

MINERVA LEARNING TRUST

Portable Appliance Testing Performance Specification

Reference MLT-006

2022-2024

Version Control

Version	Updated	Officer
1	September 2020	A D Anderson
2	September 2021	A D Anderson

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BACKGROUND

Minerva Learning Trust is a Multi Academy Trust that operates mainly in the Sheffield area. At the time of writing this specification we sponsor 4 large secondary schools, 1 post 16 provider and a Primary School.

This specification has been developed with our schools and Premises team to enable the contract to cover all schools in the trust with one supplier.

LEGISLATION

Legislation covered in this Specification includes but is not limited to

- Health & Safety at Work Act of 1974
- Electricity at Work Regulations of 1989
- Provision and Use of Work Equipment regulations of 1998
- Management of Health and Safety at Work regulations of 1999

All pat testing work will be carried out according to the Institute of Electrical Engineers (IEE) Code of Practice for In-Service Inspection and Testing of Electrical Equipment

DEFINITIONS

MLT – Minerva Learning Trust

MAT – Multi Academy Trust

PAT – Portable Appliance Test

TBOM – Trust Business Operations Manager

TEM – Trust Estates Manager

BSM – Business Support Managers

H&SAWA – Health & Safety at Work Act 1974

EWI – Electrical Wiring Regulations 1989

SCOPE

The provision of the service will be carried out at the following establishments

1. Minerva Central Offices, 7 Shay House Lane, Sheffield S36 1FD.
2. Stocksbridge High School, Shay House Lane, Sheffield S36 1FD.
3. Handsworth Grange Community Sports College, Handsworth Grange Road, Sheffield S13 9HJ.
4. High Storrs School, High Storrs Road, Sheffield S11 7LH.
5. Ecclesfield School, Chapeltown Road, Sheffield S35 9WD.
6. Chapeltown Academy, Hydra Business Park, Nether Lane, Sheffield S35 9ZX.
7. Woodthorpe Primary School, Lewis Road, Sheffield, S13 8DA.

To carry out Portable Appliance testing to all Class I and Class II items on the school site as per the code of conduct and regulations above in the Legislation Section.

To ensure that an inventory of the items tested is recorded, including test results and provided to the school in the required format (Specification Section)

To provide a certificate of inspection referring to the items on the inventory schedule.

REFERENCES TO OTHER DOCUMENTS

N/A

GENERAL CONDUCT OF THE CONTRACT

1.1. GENERAL INSTRUCTIONS

1.1.1. Contractor Registration

All consultants, Contractors and sub-Contractors carrying out work either directly or indirectly for MLT must be approved by Procurement Team. A supplier questionnaire must be completed as part of the Tender / RFQ process

1.1.2. Specification

The Contractor shall comply with all the requirements of this Specification

1.1.3. National Standards

The Contractor shall always comply with the requirements of the current issue or relevant UK National standards for Requirements for Electrical Installations. Institution of Electrical Engineers 'Code of Practice for In-service Inspection and Testing of Electrical Equipment'.

1.1.4. Access

Access to all areas is by prior arrangement only, by contacting the Site Manager of each establishment. A contacts list will be provided to the contractor.

1.2. HAZARDS AND RISK ASSESSMENT

1.2.1. Contractor's Responsibility

Contractors are always responsible for the safety and wellbeing of their staff when on MLT property. It is the Contractor's responsibility to ensure that adequate discovery of and understanding of the hazards present in and around the MLT property in which they will be working is achieved. Reference must be made to the relevant UK National Standards relating to Health and Safety. The Contractor is also to take account of the activities of other contractors who may be working in the vicinity of their own work area and to liaise with these contractors. The Contractor shall comply with the requirements of the Trusts Health and Safety guides.

1.2.4 Electrical Safety

In carrying out any urgent Remedial Work, the Contractor shall notify the Estates team to seek advice and gain the appropriate authorization to carry out the work.

1.2.5 Fire Precautions

The Contractor shall liaise with the Building Manager and familiarize themselves and their staff with all the fire alarm call points, firefighting appliances, and emergency exit routes. The Contractor must keep all emergency escape routes clear throughout the whole contract.

1.2.6 Warning Signs

The Contractor shall be responsible for ensuring that adequate warning notices are displayed at each entry point, confirming the status of each site area, and prohibiting when appropriate unauthorized personnel from entering.

1.2.7 Access Equipment, Hoisting and Materials Handling

The Contractor shall be responsible for ensuring that all equipment is used in a proper and safe manner and compliance with all codes issued by the Health and Safety Executive.

1.3 STAFFING

1.3.1 Personal Identification

All consultants, Contractors and sub-Contractors must carry means of identification (ID) displaying the company name, company telephone number and current photograph of the bearer, the name and title of the bearer. Personnel without appropriate ID will not be allowed to remain on site. MLT will not be liable for any delay, loss or expense occurred as a result.

The Criminal Records Bureau (CRB) and the Independent Safeguarding Authority (ISA) have merged to become the Disclosure and Barring Service (DBS). CRB checks are now called DBS checks.

Vulnerable groups of people need to be protected and CRB / DBS checks assist in ensuring that the most suitable people are appointed to roles working with these vulnerable groups.

All contractor and sub-contractors' staff must have a valid DBS certificate to work on school sites. The contractor will issue a list of the staff that will work on site and their DBS certificate numbers.

1.3.2 Sub-Contract or Agency Staff

The Contractor shall not employ agency or subcontract for any part of the works described in this specification, except with the specific prior agreement of the Trust Infrastructure Manager.

1.3.3 Signing in and out of buildings

The Contractor is to ensure that Contractor's staff follow local school procedures for signing in and out of buildings. Such procedures are essential for the safety of all personnel in the event of fire or other emergency, to establish who might be trapped in a building.

1.3.4 Parking

Parking space is limited at each school site. Vehicles should be parked in marked spaces except where materials and / or equipment is being unloaded and loaded.

SPECIFICATION

- 1) To carry out the following tests and inspections of all Class i and Class ii items on the school site. (Different tests apply to different classes, the supplier is expected to identify the class of the item tested as well as the results of each test)

- a) VISUAL INSPECTION

A visual inspection of the item been tested should be carried out to ensure that there is not visual physical damage to the item that would represent a potential hazard to its users.

- b) EARTH CONTINUITY SOFT TEST

Soft Test Low current earth continuity testing is performed in all PAT testing.

- c) EARTH CONTINUITY HARD TEST

Hard Test Hard Testing by way of high current earth continuity test is carried out with a current not more than 1.5 times the rating current of the appliance

- d) INSULATION TEST (500V & 250V)

Voltage of 500 Vdc insulation testing identifies resistance in appliance power systems.

- 2) Labelling

To ensure that all items tested are labelled appropriately, the labels should show the following information as a minimum

- a) PAT Unique Reference number.
 - b) Date test carried out.
 - c) Company carrying out the test.

- 3) Information Requirements / Reporting

A full log of all items tested should be provided electronically in a *pdf or excel* format for each site showing the following information as a minimum.

- a) School Name
 - b) PAT Unique reference number
 - c) Building or room reference
 - d) Date Test Carried out

- e) Class of item
- f) Test Result