

Items	Potential Risks			Outdoor	Regular use	Dates		PAT test regularity			Notes	Staff Visual Inspection recommendations			
	Class (1 earthed, 2 double insulated)	Public / multiple user	Robust handling damage risk			Last PAT / new purchase	Next PAT	6 mo	1 to 2 yr	2 yr		3 mo	6 mo	1 yr	Before use
Water Boiler	Buffalo	Kitchen	1 x			Sep-23	Sep-25			x	fixed installation	x			
Fridge	Frigidaire	Kitchen	1 x			Sep-23	Sep-25			x	fixed installation	x			
Bosch Fridge	Bosch	Kitchen	1 x			Sep-23	Sep-25			x	fixed installation	x			
Kettle	Tesco	Kitchen	1 x	x	x	Sep-23	Sep-25		x			x			
Vacuum cleaner	Numatic	Cleaner store	1 x	x	x	Sep-23	Sep-25		x			x			
Floor polisher	Numatic	Cleaner store	1 x	x		Sep-23	Sep-25			x	Not used				x
Monitor	Pacific	Electrical store	2			Sep-23	Sep-25			x	Careful user				
											Class 1 higher risk but stored and used by request only				x
Water Boiler (urn)	Cygnets	Electrical store	1 x	x		Sep-23	Sep-25		x						
Extension Lead	Duraplug	Electrical store	2			Sep-23	Sep-25			x	Careful user			x	
You View Box	You view	Electrical store	2			Sep-23	Sep-25			x	Careful user			x	
CCTV Hardrive	Annie	Electrical store	2			Sep-23	Sep-25			x	Careful user			x	
Power Supply	Cyber	Electrical store	2			Sep-23	Sep-25			x	Careful user			x	
CCTV monitor	ASVS	Electrical store	2			Sep-23	Sep-25			x	Careful user			x	
Transformer	TDC	Electrical store	2			Sep-23	Sep-25			x	Careful user			x	
RCD plug	Time Guard	Electrical store	1			Sep-23	Sep-25			x	annual use			x	
Extension Lead	Pifgo	Electrical store	2			Sep-23	Sep-25			x	Careful user			x	
Extension Lead	Pifgo	Electrical store	2			Sep-23	Sep-25			x	Careful user			x	
Christmas Lights		Electrical store	2 x	x		Sep-23	Sep-25			x	annual use				x
Christmas Lights		Electrical store	2 x	x		Sep-23	Sep-25			x	annual use				x
Christmas Lights		Electrical store	2 x	x		Sep-23	Sep-25			x	annual use				x
											Monthly meeting use				
Extension Lead	Wickes	Electrical store	2 x	x	x	Sep-23	Sep-25		x					x	
POE Injector		Electrical store	2			Sep-23	Sep-25			x	Careful user			x	
POE Injector		Electrical store	2			Sep-23	Sep-25			x	Careful user			x	
POE Router		Electrical store	2			Jun-23	Sep-25			x	Careful user			x	
Router	Huawei	Electrical store	2			Sep-23	Sep-25			x	Careful user			x	
Printer	HP	Electrical store	2			Sep-23	Sep-25			x	Careful user			x	
Kettle Lead		Electrical store	2			Jan-24	Sep-25			x	Not used			x	
Christmas Tree Box		Old Court	2 x	x	x	Sep-23	Sep-25		x		Water ingress risk				x
Laptop Lead	Dell	Clerk	2			Sep-23	Sep-25			x	Careful user			x	
TV		Hall foyer	2 x			Sep-23	Sep-25			x	fixed installation	x			
TV extension lead		Hall foyer	2 x			Sep-23	Sep-25			x	fixed installation	x			