

PURE JOY ADVENTURES

Electrical Safety Policy and Guidance

Keeping participants, families, staff and volunteers safe from electrical hazards

Policy version	1.0 (adapted Feb 2018 v1.4)
Review cycle	Biennial — every 2 years
Policy owner	Scheme Co-ordinator
Applies to	All staff, volunteers and venues

1. Introduction

The Electricity at Work Regulations exist to prevent death or injury from electrical hazards connected with work activities. For Pure Joy Adventures (PJA), this is especially important because our Respite Short Break Scheme supports disabled children and young people in a variety of settings — including day trips, residential breaks, activity venues, and community spaces.

All electrical systems and equipment used in connection with PJA activities — whether at our base, at partner venues, or brought along by staff or volunteers — fall within the scope of this policy.

2. Policy Statement

Pure Joy Adventures is committed to keeping participants, families, staff, and volunteers safe from electrical hazards. We will achieve this by:

- Ensuring all electrical systems and equipment used during PJA activities are of sound construction and well maintained.
- Carrying out regular inspections and tests on all electrical equipment at PJA bases and activity venues.
- Recording all tests and inspections and retaining this information for the life of the equipment.
- Ensuring that electrical equipment used in outdoor or activity settings (e.g. charging devices, PA systems, lighting) is suitable for those conditions.
- Providing protection against power surges or overloading during events and activities.
- Ensuring no work is carried out on any electrical system or equipment unless it is safe to do so — this includes temporary setups at activity venues.
- Providing adequate information, instruction, and training to all PJA staff and volunteers who use or supervise electrical equipment.

3. Managers' & Co-ordinators' Guidelines

3.1 Responsibilities

These Regulations apply to all spaces and venues used by PJA where a power supply is connected — including our base, hired halls, activity centres, and any temporary setups. There are no voltage or power limits; if equipment has the potential to cause harm, it is included.

The PJA Scheme Co-ordinator and any designated Health & Safety lead are responsible for ensuring a recording, testing, and maintenance system is in place and kept up to date.

3.2 Installation Testing (Fixed Wiring)

An electrical installation refers to the fixed wiring within a building up to the power socket. For venues regularly used by PJA, the following inspection periods apply:

Setting	Recommended Inspection Period
High-risk activity areas	Every 1 year
Temporary or portable buildings	Every 3 years
Other PJA premises and partner venues	Every 5 years

When PJA uses external venues (leisure centres, community halls, outdoor activity sites), the Scheme Co-ordinator should confirm that the venue holds a valid electrical installation certificate before use.

3.3 Portable Electrical Equipment — Recording & Testing

Portable electrical equipment means any item connected to the mains via a flexible lead, plug, and socket. This includes, but is not limited to:

- Kettles, toasters, and kitchen appliances at the PJA base
- Charging stations for communication aids, powered wheelchairs, and sensory equipment
- Sensory room equipment (bubble tubes, projectors, fibre optics, sound systems)
- Audio-visual equipment used at activities and events
- Extension leads and multi-socket adaptors
- Power tools or outdoor electrical equipment used during activities

The Scheme Co-ordinator (or delegated responsible person) must:

- Compile and maintain a register of all portable electrical equipment used within PJA activities.
- Assign a unique identification number to each item and label it clearly.
- Record each item on the PJA Portable Electrical Equipment Inventory form.
- Ensure regular visual inspections are carried out by a competent member of staff.
- Arrange for formal PAT (Portable Appliance Testing) by a qualified electrician at appropriate intervals.
- Attach a dated test label to each item following a successful PAT test.
- Keep all equipment records for the lifetime of the equipment.

If a defect is identified at any point — during visual inspection or formal testing — the item must be immediately withdrawn from use and not returned to service until it has been inspected and repaired by a qualified person.

Note for PJA: Sensory and specialist equipment used with participants (e.g. AAC devices, powered mobility aids, communication equipment) must be included in the register. When such equipment is brought in by a family or external provider, the relevant person should confirm that it is safe and appropriately maintained before it is used during a PJA session.

3.4 Untested or New Equipment

Once the inspection and testing system is in place, untested equipment must not be used.

All new equipment purchased by or donated to PJA must be:

- Immediately added to the equipment inventory with a unique ID number.
- Visually inspected to confirm it is in good condition before first use.
- Formally PAT tested before being put into regular service, in line with the testing schedule.

3.5 Personal Equipment Brought to PJA Activities

Occasionally, staff or volunteers may wish to bring personal electrical equipment (e.g. a personal kettle, a portable speaker) to use during PJA sessions. This is strongly discouraged. If it does occur:

- The item must be logged on the PJA equipment register.
- It must be PAT tested at the same intervals as PJA-owned equipment.
- If the owner is unwilling for it to be tested, it must be removed from the premises and not used during PJA activities.

4. Staff & Volunteer Guidelines

All PJA staff and volunteers have a responsibility to support electrical safety. You should:

- Carry out a brief visual check of any electrical equipment before using it at a PJA activity or session.
- Never use equipment that appears damaged, has a frayed lead, a cracked plug, or shows signs of burning or overheating.
- Report any concerns about electrical equipment immediately to the Scheme Co-ordinator — do not attempt to repair equipment yourself.
- Avoid bringing personal electrical items to PJA activities unless absolutely necessary.
- Never overload sockets or extension leads, particularly in sensory rooms or during events where multiple devices may be in use.
- Ensure extension leads used for outdoor activities are fully unwound to prevent overheating.
- Follow any venue-specific electrical safety rules when using external activity sites.

Your awareness and prompt reporting can prevent accidents and protect the young people we support.

5. Visual Inspection Checklist

Before using any portable electrical equipment during a PJA session, carry out the following checks:

#	Check	Pass / Fail
1	Inspect plug for damage and ensure the lead is securely clamped within it.	☐ / ☐
2	Check the cable entry point into the equipment is secure and undamaged.	☐ / ☐
3	Inspect the full length of the cable for wear, cuts, fraying, or kinking.	☐ / ☐
4	Test the on/off switch for correct operation; check for cracks or damage.	☐ / ☐
5	Inspect the equipment casing for signs of impact damage, cracks, or missing parts.	☐ / ☐

#	Check	Pass / Fail
6	Look for evidence of overheating — burn marks, discolouration, or a smell of burning.	☐ / ☐
7	If using a drum/reel extension lead, ensure it is fully unwound before use.	☐ / ☐

IMPORTANT: If in doubt about any piece of electrical equipment, do not use it. Remove it from service immediately and refer to the Scheme Co-ordinator or a qualified electrician. Never attempt repairs yourself.

6. Additional Information & Contacts

For advice on fixed electrical installations, contact your building's responsible person or a qualified electrician.

For guidance on PAT testing frequency in low-risk environments, refer to HSE PAT Testing guidance.

This policy is reviewed every two years. All staff and volunteers will be informed of any significant updates.

Policy Owner: Pure Joy Adventures Scheme Co-ordinator

Links & Dependencies: Electricity at Work Regulations ☒ HSE PAT Testing Guidance (Low Risk Environments)