

COURSE CONTENT OVERVIEW

# Portable Appliance Testing



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This Portable Appliance Testing course will explain the safety risks, legal requirements and control measures needed to safely use, inspect, test and maintain electrical equipment in low-risk workplaces.

This course follows the In-Service Inspection and Testing of Electrical Equipment (ISITEE) standard. Under ISITEE, the term 'electrical equipment' includes all portable appliances, plug-in appliances, IT equipment, extension leads, detachable cables and any equipment connected via a plug and socket.

This course is for managers, supervisors and anyone responsible for health and safety, as well as employees who use electrical equipment or carry out checks and inspections. It focuses on keeping electrical equipment safe in low-risk environments such as offices, shops and many areas of hotels and care homes, though the principles apply to any setting where electrical equipment is used.

#### **Module 1: Introduction**

This introductory module provides an overview of what is classified as electrical equipment and the risks they can pose. It also explains what the law requires and which specific pieces of legislation apply to electrical appliances.

- What is electrical equipment?
- Classes of electrical equipment
- What are the safety risks?
- Legislation and legal duties

#### **Module 2: Risk Assessment & Safe Use**

This module explains how to carry out a risk assessment of electrical equipment in low-risk workplaces. It helps the learner recognise the hazards posed by the equipment and how to consider who may be at risk.

- What is a risk assessment?
- Who should carry out risk assessments?
- Step 1: Identify the hazards
- Step 2: Who might be harmed and how?
- Step 3: Evaluate and control the risks
- Step 4: Record your findings
- Step 5: Review and update
- Emergencies and accidents
- Personal dynamic risk assessments

#### **Module 3: Visual and Formal Inspection of Electrical Equipment**

This module focuses on daily user visual checks and formal visual inspections, the recommended testing frequency, the steps to take if a piece of equipment fails inspection and the importance of accurate record keeping.

- Recap of Class I and Class II equipment
- Pre-use checks
- Formal visual inspections
- Frequency of inspections and testing
- Failed inspections
- Recording findings

#### **Module 4: PAT Testing Equipment in Practice**

This final module provides guidance on how to carry out simple PAT tests on electrical equipment in low-risk environments.

- Preparing for testing
- PAT testing devices
- Interpreting test results
- Failed tests and recording findings

## Aims of the training

By the end of this course, you will understand:

- What is meant by the term 'electrical equipment' as defined by the In-Service Inspection and Testing of Electrical Equipment (ISITEE) standard.
- How to determine the level and type of inspection or testing required for electrical equipment, based on its electrical class, in low-risk workplaces.
- What the law requires of workplaces that use electrical equipment.
- How to carry out a risk assessment of electrical equipment and how to use the hierarchy of control.
- What risks electrical equipment and certain work environments can pose.
- How to safely select and use electrical equipment, including their cables and plugs.
- How to carry out pre-use checks, visual inspections and combined visual inspections and tests (including PATs), in low-risk workplaces.
- What to do if equipment is faulty or fails an inspection or test.
- How to determine appropriate inspection and test frequencies.
- What emergency procedures should be in place.