

EET (Electrical Equipment Testing) – Policy and Implementation

EET Policy Statement

The policy of Wadham College is to provide and maintain safe and healthy working conditions, equipment and systems of work for all staff, students and others, and to provide such resources, information, training and supervision as needed for this purpose.

The College will maintain appropriate management systems, systems of work and equipment to ensure that electrical risks to all staff, students and others associated with the use of electrical appliances are controlled.

The management of electrical appliances will involve the recommended inspections, testing and record keeping in accordance with the HSE guidance document 'Maintaining electric equipment in low-risk environments' INDG236 (rev.3).

This policy is formally accepted by the College. The College will do all that is reasonably practicable to comply with the recommendations, and will make the necessary resource available.

EET Testing Implementations

User checks, visual inspections and testing will be undertaken in accordance with the HSE guidance document 'Maintaining portable electric equipment in low-risk environments' INDG236 (rev.3).

Inspections will be carried out in-house by a competent person and, where appropriate the testing of College equipment in accordance with the HSE recommendations. A sticker will be affixed to items that pass the electrical test and inspection. Items that fail will be removed from service. Records of electrical inspections and tests will be maintained by the Works Department.

College staff will undertake a regular visual inspection of electrical items and report any damage to the Works Department. Any new equipment must be registered with the Works Department and the College records will be amended accordingly. Staff should notify the Works Department if any old items are disposed of in order for the asset list to be updated.

There is no requirement to test electrical items belonging to Students. However, where College staff discover any damage it will be reported to the Works Department and the item will be removed. The Student will be responsible for the repair or replacement of the item. Students may submit items to the Works Department by request only at the start of the year for a visual inspection and, where appropriate, an electrical test. Students will be required to repair or remove from the College any items that fail.

HSE guidance on the intervals for checking portable electrical equipment is as follows:

Equipment/environment	Examples of equipment	Visual inspections by users	Formal visual inspection by a competent person	Combined inspection & test by a competent person
Battery-operated: equipment		No	No	No
Extra low voltage equipment	Telephone equipment LED desk-lights	No	No	No
IT equipment	PCs, printer, scanners	No	Yes, 2-4 years	No if double insulated, otherwise up to 5 years
Large electrical items that are rarely moved	Photocopiers, fax machines, televisions	No	Yes, 2-4 years	No if double insulated, otherwise up to 5 years
240v equipment that may be moved occasionally, not hand held	Fans, tables lamps, fridges, coffee machines	No	Yes, 2-4 years	No
240v equipment that may be handheld	Vacuum cleaners, some kitchen equipment, extension cables	Yes	Yes, 6 months – 1 year	No
240v earthed equipment	Electric kettles, some floor cleaners, some kitchen equipment, irons, toasters, portable electric heaters	Yes	Yes, 6 months – 1 year	Yes 1-2 years
Cables (leads & plugs connected to the above)	Mains voltage extension leads & battery-charging equipment	Yes	Yes, 6 months – 4 years depending on the type of equipment it is connected to	Yes, 1-5 years depending on the type of equipment it is connected to