

COURSE CONTENT OVERVIEW

# Portable Appliance Testing

This Portable Appliance Testing course will help you to understand how to control the risks posed by Class I and Class II portable electrical equipment. It covers safe selection, use, and maintenance, including pre-use checks, visual inspections, and combined inspections and tests (simple PATs).

It's designed for those who oversee health and safety procedures in their workplace, such as the designated responsible person. It will enable them to implement and follow the necessary control measures for keeping portable electrical equipment safe.

### **Module One: Introduction**

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

- What is portable electrical equipment?
- What are the safety risks?
- Legislation and legal duties
- Duties on manufacturers, importers or distributors

### **Module Two: Risk Assessment**

This module explains how to carry out a risk assessment of portable 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: Determine who may be harmed
- Step 3: Evaluate the level of risk
- Step 4: Record your findings
- Step 5: Review and update

### **Module Three: Safe Selection and Use**

This module looks at the specific ways you can control portable electrical equipment, with reference to the hierarchy of control. It also explains what users of equipment should do to ensure safety and the emergency procedures that need to be in place.

- The hierarchy of control
- Elimination
- Substitution
- Engineering controls
- Administrative controls
- Personal protective equipment
- Instruction, information and training
- Instructing employees in use and storage
- Cables and connection points
- Faulty equipment
- Risks from particular equipment
- Harsh work environments
- Hired and loaned equipment
- Emergency procedures
- Fire safety

### **Module Four: Inspections and Testing**

This module discusses the importance of carrying out regular checks and tests where needed, to ensure that equipment remains in a safe condition. It also looks at simple portable appliance tests (PATs) and what type of equipment these are suitable for.

- Class I and Class II equipment
- Pre-use checks
- Visual inspections
- Combined inspections and tests
- Inspection and test frequencies
- Failed inspections and tests
- Recording findings

## Aims of the training

By the end of this course, you will understand:

- What kind of electrical equipment is classed as portable and the two main classes of portable equipment.
- What the law requires of workplaces that use portable electrical equipment.
- How to carry out a risk assessment of portable electrical equipment and how to use the hierarchy of control.
- What risks portable electrical equipment and certain work environments can pose.
- How to safely select and use portable electrical equipment, including their cables and plugs.
- How to carry out pre-use checks, visual inspections, and combined visual inspections and tests (including PATs).
- 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.