

Policy Title: Electrical (PAT) Safety Testing Policy (CPFT)

Reference	POL/002/046
Version	2
Date Ratified	10 December 2018
Next Review Date	August 2021
Accountable Director	Director of Strategy and Support Services
Policy Author	Professional Head of Estates

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Policy On A Page

SUMMARY & AIM

This policy provides an exemplar statement of how the Trust intends its Managers and staff to manage the safe operation of portable electrical equipment within the Trust's properties and consequently discharge its duty in law as far as is reasonably practicable.

KEY REQUIREMENTS

The trust shall schedule regular equipment tests by department or area at the appropriate frequencies.

All Staff who use Portable Appliances Shall, prior to use, visually inspect the equipment, cable and plug as per section 8.4

TARGET AUDIENCE:

Estates staff, Contractors and all trust staff who use portable appliances.

TRAINING:

Training requirement to fulfil this policy to be provided in accordance with the Trusts Training Needs Analysis. Management of training will be in accordance with the Trust's learning and development Policy.

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1. INTRODUCTION

Cumbria Partnership NHS Foundation Trust (hereinafter called the Trust) recognises and accepts that it has a duty to protect its service users, staff and other parties whom use portable appliances in the workplace. The Trust recognises the inherent danger associated with the use of portable electrical equipment and the need for safe and effective maintenance procedures to ensure a safe working environment. Hazards normally associated with portable equipment that is not tested on a regular basis include the risk of electrocution, shock and burns.

a. SCOPE

The policy provides and exemplar statement of how the Trust intends its Managers and staff to manage the safe operation of portable electrical equipment within the Trust's properties and consequently discharge its duty in law as far as is reasonably practicable.

This policy covers all Trust owned, leased or informally occupied premises throughout the County, which can be solely occupied or shared with other organisations. Where properties are not fully owned by the trust, each of the other organisations will be formally advised on the Trust's limits of responsibility and will be provided with sufficient and reasonable advice to ensure that the building owner or head lease holder maintains compliant systems.

Because of the complexity of the property portfolio a table has been produced, see **appendix 1** detailing the relevant policies that staff must follow. If staff are unsure about which Policy applies in the area that they are working, please contact the Estates Department for clarification.

Estates Helpdesk: 01228 603131.

Email: Estates-Helpdesk@cumbria.nhs.uk

All the above areas are audited and monitored for statutory compliance during the formal quarterly review meetings with each service provider.

This policy excludes:-

Equipment brought on to site by contractors, as this remains the responsibility of the contractors, however the estates department will carry-out ad-hoc audits to ensure contractors are using correctly tested equipment.

Personal equipment used by tenants in the Trust's residential accommodation.

The following types of electrical appliances are covered by this policy:

(i) Portable Appliance

An appliance of less than 18kg in mass that is intended to be moved while in operation, or an appliance which can easily be move from one place to

another such as a toaster, food mixer, vacuum cleaner, fan heater, kettle, phone power leads, mains operated printers, laptop power supplies.

(ii) Moveable equipment

This is equipment which is either 18kg or less and not fixed such as electric fire, or equipment with wheels or other means to facilitate movement, such as portable fans, air conditioning unit. This section should include mobile computer workstations.

(iii) Handheld appliances

This is portable equipment intended to be held in the hand during normal use, such as hair dryer, drill, soldering iron.

(iv) Stationary equipment

The equipment has a mass exceeding 18kg and is not provided with a carrying handle, such as refrigerator, washing machine, driers.

(v) Fixed equipment

This is equipment which is fastened to a support or otherwise secured in a specified location, such as a bathroom heater, towel rail, kilns, and water boilers.

(vi) IT equipment

IT equipment includes electrical business equipment such as computers and mains powered telecommunications equipment, and other equipment for general business use.

2. PURPOSE

The prime objective is to create a safe working environment that ensures all portable electrical equipment used on trust premises is maintained at the correct frequencies and that all items of portable equipment are contained within a ward or department register.

3. POLICY DETAILS

3.1 New Equipment

Newly purchased equipment may be used on receipt prior to receiving any in-house portable appliance test providing it is "CE" marked and has been supplied from a reputable supplier in its original packing with full user instructions, a moulded plug and lead is fitted and a visual inspection has been carried out to determine there are no obvious faults.

The Estates Department must be advised of all new equipment details to ensure that the asset register and the equipment is programmed to be tested during the next scheduled visit.

