

Electrical Learning Equipment: Risk Assessment, Inspection And Testing Of Electrical Equipment

1. Electrical equipment for the use of groups should be acquired, owned and maintained by L&M u3a in a condition safe for use.
2. Any reports of faulty equipment should be made to the Learning Equipment Officer for prompt action. In addition any user finding equipment in an unsafe condition should mark it and put it out of use.
3. A register must be kept identifying all electrical equipment, details of purchase and warranties, reference number, location and, if not in store, the member who is the keeper.
4. All electrical equipment must be periodically inspected on a regular schedule and, if necessary, tested by a competent person as stated in authoritative guidance. Relevant guidance includes the current editions of:
 - Third Age Trust: Electrical Inspection and Testing – u3a-KMS-DOC-011 Health and Safety Executive documents:
 - HSG107(third ed) Maintaining Portable Electrical Equipment 2013 and
 - INDG236(rev3) Maintaining Portable Electrical Equipment in low-risk environments 2013.
5. A register must be kept updated with information regarding inspection and testing for safety. For the purpose of scheduling inspections of equipment, items should be categorised as 'Double insulated', 'Insulated', 'Earthed' or 'Extension Cables, Leads and Cables for earthed equipment' in order to decide if they require to be 'visually inspected' only or 'visually tested and Portable Appliance Tested (PAT) by a competent person'
[Battery powered or Extra Low Voltage (<50v AC) equipment may not need inspection.]
6. Electrical Equipment owned by a venue shall be included on the L&M u3a risk assessment of a new hired venue and evidence of their testing regime requested.
7. Any equipment which fails an inspection/test, shall be repaired professionally before next use, or discarded.
8. Members offering to use their own electrical equipment must submit details to the Electrical Equipment officer for listing on the register and submit it for inspection / testing if requested.
9. See also L&M u3a policy 'Loan of Equipment to Outside Organisations'.

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