**Wellspring Electrical Testing Policy**

**Fixed mains supply**

The fixed mains wiring at the **chapel** and the **manse** shall be professionally tested every five years in the twelve months preceding the quinquennial review. The tests shall be carried out by an electrician holding the relevant Part P qualification and the necessary Public Liability insurance.

**Portable equipment**

Health & Safety Executive guidance is that *“Not every electrical item needs a portable appliance test (PAT). In some cases, a simple user check and visual inspection is enough, eg checking for loose cables or signs of fire damage and, if possible, checking inside the plug for internal damage, bare wires and the correct fuse. Other equipment, eg a floor cleaner or kettle, may need a portable appliance test, but not necessarily every year.”* \*

**Manse**

The electrical safety of portable equipment shall be the responsibility of the occupants.

**Chapel**

It is the responsibility of anyone using an appliance which plugs into the mains to check it visually before use and to report any suspected defect or malfunction.

In addition, all equipment which plugs into the mains supply shall be formally visually inspected every summer and a record kept of the items and the dates(s) inspected. Extension leads and low-voltage adaptors are to be included. (See HSE Table 1 below.)

In addition, earthed (i.e. non-double-insulated) equipment shall be tested every …………. years by someone trained to use the appropriate PAT-testing equipment.

This policy was adopted at a meeting of the Trustees of Wellspring Church on 1 July 2021.

Signed: Date:

Initially, the person responsible for carrying out the checks and inspections will be …………………………

The person responsible for dealing with defects and malfunctions will be ………………………………

\* HSE publication: *Maintaining portable electric equipment in low-risk environments* (09/12). Examples of low-risk environments are given as offices, shops, some parts of hotels and residential care homes.