3.2 Patients Personal Equipment

Patients shall be discouraged from bringing into the hospital and using their own personal portable electric appliances. Where clinical staff consider it is in the best interest of the patient to use their own personal equipment such equipment shall not be used unless it has been appropriately tested by a Competent Person and evidenced by an in date test label attached.

Testing of “one off “or small quantities of portable equipment tends to be relatively expensive. Where it is considered that it is in the best interest of the patient to have their personal equipment tested by Trust resources and appropriate budget shall be identified.

3.3 Employees Personal Equipment

Employees shall NOT bring in or use personal items of portable electrical equipment on Trust operated premises.

3.4 Shared Premises

Where electrical appliance testing is undertaken by other organisations in shared premises or for embedded areas of other hospitals the controlling organisations portable appliance policy shall be adopted, provided the standard is equal to this Policy.

3.5 Testing Frequencies

(see chart on page 9).

4. TRAINING AND SUPPORT

Training requirement to fulfil this policy to be provided in accordance with the Trusts Training Needs Analysis. Management of training will be in accordance with the Trust’s learning and development Policy.

5. PROCESS FOR MONITORING COMPLIANCE

The table below outlines the Trust's monitoring arrangements for this policy/document. The Trust reserves the right to commission additional work or change the monitoring arrangements to meet organisational needs.

Aspect being monitored	Monitoring Methodology	Reporting		
		Presented by	Committee	Frequency
Competence of Testing personnel	Qualification check prior to award of contract	Electrical Manager	Corporate Fire Health Safety and Security Committee	Annual
Register of all portable appliances owned and used by the trust.	Estates department checks the testing company's list of all items tested against existing asset list. Departments keeps records of new items and inform estates helpdesk of new items	Electrical Manager	Corporate Fire Health Safety and Security Committee	Annual

Wherever the above monitoring has identified deficiencies, the following must be in place:

- Action plan
- Progress of action plan monitored by the Corporate Fire Health Safety and Security Committee minutes
- Risks will be considered for inclusion in the appropriate risk registers

6. REFERENCES:

HTM 06-01 and HSE guidance – maintaining electrical equipment in offices and other low risk environments.

7. ASSOCIATED DOCUMENTATION:

Electrical Safety (Fixed Installations) Policy.

8. DUTIES (ROLES & RESPONSIBILITIES):

8.1 Chief Executive / Trust Board Responsibilities:

The Chief Executive and Trust Board jointly have overall responsibility for the strategic and operational management of the Trust, including ensuring that Trust policies comply with all legal, statutory and good practice requirements.

8.2 Executive Director Responsibilities:

All policies have a designated Executive Director and it is their responsibility to be involved in the development and sign off of the policies, this should ensure that Trust policies meet statutory legislation and guidance where appropriate. They must ensure the policies are kept up to date by the relevant author and approved at the appropriate committee.

8.3 Managers Responsibilities:

The Electrical Maintenance Manager shall:

- Schedule regular equipment tests by department or area at the appropriate frequencies.
- Notify departments in advance to allow them to prepare for a scheduled visit.
- Feed back to departments the results of equipment tests following scheduled visits. This will include a schedule of all identified equipment tested and not tested.
- Maintain an asset register of portable appliances including taking account of all notified acquisitions and disposals.

Heads of Departments (or department member nominated) -

- Must notify the Electrical Maintenance Manager of all new acquisitions or disposals as they arise.
- Maintain a library in the department of all product user information and ensure staffs are instructed in safe operating procedures.
- Ensure staff under their control, undertake visual inspections of electrical appliances prior to use.
- Ensure all items are readily available for testing at the time of the pre-notified test.
- Ensure faulty items of equipment are reported for repair.

8.4 Staff Responsibilities:

All Staff who use Portable Appliances

Most faults or damage can be found by visual inspection. All users of electrical equipment should inspect the electrical equipment in their own working environment.

Prior to using electrical equipment, users shall inspect the equipment, cable and plug for:

- Damage to the plug such as the casing is cracked or the pins are bent;
- The outer covering of the cable not being gripped where it enters the plug or equipment or coloured insulation of the internal wires showing;
- Non-proprietary joints, including taped, in the cable;
- Damage, such as cuts or abrasions to the cable covering;
- Equipment that has been used in unsuitable conditions, such as a wet or dusty workplace;
- Damage to the outer cover of the equipment or obvious loose parts of screws; Overheating (burn marks) on the plug, wiring or equipment.
- Any previous “test label” fitted is still in date.

