PAT Policy- Quick Guide (V1.0).

What this policy is about

A quick guide to how we check electrical appliances provided by Portsmouth Homes to make sure they are safe to use, and what you can expect from us.

Who it applies to

This policy covers electrical appliances provided and maintained by Portsmouth Homes, including those in residents' homes, communal areas and buildings we manage.

It does not normally cover appliances you own, unless a risk assessment identifies a need for controls in a shared or communal space.

What is PAT?

(See policy: Definitions, page 3)

Portable Appliance Testing (PAT) uses visual checks and electrical testing to make sure portable electrical appliances remain safe to use.

How often appliances are checked

(See policy: Testing Frequency, page 4)

Appliances are tested when first supplied or installed. Future checks are risk-based, considering the appliance, how and where it is used and previous test history.

Checks will be no more than five years apart, with higher-risk appliances checked more often.

How we check appliances

(See policy: How we inspect and test appliances, page 4)

Appliances are checked by a trained and competent person. We will:

- Carry out visual checks and electrical testing
- Record the results
- Label the appliance with the result and next test date

If an appliance is unsafe

(See policy: Failures and Remedial Action, page 5)

If an appliance is unsafe:

- We will take it out of use immediately
- Arrange repair or replacement as quickly as possible
- It must pass another test before being used again

Keeping you informed

(See policy: Resident Communication, page 5)

We will:

- Give you advance notice of testing visits
- Explain why we need access
- Provide safety advice where helpful
- Let you know the outcome where testing affects appliances in your home

We will make reasonable adjustments for access or communication needs.

How you can help

(See policy: Your Responsibilities, page 6)

Please allow access when we arrange a safety check. If we cannot gain access, we will contact you again and may take further action to meet our safety responsibilities.

You can help by:

- Allowing access for safety checks
- Checking appliances for visible damage before use
- Reporting damaged or unsafe appliances we provide
- Using appliances safely and following guidance
- Not removing or tampering with safety labels or equipment

Your own electrical appliances

You are responsible for your own electrical appliances. Formal testing is not required but regularly check for damage or loose or exposed wires. If unsure, seek advice from a qualified professional.

Follow-up and further information

This is a summary only. For full details, please read the PAT Policy or contact your Housing Office. Information is available in large print, braille, audio or another language on request.

Link - PAT Policy