



Ideal Cleaning Services Limited Portable Appliance Policy Statement

The Law Defines portable appliance as:- anything that is plugged into an electrical supply or anything that can be moved from electrical source to electrical source.

Class 1 appliances – Any appliance that is earthed or has a three-core connection.

Class 2 appliances – Any appliance that is double insulated.

The Electricity at Work Regulations requires that: “Portable electrical appliances be maintained and free from the possibility of electric shocks or burns”. We will ensure that all appliances are easily identifiable by ensuring that each individual appliance has a traceable identification mark, thus ensuring that the transfer of equipment from client premise to client premise does not affect the traceability of any item.

All operatives prior to any commencement of work will carryout a daily user check and sign that this has been carried out.

All area supervisors will be trained in and carryout, formal visual inspections on at least an annual basis. A formal system of fault reporting will be implemented. We will also ensure that there are trained people at each area office to enable PAT testing to be carried out. Records of all checks will be retained at the Area Offices.

An inventory log is held on site and kept up to date at all times.

Any item of equipment found on any premise without the appropriate identification mark will not be used, labelled and reported to a supervisor for its removal from site.

All class 1 equipment will have a combined inspection and test not exceeding 12 monthly intervals.

All equipment placed on site whether permanently or temporarily will be formally visually inspected at the time of placing on site. In addition class 1 items will have a valid PAT test sticker. Supervisors will ensure that follow on PAT tests are conducted as required.

All operatives will ensure good working practises and limit the potential of accidents by the following means:

- All electrical sockets are to be checked/inspected prior to use. Any doubt do not use, report to supervisor who will inform client.
- All cables and extension leads, where possible, will be routed to avoid tripping hazards.
- All trailing cables will be kept clean and dry
- All operatives will avoid twists or kinks in cables
- RCDs will be used where practicable.
- All extension cables will be fully extended to minimise resistance thus eliminating the potential of overheating
- All operatives will take extreme care to avoid contact with, or around water.
- All operatives will be trained to use the equipment provided.
- Defective equipment will be labelled and removed from site as soon as practical.

For and on behalf of Ideal Cleaning Services Limited

CHRISTOPHER DRING
Group Managing Director

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