Checks should be undertaken before the equipment is taken into use and during use. Any faults should be reported to the management and the equipment taken out of use immediately and labelled “DO NOT USE”.

8.5 Approving Committee Responsibilities:

The Chair of the approving committee Estate & Facilities Assurance Group (EFAG) will ensure the policy approval is documented in the final section of the Checklist for Policy Changes. The committee will agree the approval of the final draft of the policy.

9. ABBREVIATIONS / DEFINITION OF TERMS USED

ABBREVIATION	DEFINITION
PAT	Portable Appliance Testing
EFAG	Estates & Facilities Assurance Group

APPENDIX 1: SCHEDULE FREQUENCIES

Type of Premises	Type of Equipment	User Responsibility	Estates Responsibility			
		User Check Note 1	Class I Earthed equipment		Class II (Note 3) Double insulated equipment	
			Formal Visual Inspections Note 2	Combined Inspection and Testing Note 4	Formal Visual Inspections Note 2	Combined Inspection and Testing Note 4
1	2	3	4	5	6	7
Workshops, Plant rooms & Horticultural Kitchen equipment	Stationary Equipment	Weekly *	12 Months	12 Months	12 Months	12 Months
	IT Equipment	Weekly *	48 Months	48 Months	48 Months	48 Months
	Moveable Equipment #	Weekly *	12 Months	12 Months	12 Months	24 Months
	Portable Equipment #	Weekly *	12 Months	12 Months	12 Months	12 Months
	Handheld Equipment	Before use *	12 Months	12 Months	12 Months	12 Months
Floor polishers/ Vacuum Cleaners, kettles		Before use	12 Months	12 Months	12 Months	12 Months
Offices, Wards and all other properties	Stationary Equipment	None	24 Months	24 Months	48 Months	None
	IT Equipment	None	48 Months	48 Months	48 Months	None
	Moveable Equipment	Weekly	12 Months	24 Months	48 Months	None
	Portable Equipment	Weekly	12 Months	24 Months	12 Months	None
	Handheld Equipment	Before Use	12 Months	12 Months	12 Months	None

Notes: 1 User checks are not recorded unless a fault is found, 2 Formal inspections may be part of the combined inspection and test when they coincide and must be recorded. 3 If class of equipment is not known, it must be tested as Class I. 4 The results of combined inspection and tests are recorded

* By supervisor/teacher/member of staff

110V earthed centre tapped supply 230V portable or hand-held equipment must be supplied via a 30mA r.c.d. and the intervals between inspection and test reduced.

APPENDIX 2 - PROPERTY PORTFOLIO:

	LOCATION	PROPERTY	MAINTENANCE & MANAGEMENT OF ELECTRICAL SYSTEMS
IF YOUR PROPERTY IS NOT LISTED BELOW YOU MUST FOLLOW THE CPFT POLICIES			
1	Alston	Ruth Lancaster James Hospital, Town Foot Road, Alston, CA9 3QX	CPFT
2	Ambleside	Ambleside Health Centre, Ambleside	NHS PS
3	Ambleside	Ambleside Library	Follow Landlords Procedures
4	Ambleside	Galava Day Centre	Follow Landlords Procedures
5	Appleby	Appleby Medical Practice, The Riverside Building, Chapel Street,	NHS PS
6	Askham in Furness	Rankin Hall	Follow Landlords Procedures
7	Aspatria	West Street Health Centre, West Street, Aspatria, CA7 3HH	NHS PS
8	Barrow	102 Dalton Lane, Furness General Hospital, Barrow, LA14 4UF	UHMBFT
9	Barrow	Abbey Road Clinic, Barrow-in-Furness	CPFT
10	Barrow	Abbey View Day Hospital, Patterdale Drive, Barrow. LA14 4LS	UHMBFT
11	Barrow	Beckside Ward, Furness General Hospital, Barrow LA14 4UF	UHMBFT
12	Barrow	Danegarh, Furness General Hospital, Barrow LA14 4UF	UHMBFT
13	Barrow	Duke Street, Barrow LA14 1RD	CPFT
14	Barrow	Fairfield Offices, 2 - 6 Fairfield Lane, Barrow-in-Furness, LA13 9AH	NHS PS
15	Barrow	Greengate Centre (SureStart), Barrow-in Furness	Follow Users Procedures

