

S

 Warwickshire POLICE		POLICY
Security Classification	OFFICIAL	
Disclosable under Freedom of Information Act 2000	Yes	

<i>POLICY TITLE</i>	Maintaining Portable and Transportable Electrical Equipment
REFERENCE NUMBER	WP118
Version	3.1

<i>POLICY OWNERSHIP</i>	
DIRECTORATE	ENABLING SERVICES
BUSINESS AREA	ESTATES, FACILITIES AND HEALTH AND SAFETY

INITIAL IMPLEMENTATION DATE	August 2022
NEXT REVIEW DATE:	January 2027
RISK RATING	LOW
EQUALITY ANALYSIS	LOW

Warwickshire Police welcome comments and suggestions from the public and staff about the contents and implementation of this policy. Please e-mail Policiesandprocedures@warwickshire.police.uk

CONTENTS

[1.00 Policy](#)

- 1.01 Policy Statement
- 1.02 Compliance
- 1.03 Equalities
- 1.04 Equality Impact
- 1.05 Freedom of Information

[2.00 Purpose of the Policy](#)

[3.00 Implications of the Policy](#)

- 3.01 Legal
- 3.02 Regulations
- 3.03 Financial
- 4.04 Staff / Training
- 4.05 Bureaucracy

[4.00 Consultation](#)

[5.00 Document History](#)

[6.00 Guidance](#)

[7.00 Management Responsibility](#)

- 7.01 Deputy Chief Constable
- 7.02 Strategic HSQE & Facilities Manager
- 7.03 Operational Chief Police Offices, Departmental Heads, Business Managers
- 7.04 Estates, Facilities and Health and Safety Department

[Appendix A: Glossary](#)

[Appendix B: HSG 107 Table 1 - Suggested initial maintenance intervals](#)

1.0 POLICY

1.01 Policy Statement

Warwickshire Police are committed in so far as reasonably practicable to ensuring the health safety and welfare at work of all its staff, to minimise any risk presented to our staff, other persons on site, the public and the environment.

The policy is required to manage the risk of electric shock or other injury to forces personnel and other persons posed by the use of portable and transportable electrical appliances on Police premises and on external police operations.

The policy will apply to all electrical items on Police premises or external operations that can be either connected to the fixed mains supply or to a locally generated supply by means of a flexible cable and plug.

Testing of:

- a) three phase equipment
- b) equipment operating at voltages greater than 240 volts
- c) equipment operating at currents in excess of 13 amps
- d) equipment which is connected to a power supply through a spur or breaker box
- e) fixed equipment/appliances that are fastened to a support or otherwise secured in a secure specific location
- f) built-in appliances/equipment

should be carried out by a qualified electrician and organised through the Estates, Facilities and Health and Safety Department

Warwickshire Justice Centres – For the Avoidance of Doubt

This policy does apply to the Warwickshire Justice Centres as Warwickshire Police has responsibility for the running and maintenance of both Leamington and Nuneaton Justice Centres.

1.02 Compliance

The policy has been prepared taking into account existing legislation. New legislative requirements or changes in current legislation may necessitate a review of this policy.

1.03 The policies of Warwickshire Police are intended to promote equality, eliminate unlawful discrimination and actively promote good relationships regardless of:

- Age
- Disability
- Gender Reassignment
- Race,
- Religion or Belief
- Sex

OFFICIAL

- Sexual Orientation
- Marriage & Civil Partnership
- Pregnancy & Maternity

- 1.04 The policy has been assessed as having a LOW potential impact using the equalities impact assessment template, by incorporating equality considerations into the policy process, has allowed both forces to identify any actual or potential equalities and reduce them as much as possible, by applying the policy differently or looking for alternatives.

The award of formal tendered contracts and purchase orders for the inspection and repair supply and maintenance of Portable and Transportable Electrical Appliances shall incorporate the Portable Appliance Testing Policy and Procedures.

- 1.05 Freedom of Information

On behalf of the Warwickshire Police, the Warwickshire Police & Crime Commissioners, the Enabling Services Directorate maintains a list of owned and leased property. Inappropriate disclosure of such information has the potential to undermine the effectiveness of the service in its provision of law enforcement and to jeopardise the Health & Safety of staff and the public. Disclosure of this detail will only be made to authorised personnel.

(Freedom of Information Act 2000, sections 31 and 38)

2.0 PURPOSE OF THE POLICY

- 2.01 Summary

This document outlines the policy for maintaining portable and transportable electrical equipment and its testing on all premises under the control of the Enabling Services Directorate. The procedures for this management are contained within Section 7.00.

