

Chippenham Town Bowls Club

### In-Service Portable Appliance Tests

 It is the responsibility of Chippenham Sports Club (CSC) to ensure that the IET “Code of Practice for the In-Service Inspection and Testing of Electrical Equipment” is carried out.

 The CSC will hold the records as a means of demonstrating compliance with the Electricity at Work Regulations 1989.

 The Chippenham Town Bowls Welfare Officer will be responsible for liaising with the CSC to ensure that the next test dates are displayed on the Health and Safety Notice within the Bowls Pavilion.

**User Check’s**

**Bowls members are responsible for user checks.** They are checks that are performed before equipment is plugged in or switched on. The check involves a visual inspection:

1. Mains plug, for obvious damage or signs of overheating.
2. Mains flex, for fraying, cuts or damage.
3. Switches, fuses, and protective covers for damage that may result in live parts becoming exposed.
4. Extension Leads are not a hazard.
5. The appliance is working and there is not physical damage such as cracks or chemical corrosion. There are no signs of fluids or foreign bodies.
6. Manufacturer Instructions are available if required.
7. An assessment should also be made of the suitability of the environment and the purpose for which the equipment is to be used. User checks are an important safety precaution as the user of the equipment is most familiar with its operation.

*User checks do not need to be recorded unless a problem is discovered, in which case the equipment should be labelled to show it is not to be used and removed from service as soon as possible. The Welfare Officer should be notified.*