



BUSINESS FIRE SAFETY ADVICE VISIT

Employee information

Employee name	Isabel Gunn	Visiting officer	Mohammed Taher
Department/Role	Office Admin	Department/Role	Business Education Officer
Visit Date	8/2/23	Visiting service	Surrey Fire and Rescue Service

Hale Community Centre

Action item	Action Date	Status
Give Staff/site users information on fire Extinguisher handling. (via WhatsApp/Email video from YouTube)	8/2/23	Added to induction
Fire Exit Sign Blocked in main entrance by sign post. Sign post to be moved or sign to be moved up.	8/2/23	Completed
Printer in training room to be moved away from call point.	8/2/23	Completed
Check all Pat testing is up to date.	8/2/23	Last tested Feb 2022
Continue to Maintain Extinguishers.	8/2/23	Last tested Jan 2023
All electric wiring checks are up to date.	8/2/23	17/02/23

Hale Youth Centre

Action item	Action Date	Status
Call Point and Fire Extinguishers blocked by large items. Items to be moved and area kept clear.	8/2/23	Completed
Give Staff/site users information on fire Extinguisher handling. (via WhatsApp/Email video from YouTube)	8/2/23	Added to induction
Check all Pat testing is up to date.	8/2/23	To be implemented
Continue to Maintain Extinguishers.	8/2/23	Last tested April 22

Action item	Action Date	Status
All electric wiring checks are up to date.	8/2/23	May 22
New action, upon inspection of the purple cupboard it is apparent that some of the items will need to be relocated or at least be sorted out to make this cupboard safer.	28/2/23	In progress Users involved are putting in measures to better use space in line with fire safety guidelines.

Notes

Walk round in the Community Centre completed with the safety officer, he was happy that we had everything in place needed for our community building and gave advice on making the sign in the main reception area more visible and moving the printer away from the call point.

Also completed a walk round of the Youth Centre and it was highlighted as a potential hazard, the access to the call point and Extinguishers as you enter the building are blocked by a fold up table and various items.

Concerns

1. Exit sign not being seen in an emergency. (Community Centre)
2. Printer blocking access to call point and/or causing fire risk if over heating/malfunction. (Community Centre)
3. Items blocking access to call point and Fire Extinguishers preventing immediate access. (Youth Centre)

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How often should PAT testing be carried out?

There is no definitive figure or frequency as to when a PAT test is required, this is usually down to the type of company and industry you work within. Ultimately, there is great variation in working environments and the equipment that is used in sectors will define how frequent PAT testing is recommended.

Be sure to evaluate all aspects of importance within your workplace and what needs to be considered for PAT testing. Invariably, the elements you consider as prominent will inform how frequently you will need to obtain a valid PAT test certificate.

Some of the elements you need to think about but are not limited to are things such as the type of installation method. Also, ensuring you have testing and maintenance records that are valid and easily accessible is key. Consider if you have some equipment that is hired through an external third party, as you may be unsure on how rigorous the prior testing has been on these items.

The frequency of how often your electrical equipment is used is one of the biggest indicators for PAT testing frequency. Depending on the nature of your workplace, some equipment may be used sporadically, whereas in an office setting for example, it is likely that a lot of electrical equipment is used on a daily basis.

Having data logged on all your electronic equipment is useful. This makes it easier to locate the correct information and by having it stored in a centralised place, it is more accessible for your organisation should this need to be reported on or disseminated to colleagues.

Class 1 and Class 2 Appliances

The classification of the equipment and type are important factors to consider for PAT testing. Ordinarily, appliances are categorised as either Class 1 or Class 2. Below, we'll explain the difference for each.

What is the difference between Class 1 and Class 2 appliances?

Both Class 1 and Class 2 appliances run from mains voltage but require PAT tests, although there is a slight adjustment to how they are tested.

A PAT test will check both appliances to ensure that at least two levels of protection are recorded to the end user. The PAT test will check that both levels are working in accordance with standard safety protocols.

- Class 1 appliances are usually defined as fridges, toasters or microwaves. The checks required for this type of appliance are to ensure users are protected by a combination of basic insulation and that an earth provision is in place.
- Whereas, Class 2 appliances relate to technical equipment, such as computers, televisions, or photocopiers. These should demonstrate 'double insulation' as part of PAT testing requirements.

However, these two strands can be further segmented by the types of equipment. This is equally important, as the weight and consistency of a product needs to be considered.

Frequency recommendations for PAT testing

Below we have compiled a list of the recommendations for PAT testing frequency, determined by type of equipment and the relevant sector.

Offices and Shops

- Class 1 equipment (or any general IT equipment) should be tested every **12 months**.
- Portable equipment such as extension leads should be tested every **12 months**.
- Any general equipment that is classed as handheld, transported or used more frequently should be tested every **12 months**. This is due to an increased risk of damage.