


St Margaret's Hope Pier Trustees PMSC – Safety Management System		
Document Title	Portable Electrical Equipment Policy	

ST MARGARET'S HOPE PIER TRUSTEES

Portable Electrical Equipment

1 Purpose

The purpose of this policy is to outline the simple and sensible precautions that need to be taken to prevent danger from portable or moveable electrical equipment.

2 Definition

Portable electrical equipment is any item which has an electric lead (cable or flex) and plug. Portable Appliance Testing (PAT) is the term used to describe the examination of electrical appliances and equipment to ensure that they are safe to use.

3 Policy

3.1 PAT Testing

PAT (and FAT) testing will be undertaken every 2 years within all the building that are leased from the St Margaret's Hope Pier Trustees.

3.2 Risk Assessment

All Electrical equipment must be maintained so that it does not cause unnecessary hazards to the working environment and the controls that are put in place are dependent on the level of risk within each working environment.


It is expected that the tenants of the leased building conduct their own risk assessments to satisfy themselves that the risk of potential incident arising from faulty portable electronic equipment has been mitigated to ALARP.

3.3 Users Responsibility

Users of portable electronic equipment should undertake a visual check prior to each use and satisfy themselves that the portable electronic equipment appears to be in a good condition for use. If there is any doubt that the equipment is faulty or if there is any damage to the equipment then the item of equipment should not be used until deemed safe to use by a competent person.

3.4 New Equipment

New equipment will be supplied in a safe condition and not require portable appliance inspection or test. However, a simple visual check is recommended to verify that the item is not damaged. The items

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Document Control

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1.0.0.0	April 2015	SMS review	Brian Pottinger
1.0.0.1	January 2019	Reviewed and updated	David Thomson
1.0.0.2	December 2025	Reviewed and updated	Alexandra Thomson

Document Change Approval

Position	Name	Date of approval
Chairman SMHPT	Fred Brown	April 2015
Chairman SMHPT	Stan Groundwater	January 2019
Chairman SMHPT	Alexandra Thomson	December 2025

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should carry a CE mark and/or be fitted with a British Standard plug and if it does not then it cannot be used until certified as safe during a PAT tested prior to use.

Chairman of the Board of Trustees

Dated: 08/12/25

A handwritten signature in black ink, appearing to be 'J. Ruff', is written over a horizontal line.

