



NEWICK PARISH COUNCIL

Policy for requirements for portable appliance testing (PAT)

The level of inspection and testing required is dependent upon the risk of the appliance becoming faulty, which is in turn dependent upon the type of appliance, the nature of its use and the environment in which it is used.

The Council owns a small amount of electrical equipment, which is detailed below:

- Laptop computer
- Laser printer/scanner/copier
- Computer ancillary equipment (keyboard, mouse etc.)
- Laminator
- CCTV equipment including cameras, screen and printer.

The equipment is used by the Council's Clerk, by Councillors and by members of the CCTV Management Committee.

The equipment is split into two groups:

- **CCTV Equipment** – This equipment and installation is subject to an annual maintenance contract.
- **Clerk's Equipment** – All the remaining equipment is for the primary use of the Clerk but Councillors may, from time to time, also use the equipment. Members of the public do not have access to the equipment.

Clerk's Equipment

The Laser Printer is kept at the Clerk's home.

The remaining equipment which is portable is usually with the Clerk and kept at his/her home. All of these items are very low wattage and of low risk of malfunction. The impact of malfunction is also low in risk terms, although the inconvenience of malfunction could be considerable.

Once every two years a Qualified Electrician will be required to test equipment in the Clerk's home to ensure that the Clerk's environment is appropriate and that personal safety is not put at risk. It is the responsibility of the Clerk to ensure that the bi-annual tests are carried out.

Review and approved 26th January 2016

Signed:
Chairman
Newick Parish Council