



# Electrical Safety Policy

## All Saints' Church, Walsoken

Please refer to Church document H&S\_Doc\_001 for all General Health & Safety requirements

### Specific Policy

This Health & Safety (H&S) sub-policy ensures electrical safety in church considering.

- 1) Portable appliances testing (PAT).
- 2) Fixed wiring testing.

#### Portable Appliances

Our Church has a duty of care to ensure the electrical safety of all portable appliances. Portable appliances can be thought of as any mains equipment in church, irrespective of ownership or origin, with a "13A plug" on it. Users of portable appliances have a duty of care to themselves & others.

Only competent people can carry out portable appliance testing. Only qualified electricians can carry out rectification work on portable appliances. Tests will be carried out according to the schedule as diagram 1:

#### Fixed Wiring Testing

This is carried out to achieve compliance with the legal requirements of the Electricity at Work Regulations 1989, the Health & Safety at Work Act 1974 and BS 7671 (IEE Wiring Regulations 17th edition) providing evidence that the Church electrical system is safe, involving proper inspection and testing of a system by competent people.

New fixed installations must come with an installation certificate; Fixed wiring testing will be done each 5 years.

### Reference Documents

Health and Safety at Work etc Act 1974

The Electricity at Work Regulations 1989

BS 7671 (IEE Wiring Regulations 18th edition)

### Procedure

#### Portable Appliances

Contractors may be engaged for this work. Each portable appliance in church will be PAT tested by a competent person according to the schedule in diagram 1 or in accordance with the competent persons recommendations.

- 1) If the appliance passes or fails a sticker will be adhered to that appliance (see example in diagram 2)
- 2) Damaged or suspected damaged portable appliances need to be re-tested for safety before they are used again. Suspect or damaged items must be put away from use and reported to any member of the PCC. All users of portable appliances must report any damage to those appliances for rectification, if not, others may be harmed.
- 3) Appliances that fail a PAT test must not be used. When a portable appliance is discarded the appliance must be put beyond use and the PAT label removed. All discarded items must be disposed of responsibly according to the law.
- 4) The PCC must be notified on any appliance discarded.

#### Fixed Wiring Testing


Contractors will be engaged for this work. The fixed wiring test will be carried out to comply with the regulations. Certificates will be issued by the contractor. A typical example is given as form 1.

# Electrical Safety Policy

## All Saints' Church – Walsoken

### Forms

#### Form 1: Typical condition certificate



Check your certificate is genuine; go to [www.checkmyniceicert.com](http://www.checkmyniceicert.com) and put in the certificate number

This report is not valid if the serial number has been defaced or altered

**ELECTRICAL INSTALLATION  
CONDITION REPORT**

Issued in accordance with British Standard 7671 – Requirements for Electrical Installations by an Approved Contractor or Conforming Body enrolled with NICEIC, Warwick House, Houghton Hall Park, Houghton Regis, Dunstable LU5 5ZX

**A. DETAILS OF THE CLIENT**

Client:

Address:

**B. PURPOSE OF THE REPORT**

This report must be used only for reporting on the condition of an existing installation.

Purpose for which this report is required:

Date(s) on which inspection and testing were carried out:

**C. DETAILS OF THE INSTALLATION**

Occupier:

Address:

Estimated age of the electrical installation:  years

Description of premises: domestic, commercial, industrial, other (Please state)

Evidence of alterations or additions

If yes, estimated age  years

Date of previous inspection:

Electrical Installation Certificate No or previous Periodic Inspection or Condition Report No:

Records of installation available:

Records held by:

### Diagrams

Diagram 1: Portable Appliance Test Periods

Appliance Type	Class 1	Class 2
	Maximum time between tests	Maximum time between tests
Stationary Equipment	24 months	24 months
IT Equipment	24 months	24 months
Movable Equipment	12 months	24 months
Handheld equipment	3 months	6 months

#### Notes:

**Stationary Equipment:** This appliance has a weight exceeding 18kg. For example, church organ, refrigerators & vending machines.

**Information Technology (IT) Equipment:** such as computers, monitors, fax machines, scanners & photocopiers etc.

**Movable Equipment:** weighing 18kg or less in weight and can be moved from one location to another. For example, an electric fire, table lamps, extension leads, & desk fans etc.

# Electrical Safety Policy

## All Saints' Church – Walsoken

**Handheld Equipment:** This is portable appliance intended to be held in the hand during normal use, for example a soldering iron, electric drills or vacuum cleaners etc.

**Class 1 equipment** will provide the user with two levels of protection. The innermost level is the functional or basic insulation covering live internal parts. The second level of protection is provided by a conductive case, which is earthed. This latter level of protection implies that Class 1 equipment could be a high hazard potential since it relies on the integrity of an electrical connection (the protective conductor or earth).

**Class 2 equipment** also provides the user with two levels of protection, both levels being provided by insulation. Such equipment is often described as "double insulated" and should carry the appropriate symbol. The first protective barrier is the functional or basic insulation while the outer protective layer is known as the supplementary insulation, which may comprise either of an insulating internal lining to a conductive case or usually, form the case itself.

Diagram 2: Portable Appliance Test Labels

The diagram shows two rectangular labels for portable appliance testing. The top label is green and has a white checkmark. It contains the text 'PASSED' in large white letters, followed by 'THIS EQUIPMENT IS SAFE TO USE' in smaller white letters. To the right, it says 'ELECTRICAL SAFETY TEST'. Below this, there are three fields: 'APPLIANCE ID:', 'TESTED BY:', and 'DATE:'. The bottom label is red and has a white 'X'. It contains the text 'FAILED' in large white letters, followed by 'DO NOT USE' in smaller white letters. To the right, it says 'ELECTRICAL SAFETY TEST'. Below this, there are three fields: 'APPLIANCE ID:', 'TEST DATE:', and 'TESTED BY:'.

## Appendices

None

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