16	Barrow	Gum Clinic Barrow - Birchwood	UHMBFT
17	Barrow	Manor Ward, Furness General Hospital, Barrow LA14 4UF	UHMBFT
18	Barrow	PCAS FGH	UHMBFT
19	Barrow	Prospect House, Barrow-in-Furness,	NHS PS
20	Barrow	Stafford House, Abbey Road, Barrow in Furness	NHS PS
21	Barrow in Furness	Abbey View FGH	UHMBFT
22	Barrow in Furness	Abbotsvale Community Centre, Barrow in Furness LA13 9PA	Follow Landlords Procedures
23	Barrow in Furness	Atkinson Health Centre, Market Street, Barrow in Furness, LA14 2LR	NHS PS
24	Barrow in Furness	Barrow Loan Store, Ambulance Station, Hindpool Road, Barrow in Furness, LA14 2LU	NHS PS
25	Barrow in Furness	Baycall FGH	UHMBFT
26	Barrow in Furness	Bram Longstaff Nursery	Follow Landlords Procedures
27	Barrow in Furness	Bridgegate Medical Centre	Follow Landlords Procedures
28	Barrow in Furness	CDC Paed FGH	UHMBFT
29	Barrow in Furness	Central & Hindpool Neighbourhood Management Clinic	Follow Landlords Procedures
30	Barrow in Furness	Community Nurses FGH	UHMBFT
31	Barrow in Furness	Dental Access Centre, Unit 5, Old Fire Station, Abbey Road, Barrow - in - Furness LA14 1XH	NHS PS
32	Barrow in Furness	Dental FGH	UHMBFT
33	Barrow in Furness	Drs. Rothnie, Knox & Wear Practice	Follow Landlords Procedures
34	Barrow in Furness	Duke Street Surgery	Follow Landlords Procedures
35	Barrow in Furness	Fairfield Centre, LA14 1LF	Follow Landlords Procedures

36	Barrow in Furness	Furness Child Care Nursery	Follow Landlords Procedures
37	Barrow in Furness	Furness General Hospital (Podiatry), Dalton Lane, Barrow in Furness, LA14 4LF	UHMBFT
38	Barrow in Furness	Hindpool Community Centre	Follow Landlords Procedures
39	Barrow in Furness	Hoops Gym	Follow Landlords Procedures
40	Barrow in Furness	Midwife office, FGH	UHMBFT
41	Barrow in Furness	Ormsgill Community Centre, Barrow in Furness	Follow Users Procedures
42	Barrow in Furness	The Park Leisure Centre	Follow Landlords Procedures
43	Barrow in Furness	Victoria Hall	Follow Landlords Procedures
44	Barrow in Furness	Walney (SureStart), Mill Lane, Walney Island, Barrow in Furness	Follow Users Procedures
45	Barrow in Furness	Walney Cottage, Burnett Edgar Medical Centre, Walney, Barrow in Furness, LA14 3HY	Follow Landlords Procedures
46	Barrow in Furness	Ward 10 south FGH	UHMBFT
47	Barrow	College House, Howard Street, Barrow LA14 1NB	CPFT
48	Brampton	Brampton Community Centre	Follow Landlords Procedures
49	Brampton	Brampton War Memorial, Tree Road, Community Hospital, Brampton, CA8 1TQ	CPFT
50	Brampton	Ella Thompson Central, Union Lane, Brampton CA8 1BX	NHS PS
51	Broughton in Furness	Broughton Clinic	Follow Landlords Procedures
52	Burneside	Bryce Institute	Follow Landlords Procedures
53	Carlisle	113 - 117 Botchergate, Carlisle. CA1 1RZ	Follow Landlords Procedures
54	Carlisle	4 Wavell Drive, Rosehill, Carlisle, CA1 2SE	NHS PS
55	Carlisle	Belah Community Centre	Follow Landlords Procedures

