, each plug will be inspected to ensure the correct rating of fuse is fitted (using the information below); plugs that can be opened should be opened to make the checks shown in the illustration below. Any faulty equipment should be taken out of service.
 - EET tests - This will be done every 2 years, by a qualified electrical contractor.

Fuse ratings - For moulded plugs, the correct fuse rating will often be shown on the plug itself. In general, equipment rated above 700W, or motorised equipment, should have a 13A fuse, and non-motorised equipment below 700W should have a 3A fuse.

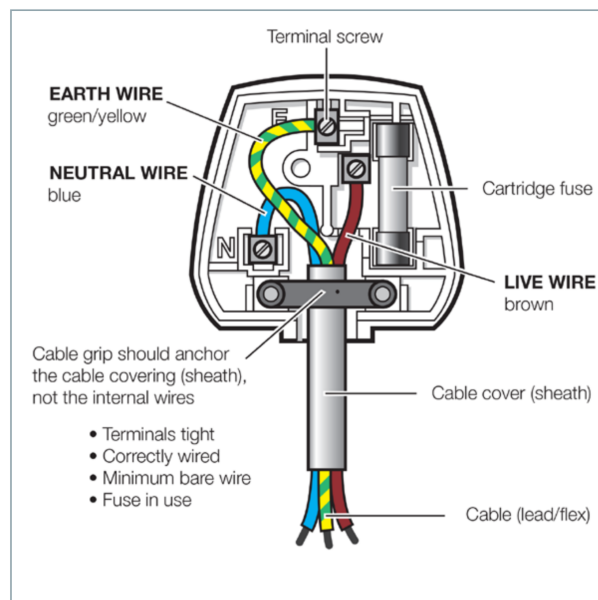


Figure 1 - What to check for in a plug

User equipment: Hall users may bring their own equipment in, for their own use, provided it is standard commercial unmodified equipment. They should carry out a user check as described above, and must take the equipment away at the end of their hire period.

Policy review: This policy should be reviewed in the light of test results at intervals of no more than every 4 years.