

St Albans U3A Executive Committee Policy

Electrical Equipment Safety Policy Approved Sept 2014

Objective

St Albans U3A has a responsibility to its members & to the premises that we hire to make sure that our electrical equipment is safe to use & fit for purpose.

Policy

Our equipment is used & stored in a benign environment (warm, dry, non-industrial). It is used only about 30 times per year.

Consequently we adopt the following procedures as policy for mains voltage appliances.

1. All equipment is inspected as far as is practicable every time it is used.
Any defect in respect of cracked / broken housings, signs of cable stress or any compromise of integrity is to be reported.
2. Once a year:
A formal & full inspection of all equipment takes place.
This consists of:
 - a) Full visual inspection of all equipment. Any defects in respect of cracked / broken housings, signs of cable stress or any compromise of integrity is to be actioned.
 - b) Fuse rating checked & if necessary the fuse replaced.
 - c) Class 1 equipment is checked for earth continuity. Electrical resistance is required to be less than 1 ohm.

Results of the annual test are recorded on the inventory.

3. Every three years:
Inspection & test to be carried out for all earthed items (Class 1).
In respect of:
 - a) Earth resistance (high current)
 - b) Insulation
 - c) Polarity

In all cases of failure of inspection/test, items are to be repaired professionally before next use, or discarded.

The IT & Equipment Process Holder has prime responsibility for integrity of equipment.

In his/her absence, reporting is done to any EC member present.

If no EC member is present the reporting is done to the Group leader or acting Group Leader who must inform the IT & Equipment Process Holder (or his/her deputy) as soon as possible.