



**NON-MEDICAL PORTABLE
APPLIANCES
ELECTRICAL SAFETY POLICY**

Approved by: **Executive Management Team**

On: **11 December 2008**

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Corporate / Directorate: **Corporate**

Clinical / Non Clinical **Non Clinical**

Department Responsible
for Review: **Medical Engineering (EBME)**

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Signature:

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Chief Executive

Date:

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Burton Hospitals NHS Foundation Trust

POLICY INDEX SHEET

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NON MEDICAL PORTABLE APPLIANCES ELECTRICAL SAFETY POLICY

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BURTON HOSPITALS NHS FOUNDATION TRUST

NON-MEDICAL PORTABLE APPLIANCES ELECTRICAL SAFETY POLICY

1. BACKGROUND TO POLICY

The Electricity at Work Regulations (1989) place a duty on employers to ensure that any associated risk to staff, patients or property is minimised through the usage of electrical appliances.

2. POLICY OBJECTIVE

The objective of this policy is to ensure that all portable electrical appliances used within the Trust and by Trust employees are safe and fit for their intended purpose.

3. DEFINITION

For this policy a portable appliance is defined as any device that can be connected via a wall socket to the mains electricity supply. This will include mains extension leads but exclude any simple device having no external metal parts, e.g. Christmas tree lights.

4. ROLES AND RESPONSIBILITIES

Portable electrical appliances are a source of risk and all staff have a duty to use the appliance in accordance with the manufacturer's instructions for usage.

All testing and acceptance checks will be organised through the Medical Engineering (EBME) Department on telephone extension 5599, and completed by a suitably-qualified person using recognised portable appliance electrical safety test equipment.

The responsibility for assessing testing frequencies is assessed by EBME.

EMBE will arrange for all testing and advise wards/departments as necessary when testing is due.

5. ACCEPTANCE PROCEDURE

- a. **Any appliance that is being purchased or donated as new, ex-demonstration, or on loan from the manufacturer**

Each appliance will be subjected to a documented acceptance procedure, which will include an electrical safety test, prior to deployment within a ward or department.

- b. **Any appliance that is not new and is to become a permanent asset of the Trust, from a source other than the manufacturer or his agent**

Each appliance will be treated as new ((a) above) for acceptance purposes, but may fail the acceptance procedure if delivered without –

- user manual, if applicable
- service history
- confirmation of continuing spare parts availability

- c. **Any appliance, upon return after a period of loan to another organisation, or upon return from a repair by the manufacturer/supplier**

Any appliance upon return to the Trust must be examined by a competent technician before re-deployment to ensure that –

- it is complete
- it is undamaged
- it is functionally sound and fit for its intended purpose
- its electrical safety test is current

A unique identifying number in the form of an **Asset Label** will be attached to each appliance.

A dated and initialled **Next Test Due Label** will be attached to each appliance if it complies with The Electricity at Work Regulations. Where no label exists or the date is not current, the appliance should not be used until re-tested.

6. SPECIAL CASES

Simple devices (e.g. Christmas tree lights) do not require a full electrical safety test, but will require a physical safety examination organised through the Estates Department on telephone extension 5454.

Mains extension leads must not be “daisy chained”, i.e. connected into another mains extension lead – this practice increases the dual risks of fire and electric shock.

7. ADVERSE INCIDENTS

Any Trust appliance that is subject to this policy and implicated in an adverse incident must be withdrawn from service, labelled 'Do Not Use' and reported to the Estates Department Helpline (extension 5454) for investigation and/or repair. An adverse incident report form must be completed, detailing the asset number of the device

8. PRIVATELY-OWNED APPLIANCES

The use of privately-owned appliances in the Trust is discouraged. On occasions it is recognised that privately-owned appliances may have to be used where no other equipment exists e.g. patient's own personal care equipment. The General Manager or Ward/Department Manager is to sanction this prior to use, and the usage of these items will be subject to the details of this policy prior to use.

9. DISPOSAL

Any appliance which through age or inability to effectively fulfill its intended purpose, becomes unreliable or uneconomical to maintain, should be reported to the Estates Department Helpline (extension 5454) and withdrawn from service.

10. REGULAR INSPECTION/TESTING

The responsibility for assessing testing frequencies is assessed by EBME.

EMBE will arrange for all testing and advise wards/departments as necessary when testing is due.

11. EFFECTIVE MONITORING

Effective monitoring of this policy will be conducted by the Medical Engineering Manager by monitoring the following:

- Periodic electrical equipment maintenance/inspections
- Annual Pat testing reports
- Completion of Work Equipment risk assessments.
- Adverse incident report forms highlighting any incidents that involves medical devices
- Control measures taken to ensure the incident does not re-occur.

12. POLICY REVIEW

The policy will be reviewed on a 3 yearly basis or any changes in legislation by the Medical Engineering Manager.