



Wychwood School

PAT Testing Policy and Procedures

Author: IW

Reviewed: Jan 2018

Date of next Review: Jan 2019

This policy applies to **all electrical equipment** with effect from September 2014. All PAT testing is subject to risk assessment.

School equipment

- Electrical equipment belonging to boarders is to be tested **annually** in house. Equipment is to be left out by pupils on their beds for testing when requested by the Housemistresses as advised by the Accounts Assistant.
- Electrical equipment used by pupils during the school day such as equipment used in the science, art and textiles departments is to be tested **annually** by outside Contractor. Equipment is to be left out for testing by teaching staff when requested by the Bursar or Accounts Assistant.
- Lighting and equipment in the hall is to be tested every **three** years by outside Contractor.
- Static equipment such as computers used in school by pupils is to be tested every **five** years by outside Contractor.

Office/Support staff equipment

- Electrical equipment such as vacuum cleaners that are regularly plugged in and unplugged is to be tested **annually** by outside Contractor or in house.
- Non static Kitchen equipment such as kettles, blenders, food processors, toaster, sandwich toaster, soup terrine etc. are to be tested **annually** by outside Contractor.
- Office equipment such as computers, printers and other items that are plugged in continuously or unplugged rarely are to be tested every **five** years by outside Contractor.

Notes

- Competitive quotes are to be sought by the Bursar or Accounts Assistant before undertaking any testing.
- All equipment that has been PAT tested must be labelled clearly and legibly.
- A record of testing dates is to be kept by the Bursar similar to the sheet below. This is located in the following folder [\\win2k12admin\A.cox\\$\Documents\Facilities\PAT Testing](\\win2k12admin\A.cox$\Documents\Facilities\PAT Testing)

PAT Testing Records

(For up to date record see [\\win2k12admin\A.cox\\$\Documents\Facilities\PAT Testing\Pat Testing log.xlsx](\\win2k12admin\A.cox$\Documents\Facilities\PAT Testing\Pat Testing log.xlsx))

PAT Testing Log

Test undertaken	Test frequency	Test date	Next test due	Test date	Next test due by	Test date	Next test due	Test date	Next test due	Test date	Next test due
Annual calibration of PAT tester	Annually (send away)	Jun-14	Jun-15	01-Jun-15	Jun-16	24-May-16	May-17	31-May-17	May-18	-	Dec-00
Boarders electrical equipment (in house)	Annually (in house)	Oct-14	Oct-15	25-Sep-15	Sep-16	04-Oct-16	Oct-17	22-Oct-17	Oct-18	-	Dec-00
Electrical equipment used by pupils within school lessons	Yearly	Oct-13	Feb-15	18-Feb-15	Feb-16	11-Apr-16	Apr-17	13-Apr-17	Apr-18	17-Jan-18	Jan-19
Equipment in regular use (vacuum cleaners, kettles etc.)	Yearly	Oct-13	Feb-15	18-Feb-15	Feb-16	11-Apr-16	Apr-17	13-Apr-17	Apr-18	18-Jan-18	Jan-19
Static kitchen equipment	3 yearly	Oct-13	Oct-16	11-Apr-16	Apr-19	-	Dec-02	-	Dec-00	-	Dec-00
Hall lighting and equipment	3 yearly	Aug-14	Aug-17	-	Dec-02	-	Dec-02	-	Dec-00	-	Dec-00
Static office equipment (computers etc.)	5 yearly	Oct-13	Apr-18	-	Dec-04	-	Dec-04	-	Dec-00	-	Dec-00
Fixed wire testing (Darke & Taylor)	5 yearly	Aug-16	Aug-21	-	Dec-04	-	Dec-04	-	Dec-00	-	Dec-00

Move all October checks except boarders electrical equipment to Easter holiday (test early rather than late)