## APPENDIX 1

**Health and Safety Executive Guidance Chart**

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| --- | --- | --- | --- | --- |
| **Equipment / Environment** | | **User Check** | **Formal Visual Inspection** | **Combined Inspection and Testing** |
| Equipment hire / loan | | N/A | Before issue / after return | Before issue |
| Battery operated equipment (less than 40 V) | | No | No | No |
| Extra low voltage (less than 50 V ac), telephone equipment, low-voltage desk lights | | No | No | No |
| Construction / Maintenance Activity | 110V equipment | Yes, weekly | Yes, monthly | Yes, before first use on site then 3-monthly |
| 230V equipment | Yes, daily/every shift | Yes, weekly | Yes, before first use on site then monthly |
| Fixed RCDs | Yes, daily/every shift | Yes, weekly | Yes, before first use on site then 3 - monthly (portable RCDs - monthly) |
| Equipment site offices | Yes, monthly | Yes, 6-monthly | Yes, before first use on site then yearly |
| Heavy industrial/high risk of equipment damage (not construction) | | Yes, daily | Yes, weekly | Yes, 6 – 12 months |
| Light industrial | | Yes | Yes, before initial use then 6-monthly | Yes, 6 – 12 months |
| Desk Computers | | No | Yes 2-4 years | No, if double insulated,  otherwise up to 5 years |
| Photo-copiers, fax machines and rarely moved printers and scanners | | No | Yes 2-4 years | No, if double insulated, otherwise up to 5 years |
| Double insulated (Class II) Double Insulated Symbol equipment: Not handheld; moved occasionally e.g., fans and table lamps, microwaves | | No | Yes 2-4 years | No |
| Double insulated (Class II) Double Insulated Symbolequipment: Handheld e.g., some kitchen equipment | | Yes | Yes 6 months - 1 year | No |
| Earthed equipment (Class I) Electric kettles, some kitchen equipment e.g. fridge and toaster | | Yes | Yes 6 months - 1 year | Yes  1-2 years |
| Cables, (leads and plugs connected to the above) and mains voltage extension leads and battery charging equipment for laptops, iPads, mobile phones | | Yes | Yes  6 months - 4 years depending on the type of equipment it is connected to. | Yes  1-5 years depending on the type of equipment it is connected to. |

**Earthed equipment (Class I)**

This equipment relies on the metallic (exposed conducting) parts of the equipment being effectively earthed. If this earth connection is lost there is a possibility of the exterior of the equipment becoming live, with a potentially fatal result. Anyone touching live metal will be in contact with electricity.

**Double-insulated equipment (Class II )**  Double Insulated Symbol

This equipment (which includes double insulated equipment marked) is constructed with high-integrity insulation and does not have nor need an earth connection to maintain safety. If you cannot see this symbol, you should assume that the electrical equipment is a Class I appliance.

**IT and related equipment (Class II FE)**

New product classification mainly for IT and related business equipment.

As above for Double insulated equipment.