- 2.02 In its role as site owner or occupier or its nominated representative, the Force will assume responsibility for the planning, co-ordination, controlling and the monitoring of the activities of Contractors / Companies to effectively minimise the risks presented to staff, other persons on site, the public and the environment.
- 2.03 Regulation 4(2) of the Electricity at Work Regulations 1989 requires that all electrical systems be maintained, so far as reasonably practicable, to prevent danger.
- 2.04 Requirements for Internal / In-House Teams – at times internal staff may act as a contractor; this is often the case with regard to, repair, provision and the supply of new equipment. Where services are provided by in house teams they must be managed, trained and competent to the same requirements as those imposed on external contractors.
- 2.05 Internal teams are required to meet the legal standards and to the Estates, Facilities and Health and Safety Department's instructions; they should receive any essential information from the client department's representative and be subject to management checks as if they were an external contractor. Internal teams will be responsible for the day-to-day operational safety for any work they are engaged on, the supply of all

OFFICIAL

documentation requested and meeting the standards set by the Estates, Facilities and Health and Safety Department.

- 2.06 This document should be used in conjunction with current legislation and associated codes of practice.

3.0 IMPLICATIONS OF THE POLICY

3.01 Legal

The legal basis for this policy is found in the following legislation:

- The Health and Safety at Work Act 1974
- The Management of Health and Safety at Work Regulations 1999
- The Electricity at Work Regulations 1989
- The Provision and Use of Work Equipment Regulations 1998 and underpinned by:
- HSG107 (Third Edition) Maintaining Portable Electrical Equipment
- Code of Practice for In-service Inspection and Testing of Electrical Equipment 4th Edition

- 3.02 The Regulations do not specify what needs to be done, by whom or how frequently (for example, they do not make it a legal requirement to test all portable electrical appliances every year). This allows the duty holder to select precautions appropriate to the risk rather than having precautions imposed that may not be relevant to a particular work activity.

3.03 Financial

There are no additional financial implications for the Police & Crime Commissioner of Warwickshire Police in applying this policy.

3.04 Staff / Training

To ensure the competency of the Estates, Facilities and Health and Safety representative to effectively manage the procedures of this policy and in respect to the management and implementation of portable appliance testing and Health and Safety requirements, Strategic HSQE & Estates Manager shall identify and coordinate the relevant training required via the Force Learning & Development Department.

3.05 Bureaucracy

The minimal additional bureaucracy created by this policy is necessary to safeguard police premises and persons working on or those visiting those premises.

4.0 CONSULTATION

- 4.01 The draft policy was circulated for consultation, prior to consideration by the Joint Negotiating Consultative Committee (JNCC). Consultation included all interested groups which consisted of 28 individual members of staff, of which 11 responded, their comments were addressed and where appropriate included in the policy.

5.0 DOCUMENT HISTORY

5.01 The policy will be subject of regular review.

5.02 The history of the policy will be recorded using the chart below:

Date	Author / Reviewer	Amendment(s) & Rationale	Approval / Adoption
Nov 2013	Kim James	Harmonisation of Policy	JNCC 27/11/2013
Feb 2017	Clive Griffiths	Updated to include the role of PPL- replacing Estates v1.1	Feb 2017
Aug 2021	Helen Minett	Updated to reflect the end of the Alliance and of PPL	
June 2023	Helen Minett	Review – update reference to the Estates, Facilities & Health and Safety Manager and the Facilities Manager to reflect the changes to their job titles – Senior HSQE & Facilities Manager and HSQE & Facilities Manager	
Nov 2023	Helen Minett	Review – change references to Senior HSQE & Facilities Manager to Strategic HSQE & Estates Manager.	Jan 2024
May 2026	Mandy Harvey	Section 1.01 amended to include both Justice Centres. Minor change.	Republished 23/06/2026

6.00 GUIDANCE

6.01 Personal Equipment brought on to Police Sites

Staff are discouraged from bringing personal electrical items into police premises (eg radios, kettles, toasters, hair dryers, heaters, personal mobile phone chargers, microwaves). If they are authorised to do so, such items will require portable appliance testing.

6.02 Equipment excluded from this policy

Where electrical equipment is brought on to Police sites by contractors, their company is responsible for the testing and maintenance of the item of equipment, e.g. Contract Cleaners.

6.03 Equipment Hire Companies are legally required that equipment supplied by them is safe for use at work and is regularly inspected and tested before and after use. However if on extended hire to the Force (greater than one week) then the equipment should be assessed for its need to be placed on the existing register of equipment e.g. leased equipment, vending machines, branded display cabinets and fridges, water coolers etc.

6.04 Seized equipment is excluded from the requirements of this policy.

- 6.05 Equipment belonging to and used by visitors visiting Police sites must be in an electrically safe condition. The Force reserves the right to prohibit the use of any electrical equipment brought onto any Police site by a visitor which does not appear to meet this requirement.
- 6.06 This policy and procedure will apply to police owned equipment installed and used in any premises occupied by the police and should be adhered to by any appointed third party contractor responsible for the testing of electrical equipment.

7.00 MANAGEMENT RESPONSIBILITY

The Office of the Police and Crime Commissioner for Warwickshire Police – will delegate to the Deputy Chief Constable the overall responsibility to ensure that this policy is implemented and that appropriate funding is made available.

