



Procedure

Scope:

Portable Appliance Testing is a legal requirement under UUK Code and Fire Legislation. It will be carried out annually in the Residences by appointed contractors or trained personnel of the School. This procedure applied to all LSE owned electrical items as well as students' and residents' personal electrical items.

The PAT test will include a visual inspection for damage to the appliance; electrical test to include earth bond continuity test, installation resistance test, functionality checks and will ensure that correct fuses are in place in the plug tops.

For full details of remedial action following the testing of equipment see appendix A.

All users of the portable appliances have a duty of care to report to the Front of House Manager (FOHM) any damage they may observe between the periods of testing. Any reports will be investigated and where necessary the equipment will be removed, replaced or repaired. All H&S issues are given a priority and attended urgently.

1. PAT testing will be carried out annually in each residence, and should start no later than four weeks of the beginning of the Michaelmas term
2. Follow up PAT testing will be carried out during the lent and summer terms following the room inspections where any electrical items without labels will be deemed as being untested and will need to be tested and labelled. Facilities Manager to collate data and organise testing.

3. Facilities Manager to notify Front of House Manager of dates for testing. One weeks' notice to be served to all students and residents.
4. Front of House Manager to ensure that students and residents are notified of PAT procedure and the requirement for all personal electrical items to be tested. Every tested item will be clearly labelled. This label serves as evidence that this item has been tested and deemed safe to use on the premises. Students and residents need to be informed not to remove any labels; any removal of any label will indicate non-compliance and the item will need to be re-tested.
5. Any student found responsible for hiding electrical equipment to avoid testing will be referred to the Warden.
6. The annual agreed cost per item for testing student personal items needs to be added to the student's bill for the second term. This information can be made available to students with 7 days' notice.
7. Any non LSE owned, student personal items failing the PAT test will be collected, tagged and removed into storage until the end of the year. This includes any banned items, such as portable heaters. This will be communicated back to the student either by email or by leaving a note in the room within one working day of removal.
8. LSE will not be held liable for any personal items left in storage. Students and residents are free to request possession of these items under guarantee that they are removed from site.
9. In the case of any personal item failing the PAT test, students and residents are permitted to carry out repairs with arrangement with the Front of House Manager. Once these repairs have been carried out, the item needs to pass a PAT test and be labelled before returning to the room. This excludes any banned items. The cost of this re-test will be chargeable in accordance with item 6 above.
10. Any items not collected by students and residents within 7 days of the end of their licence agreement or occupancy term will fall under the scope of the Lost Property Procedure FOH44.

www.lse.ac.uk/internet/LSEservices/estatesDivision/estatesDivisionOrganisation/policiesAndProcedures/policies_and_procedures.aspx

Appendix A – Remedial Action

Where equipment is found to be faulty or condemned it will be dealt with as follows:

- If the equipment was supplied by LSE (desk lamps, fans etc) then the equipment will be replaced / repaired by the maintenance team or by an approved contractor
- If the equipment is such that we have no competence to repair, e.g. fridges, microwaves etc. then the Hall Manager will need to arrange for the equipment to be replaced.
- The equipment is subject to regular visual inspections/checks by user and PAT testing by LSE at appropriate intervals.

It is prohibited that students bring in the Halls of Residence certain types of equipment, such as heaters and cooking appliances (toasters, sandwich makers etc.). For other items please check with your Hall Manager or the LSE.

Where equipment is found to be faulty, the testing engineer will put a notice to advise that the equipment is not safe to use, the plug top will be cut off to disable the equipment from being used, and an email to the relevant person / Hall Manager will be sent by Estates Maintenance to ask for a repair / replacement to be arranged and a request for a confirmation to be send back to Estates Maintenance when the equipment is safely put back in use. Any equipment deemed dangerous will be disabled while awaiting corrective action and must not be attempted to be used until repairs have taken place.