



# Electrical Safety Policy

---

## 1. Aims and Objectives

The Electricity at Work Regulations 1989 states that “as may be necessary to prevent danger, all systems shall be maintained so as to prevent, so far as is reasonably practicable, such danger.” (Regulation 4(2)). Other legislation related to this area include the Health and Safety at Work Act 1974, requiring the employer to assess reasonably foreseeable risks and put in place control measures to reduce the risks so far as reasonably practicable; the Management of Health and Safety at Work Regulations 1999, placing a legal duty on the employer to conduct a risk assessment and the Waste Electrical Electronic Equipment (WEEE) Directive, which stipulates such things as the correct method of disposing of appliances and fittings.

In order to ensure compliance with the above legislation and ensure the safety of both pupils and staff in our Alliance, a risk assessment has been conducted and the following measures are in place:

- Inventory of all equipment updated when new equipment is purchased.
- Rigorous maintenance regime.
- Electrical safety awareness session for all staff.
- Only using contractors that are ECA (Electrical Contractor’s Association) and / or NICEIC (National Inspection Council for Electrical Installation Contracting) approved.
- Portable appliances, including any personal equipment, PA tested before use.
- Faulty equipment is labelled as faulty and immediately removed from use.
- Staff and pupils are encouraged to be vigilant at all times.
- No member of staff is permitted to repair electrical equipment.
- Any new installation is installed to BS 7671 ‘Requirements for electrical installations’ and any maintenance of an existing fixed system is in accordance with IEE Electrical Maintenance publication 2<sup>nd</sup> edition.
- Emergency Lighting is tested every 6 months by an external contractor.

## 2. Risk Assessment

The risk posed from electricity has been assessed and recorded. A copy can be found in the School and nursery school’s Office and staff have been informed of the risks found and the control measures in place to manage the risks. The risk assessment will be reviewed every 12 months or following a significant change, incident, or accident.

## 3. Maintenance Regime

The maintenance regime consists of the following:

- Pre-user checks.
- Formal visual inspection.
- External testing.

### 3.1 Pre-user checks

Before using electrical equipment, especially portable equipment, which is more susceptible to damage, staff must check that the equipment is safe to use and is being used in a suitable environment. Staff must report to School Business Manager/Caretaker if they observe any of the following:

- Evidence of overheating, e.g. scorch marks.
- Damage to either the plug, socket face, equipment, or cable e.g. bent pins, cracked casing, cracked equipment casing, frayed cables, and exposed insulating wire.
- Loose parts e.g. equipment fixings, plug screws.

The equipment will then be labelled as “faulty, do not use” and taken out of use.

### 3.2 Formal visual inspections

Portable appliances and electrical installations are subject to a formal visual inspection in-house by the Caretaker. The results are recorded.

The caretaker will conduct a formal visual inspection of all portable appliances 6 months after the PA test, subject to a risk assessment. Results will be recorded in the Site Control Logbook and any faulty equipment will be removed.

A portable appliance is an appliance that has a lead and a plug and is moved around (laptops, vacuum cleaners) or could be moved around (photocopiers, fax machines). Extension leads are classed as a portable appliance.

Electrical installations will be inspected once a term. The caretaker will look for:

- Breakages
- Wear and tear.
- Signs of overheating
- Missing parts
- Ensuring switch gear is accessible.
- Loose fixings

Electrical installations consist of switches, socket face plates and luminaire diffusers etc.

### 3.3 External Testing

- All portable appliances will be tested following the guidance in HSE’s INDG236 – Maintaining Portable Electric Equipment in a Low Risk Environment, by a PA Testing Contractor.
- Electrical installations will be tested every 5 years, and a certificate will be issued to confirm that the installation is safe.

## 4. Personal Electrical Equipment

Any electrical equipment brought in from home must be PA tested before use in school and nursery and added to the inventory and maintenance regime if it remains onsite.

## 5. Contractors

Only using contractors that are ECA (Electrical Contractor’s Association) and / or NICEIC (National Inspection Council for Electrical Installation Contracting) approved to undertake electrical works.

A permit to work is used for any mechanical or electrical work requiring the isolation of the power source, to ensure the work is carried out in such a way as to minimise the risk.

All contractors are inducted before commencing works.

## **6. New equipment**

Any new equipment will be added to the inventory of equipment and inspected before use. It does not need to be PAT tested unless it does not carry a CE mark, or it is not fitted with a British Standard plug. The equipment must then be incorporated into the inspection and testing regime and tested at 12 monthly intervals, subject to the risk assessment.

## **7. Repairing electrical equipment**

No member of staff is permitted to repair electrical equipment or change fuses. The caretaker may tighten socket plate faces but he must not replace them. Light tubes can be changed providing they are easily accessible and subject to staff competence (working at height training).

## **8. Basic electrical safety**

- Ensure plug sockets or extension leads are not overloaded by considering the current used by each appliance.
- Cables must not be trailed under mats or trapped under furniture where unseen damage can occur.
- Pupils must be supervised when using electrical equipment.
- Any cables on traffic routes that cannot be fixed in place have been covered with a cable cover.
- Appliances are switched off at the end of the day.
- Members of staff do not fix electrical equipment.

## **9. Training**

Staff have been made aware of what to watch out for when conducting pre-user checks, during an electrical safety awareness session.

## **10. Lightning Protection System**

Visual inspection and test by an external contractor every 11 months or following a strike.

## **11. Solar Panels**

Visual inspection and test by an external contractor once a year or following a lightning strike.