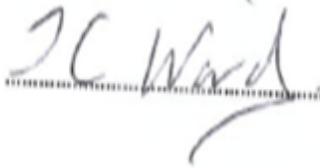




Electrical Safety & Portable Appliance Testing Policy

Date	Review Date
April 2021	April 2023

Head teacher:		Date:	20/04/2021
Chair of Governing Body:		Date:	20/04/2021

Introduction

The Governing Body of Girnhill Infant School are committed to ensure that all electrical equipment within the academy meets the safety requirements of the Electricity at Work Regulations 1989 so that pupils, school personnel and school visitors are not exposed to danger. We are aware that under the Electricity at Work Regulations 1989 that all portable electrical appliances in school must be well maintained and periodically tested (PAT). We will ensure the safety of all pupils, school personnel and visitors by ensuring all electrical equipment meets the above safety regulations.

We understand that Portable Appliance Testing (PAT) is the visual inspection and testing of all electrical equipment that is connected to electrical sockets via a plug.

We acknowledge that electrical hazards have the potential to cause harm or damage, and that electrical fires are caused by lack of testing and inspection and poor housekeeping. Therefore, all electrical equipment will be maintained to a satisfactory standard to minimise risk to school personnel.

We will ensure that personal mains-powered equipment will not be brought into school without prior permission and that the equipment has a valid and current test label which is clearly displayed.

We wish to work closely with the Academy Council and to hear their views and opinions as we acknowledge and support Article 12 of the United Nations Convention on the Rights of the Child that children should be encouraged to form and to express their views.

This policy should be read in conjunction and with regard to the following documents;

- The WMDC Portable Electrical Appliances Guidance document that is attached as Appendix A, this forms part of the wider WMDC Health and Safety Handbook for Academics;

- The WMDC Workplace Inspection Checklist that is attached as Appendix B with a key focus on the Electricity checklist template;
- The WMDC Classes of Equipment document that is attached as Appendix C;
- The WMDC Portable Electrical Appliance Monitoring Record that is attached as Appendix D.

Aims

The aims of the Electrical Safety and Portable Appliance Testing Policy are to ensure that all electrical equipment within the school meets the safety requirements of the Electricity at Work Regulations 1989 and to ensure that Portable Appliance Testing takes place in order to reduce risks of shock, burning and faults.

Roles and Responsibilities

Role of the Governing Body - The Governing Body has:

- Appointed a member of staff to be responsible for Health and Safety;
- Delegated powers and responsibilities to the Headteacher to ensure all academy personnel and visitors to the school are aware of and comply with this policy;
- Responsibility for ensuring funding is in place to support this policy;
- Appointed the caretaker as duty holder who will be trained in undertaking regular visual inspections of all electrical appliances;
- Will ensure that all academy personnel are aware of their safety duties and trained to undertake visual checks of electrical equipment;
- Will appoint an established electrical contractor to undertake PAT;
- Will ensure that all PAT records are kept on file by Premise supervisor;
- Responsibility for ensuring policies are made available to parents;
- Nominated a link governor to visit the school regularly, to liaise with the coordinator and to report back to the Governing Body;
- Responsibility for the effective implementation, monitoring and evaluation of this policy.

Role of the Headteacher - The Headteacher will ensure that:

- Only suitably qualified and competent persons may carry out work such as fitting plugs, fuses and lamps, to any electrical equipment;
- All electrical equipment is maintained to a satisfactory standard in order to minimise risk to school personnel;
- All electrical equipment is periodically tested by an external qualified contractor;
- All electrical equipment is tested and labelled;
- An annual PAT report is received;
- Faulty equipment is clearly marked and is taken out of use;
- No personal electrical equipment is used within school without it being PAT tested.

Role of the Duty Holder - The Duty Holder will:

- Undertake regular checks of all electrical appliances;
- Keep records of the above checks;
- Report any faulty appliances to be repaired by a competent contractor;
- Ensure that PAT takes place periodically;
- Check the PAT report received after the testing takes place;
- Ensure that all portable electrical equipment clearly displays a valid and current test label;
- Ensure that all leads and extension leads clearly display a valid and current test label.

Role of School Personnel - School personnel will:

- Comply with this policy;
- Be trained in undertaking visual inspections prior to using electrical equipment;
- Check that electrical equipment, their leads and extension leads have valid and current test labels attached to them;
- Report to the duty holder any faulty equipment;

- Not bring into academy any personal mains-powered equipment without prior permission and that the equipment has a valid and current test label.

Role of Pupils - Pupils will:

- Be aware of and comply with this policy;
- Be encouraged to report any visual defects of electrical equipment;
- Not bring into academy any personal mains-powered equipment without prior permission and that the equipment has a valid and current test label.

Role of the Academy Council - The Academy Council will be involved in:

- Determining this policy with the Governing Body;
- Discussing improvements to this policy during the academy year;
- Reviewing the effectiveness of this policy with the Governing Body.

Role of Parents - Parents will:

- Be made aware of this policy;
- Comply with this policy.

Monitoring the Effectiveness of the Policy

The effectiveness of this policy will be reviewed in line with the Policy Review Overview document, or when the need arises, and the necessary recommendations for improvement will be made to the governors.