56	Carlisle	Botcherby Community Centre	Follow Landlords Procedures
57	Carlisle	Botcherby Healthy Living Centre	Follow Landlords Procedures
58	Carlisle	Bourne Business Centre, Carlisle. CA2	Follow Landlords Procedures
59	Carlisle	Capital Building, Hilltop Heights, London Road, Carlisle	CPFT
60	Carlisle	Carleton Clinic - Physio Dept	CPFT
61	Carlisle	Carlisle Methodist Church	Follow Landlords Procedures
62	Carlisle	Currock House Community Centre	Follow Landlords Procedures
64	Carlisle	Dalston Pharmacy	Follow Landlords Procedures
65	Carlisle	Dental Education Centre	CPFT
66	Carlisle	Denton Holme Community Centre	Follow Landlords Procedures
67	Carlisle	Greystone Road Community Centre	Follow Landlords Procedures
68	Carlisle	Hardwicke Suite 17, Tannery House, Tannery Road, Harraby Green Business Park, Carlisle, CA1 2SS	Follow Landlords Procedures
69	Carlisle	Harraby Community Centre	Follow Landlords Procedures
70	Carlisle	Houghton Village Hall	Follow Landlords Procedures
71	Carlisle	Longtown Community Centre	Follow Landlords Procedures
72	Carlisle	Morton Manor	Follow Landlords Procedures
73	Carlisle	Morton Surgery	Follow Landlords Procedures
74	Carlisle	Orton Lea, Orton Road, Carlisle	CPFT
75	Carlisle	PCAS CIC	NCUHT
76	Carlisle	Petteril Bank Children's Centre	Follow Landlords Procedures

77	Carlisle	Raffles Living Well	Follow Landlords Procedures
78	Carlisle	Reiver House, Cumberland Infirmary	NCUHT
79	Carlisle	Yewdale Community Centre	Follow Landlords Procedures
80	Cleator Moor	Cleator Moor Health Centre, Wath Brow Clinic, Ennerdale Road, Cleator Moor, CA25 5LR	NHS PS
81	Cleator Moor	Wyndaham Manor Care Home, Wyndam Street,	Follow Landlords Procedures
82	Cleator Moor	Wyndam Street Surgery, Wyndam Street, Cleator Moor, CA25 5AN	Follow Landlords Procedures
83	Cockermouth	Cockermouth Cottage Hospital, Isel Road, Cockermouth, CA13 9HT	PCT
84	Cockermouth	Cockermouth Leisure Centre, Castlegate Drive,	Follow Landlords Procedures
85	Cockermouth	Temporary GP surgery portakabins, Cockermouth Cottage Hospital, Isel Road, Cockermouth, CA13 9HT	Follow Landlords Procedures
86	Coniston	Coniston Institute	Follow Landlords Procedures
87	Dalton	Dalton Clinic, Dalton-in-Furness	NHS PS
88	Distington	Old School, Main Street, Distington. CA14 5UJ	Follow Landlords Procedures
89	Egremont	Beech House Medical Centre, St Bridget's Lane, Egremont, CA22 2BD (part only)	NHS PS
90	Egremont	Dental Access Centre, 55/56 Main Street, Egremont, CA22 2DB	NHS PS
91	Frizington	Children's Centre, Main Street, Frizington, CA26 3PF	Follow Landlords Procedures
92	Frizington	Frizington School, Main Street, Frizington, CA26 3PF	Follow Landlords Procedures
93	Glenridding	Glenridding Health Centre, Glenridding, CA11 0PD	NHS PS
94	Grange over Sands	Grange Clinic, Hampsfell Road, Grange-over-Sands, LE11 7EY	NHS PS
95	Grange over Sands	St Charles Church Hall	Follow Landlords Procedures
96	Grasmere	Old School House	Follow Landlords Procedures

97	Haverigg	HMP Haverigg, North Lane, Haverigg, LA14 4NA	Follow Landlords Procedures
98	Holme	Holme Parish Hall	Follow Landlords Procedures
99	Kendal	1&2 Weaver's Court, Westmorland General Hospital, Burton Road, Kendal, LA9 7RG	UHMBFT
100	Kendal	17&18 Flaxman's Court, Westmorland General Hospital, Burton Road, Kendal, LA9 7RG	UHMBFT
101	Kendal	2nd Floor, Station House, Station House, Kendal	Follow Landlords Procedures
102	Kendal	Abbot Hall Social Centre	Follow Landlords Procedures
103	Kendal	Austen Block, Kendal LA9 4RQ	Follow Landlords Procedures
104	Kendal	Baycall and NHS Direct, Westmorland General Hospital, Burton Road, Kendal, LA9 7RG	UHMBFT
105	Kendal	Beck Community Centre	Follow Landlords Procedures
106	Kendal	Blackhall Unit WGH	UHMBFT
107	Kendal	Captain French Lane Surgery	Follow Landlords Procedures
108	Kendal	Chiropody WGH	UHMBFT
109	Kendal	Connexions	Follow Landlords Procedures
110	Kendal	Dental Centre, Stramongate, LA9 4BD	Follow Landlords Procedures
111	Kendal	Dental Clinic WGH	UHMBFT
112	Kendal	Garburn House, Westmorland General Hospital, Kendal LA9 7RG	UHMBFT
113	Kendal	Ghyllside, Kendal	Follow Landlords Procedures
114	Kendal	Hallgarth Community Centre	Follow Landlords Procedures
115	Kendal	Kentmere Ward, Westmorland General Hospital, Kendal LA9 7RG	UHMBFT
116	Kendal	Kirkstone Unit, Westmorland General Hospital, Kendal LA9 7RG	UHMBFT