In practice the Duty Holder will delegate the day-to-day implementation of the policy to the nominated Responsible Person.

7.01 Deputy Chief Constable

The Chief Officer has functional responsibilities for estates, building matters and staff training.

7.02 Strategic HSQE & Estates Manager

- Implementation of Force policy and procedures.
- Implementation of relevant Health and Safety policies.
- Provision of adequate resources for training.
- Ensure "Portable & Transportable Electrical Equipment" policy is incorporated into relevant contracts.

7.03 Operational Chief Police Officers, Departmental Heads, Business Managers

- Are responsible for Implementation of Force policy and procedures.
- Must ensure that routine day-to-day checks on Portable & Transportable Electrical Equipment are carried out by staff prior to use.
- Must ensure that all staff undergoes training in the use of new and unfamiliar equipment.
- Must ensure that faulty equipment is reported to the Business Operations Service Desk.

7.04 Estates, Facilities and Health and Safety Department

OFFICIAL

- Implementation and management of inspection, testing repair and maintenance programmes.
- Identification of Health and Safety training needs regarding buildings issues and the provision of Health and Safety advice as required in consultation with the Force's Health and Safety Manager.
- Provide advice and guidance to Departmental Heads as appropriate and as requested.
- Maintain a list of all electrical equipment in use.
- Maintain estate property assets, data, logbook and electronic management systems
- Ensure the frequency of testing is reviewed and monitored on a regular basis.
- Ensure any incidents involving electrical equipment is investigated and relevant action is taken.
- Implementation of procedures to remove any unauthorised items of equipment from site.
- HSQE & Facilities Manager to arrange disposal of all failed equipment from site for controlled disposal under the WEEE Regulations, all equipment should have any Force identity marks, labels removed prior to disposal.
- IT will arrange for the disposal of any IT equipment.

Appendix A: Glossary

1.00 THE POLICE & CRIME COMMISSIONER

A legal entity, enabled to contract with other legal entities. Owns and maintains all property used by Warwickshire Police.

The Police & Crime Commissioners for Warwickshire Police and West Mercia Police have a portfolio of approximately 28 buildings providing accommodation from which it delivers policing services to the communities of Warwickshire.

2.00 THE FORCE

Warwickshire Police

Warwickshire Police covers the 764 square miles of Warwickshire it serves a population of 590,000 and employs 1041 police officers and 685 police staff

3.00 CONTRACTOR

Any person or undertaking or other legal entity entering into; or involved with a contract with the organisation for the supply of goods or services, including sub contractors (hereafter called contractors) and staff employed by the Force carrying out construction work.

4.00 STAFF / VOLUNTEERS

Any person employed by the PCC / Force or its contractors
Any person not specifically referred to above

5.00 PORTABLE

There is no legal definition of portable equipment. However, in this policy it means equipment that is intended to be connected to a generator or a fixed installation by means of a flexible cable and either a plug and socket or a fused spur or similar means. This includes equipment that is either hand-held or hand-operated while connected to the supply, intended to be moved while connected to the supply, or likely to be moved while connected to the supply.

OFFICIAL

Appendix B: HSG 107 Table 1 Suggested initial maintenance intervals

Type of Business		User checks	Formal Visual Inspection	Combined Inspection and test
Equipment hire		N/A	Before issue / after return	Before issue
Battery operated equipment (less than 40v)		No	No	No
Extra low voltage (less than 50 V ac) telephone equipment, low-voltage desk lights		No	No	No
Construction	110V equipment	Yes, weekly	Yes, monthly	Yes, before first use on site then 3-monthly
	230V equipment	Yes, daily/every shift	Yes, weekly	Yes, before first use on site then monthly
	Fixed RCDs	Yes, daily/every shift	Yes, weekly	Yes, before first use on site, then 3-monthly (portable RCDs – monthly)
	Equipment site offices	Yes, monthly	Yes, 6-monthly	Yes, before first use on site then yearly
Heavy industrial/high risk of equipment damage (not construction)		Yes, daily	Yes, weekly	Yes, 6-12 months
Light industrial		Yes	Yes, before initial use then 6-monthly	Yes, 6-12 months
Office information technology rarely moved, eg desktop computers, photocopiers, fax machines		No	Yes, 2-4 years	No if double insulated, otherwise up to 5 years
Double insulated (Class II) equipment moved occasionally (not hand-held). eg fans, table lamps		No	2-4 years	No
Hand-held double insulated (Class II) equipment eg some floor cleaners, some kitchen equipment		Yes	Yes, 6 months – 1 year	No
Earthed (Class 1) equipment, eg electric kettles, some floor cleaners		Yes	Yes, 6 months – 1 Year	Yes, 1-2 years
Cables, leads and plugs connected to Class 1 equipment, extension leads and battery charging equipment		Yes	Yes, 6 months – 4 years depending on type of equipment it is connected to	Yes, 1-5 years depending on the equipment it is connected to