117	Kendal	Murley Moss (units A1 & A2), Murley Moss Business Park, Kendal, LA9 7RL	Follow Landlords Procedures
118	Kendal	PCAS WGH	UHMBFT
119	Kendal	South Lakeland House	Follow Landlords Procedures
120	Kendal	SUSD WGH (Langdale North and South)	UHMBFT
121	Kendal	Tenterfield, Brigsteer Road, Kendal	NHS PS
122	Kendal	Ward 2 WGH	UHMBFT
123	Kendal	YWCA	Follow Landlords Procedures
124	Kendal	Bridge Mill, Kendal. LA9 4UB	Follow Landlords Procedures
125	Kendal	White Horse Yard, Strickland Gate, Kendal, LA9 4LT	Follow Landlords Procedures
126	Keswick	Keswick Methodist Church, South Street, Keswick	Follow Landlords Procedures
127	Keswick	Mary Hewitson Community Hospital, Crossthwaite Road, Keswick, CA12 5PH	CPFT
128	Kirkby Lonsdale	Lunesdale Surgery	Follow Landlords Procedures
129	Kirkby Stephen	Kirkby Stephen Health Centre, Silver Street, Kirkby Stephen, CA17 4RB	NHS PS
130	Longtown	Longtown Medical Centre, Moor Road, Longtown	NHS PS
131	Low Hesket	Court Thorn Surgery	Follow Landlords Procedures
132	Maryport	Fit for Life Gym, Maryport	Follow Landlords Procedures
133	Maryport	Maryport Clinic, Ewanrigg Road, Maryport - viewed as one site with hospital	CPFT
134	Maryport	Victoria Cottage Hospital, Ewanrigg Road, Maryport, CA15 8EJ	CPFT
135	Millom	Lapstone Bungalow, Lapstone Road, Millom LA18 4BY	Follow Landlords Procedures
136	Millom	Millom Hospital, Lapstone Road, Millom, LA18 4BY	CPFT

137	Milnthorpe	1a Haverflatts Lane, Milnthorpe	Follow Landlords Procedures
138	Milnthorpe	IT Suite Milnthorpe Primary School	Follow Landlords Procedures
139	Milnthorpe	Parkview (Podiatry)	Follow Landlords Procedures
140	Milnthorpe	Stoneleigh Surgery	Follow Landlords Procedures
141	Nenthead	Nenthead Clinic, Dene View, Overwater, Nenthead, Alston	Follow Landlords Procedures
142	Penrith	2 – 8 Tynefield Drive, Penrith	CPFT
143	Penrith	Clint Mill, Cornmarket, Penrith. CA11 7HW	Follow Landlords Procedures
144	Penrith	Penrith Community Hospital, Bridge Lane, Penrith, CA11 8HX - excludes Beacon / Lonsdale, maternity and 2, 2a, 4, 6	CPFT
145	Penrith	Penrith Health Centre, Bridge Lane Penrith, CA11 8AX	CPFT
146	Penrith	Unit 1, 5, 6, 7a, 7b Hackthorpe Hall	Follow Landlords Procedures
147	Penrith	Unit 4 & 8 Hackthorpe Hall	Follow Landlords Procedures
148	Seascale	Seascale Health Centre, Gosforth Road, Seascale,	Follow Landlords Procedures
149	Sedbergh	Dent Memorial Hall	Follow Landlords Procedures
150	Sedbergh	Sedbergh Health Centre, Loftus Hill, Sedbergh, LA10 5RX	NHS PS
151	Shap	Shap Health Centre, Peggy Nut Croft, Shap	Follow Users Procedures
152	Silloth	Silloth Clinic, Lawn Terrace, Silloth-on-Solway, CA7 4AH	NHS PS
153	Temple Sowerby	Drs Surgery	Follow Landlords Procedures
154	Ulverston	St Mary's Church hall	Follow Landlords Procedures
155	Ulverston	Ulverston Community Health Centre	NHS PS
156	Ulverston	Unit 6, Daltongate, Ulverston. LA12 7AJ	Follow Landlords Procedures

157	Various	Secondary schools	Follow Landlords Procedures
158	Warwick Bridge	Downagate Community Centre	Follow Landlords Procedures
159	WCH	Emergency Floor	Follow Landlords Procedures
160	WCH	Liason	Follow Landlords Procedures
161	WCH	STINT	Follow Landlords Procedures
162	Whitehaven	Clinical Psychology, Westmorland Cumberland Hospital, CA28 8JG	NCUHT
163	Whitehaven	Copeland Unit, Whitehaven Hospital, Hensingham, Whitehaven, CA28 8JG	NCUHT
164	Whitehaven	Distington Surgery	Follow Landlords Procedures
165	Whitehaven	Flatt Walks Health Centre, 3 Castle Meadows, Catherine Street, Whitehaven, CA28 7QE	NHS PS
166	Whitehaven	Footsteps CDC	Follow Landlords Procedures
167	Whitehaven	Hillcroft , West Cumberland Hospital, CA28 8JG	NCUHT
168	Whitehaven	Lowther medical Centre	Follow Landlords Procedures
169	Whitehaven	Mansion House	Follow Landlords Procedures
170	Whitehaven	Market Hall, Market Place, Whitehaven. CA28 7JG	Follow Landlords Procedures
171	Whitehaven	Miner's Welfare, Coach Road, Whitehaven	Follow Landlords Procedures
172	Whitehaven	Newlands, West Cumberland Hospital, CA28 8JG	NCUHT
173	Whitehaven	Queen Street Surgery	Follow Landlords Procedures
174	Whitehaven	Richmond House, Whitehaven. CA28 7QY	Follow Landlords Procedures
175	Whitehaven	Yewdale Ward, West Cumberland Hospital, CA28 8JG	NCUHT
176	Wigton	Brookside Centre, Birdcage Walk, Wigton. CA7 9HB	CPFT

177	Wigton	Wigton Community Hospital, Cross Lane, Wigton, CA7 9DD	CPFT
178	Wigton	Wigton Health Centre, Southend, Wigton, CA7	NHS PS
179	Windermere	Lady Holme Centre	Follow Landlords Procedures
180	Windermere	Queen Catherine School	Follow Landlords Procedures
181	Windermere	St. Mary's Surgery	Follow Landlords Procedures
182	Workington	Ann Burrow Thomas Health Centre, South William Street, Workington, CA14 2ED	NHS PS
183	Workington	Lillyhall Business Park, Workington CA14 3BT	Follow Landlords Procedures
184	Workington	Minto Centre, Workington Children's Centre, Moorclose Road, Workington, CA14 5AP	Follow Landlords Procedures
185	Workington	Workington Community Hospital, Park Lane, Workington, CA14 2RW	NHS PS

UHMBFT - UNIVERSITY HOSPITALS OF MORECAMBE BAY NHS FOUNDATION

TRUST NCUHT - NORTH CUMBRIA UNIVERSITY HOSPITALS NHS TRUST

CPFT - CUMBRIA PARTNERSHIP FOUNDATION TRUST NHS

PS - NHS PROPERTY SERVICES LTD

DOCUMENT CONTROL

Equality Impact Assessment Date	PREVIOUS VERSION
Sub-Committee & Approval Date	EFAG 2/10/18

History of previous published versions of this document:

Version	Ratified Date	Review Date	Date Published	Disposal Date
1	1/10/15	Oct 18	30/10/15	Dec 18

Statement of changes made from version

Version	Date	Section & Description
1.1	7/11/18	<ul style="list-style-type: none"> POLICY IN NEW FORMAT

List of Stakeholders who have reviewed the document

Name	Job Title	Date
Alan Shepherd	Professional head of estates	7/11/18
John Clarke	Electrical Manager	7/11/18
EFAG	Committee	2/10/18
	Minimum change to document, stakeholder input not required	