



DITCHAM PARK SCHOOL

Where every child is known and valued

Electrical Safety Policy

Compiled by	Estate Bursar
Approved by	Bursar
Date of Publication	December 2018
Next Review	December 2019



Electrical Safety Policy

SCOPE

This guidance is applicable to all employees of and workers / contractors for the School who undertake activities associated with electrical systems and equipment.

OBJECTIVES

To ensure that the school complies with the requirements of the Electricity at Work Regulations and to ensure that:

- Action is taken on the discovering of defects;
- Systems are in place for the inspection and repair of electrical installations and equipment;
- Inspection and test certificates are held as required.

GUIDANCE

- The School has appointed the Estate Bursar to act as the responsible person for ensuring systems comply with the scope of the Electricity at Work Regulations and will keep records of all electrical installations and equipment, electrical checks and the electrical testing equipment operated by the School.
- The School requires that electrical repairs are only to be undertaken by competent people appointed on the authority of the responsible person. Competent persons will be qualified electricians or in the case of visual inspections, have received basic electrical safety training. ICT, Science, D&T, Art and Drama Technicians, the Catering Chef/Manager, the Estate Bursar and Estate Staff have been trained to undertake visual inspections of portable equipment.
- An electrical inspection checklist, for use by staff, parents and pupils, is provided at Appendix 1 to this guidance.
- All electrical control panels and switch rooms will be kept secure and display electrical hazard signs.
- Where simple maintenance tasks, such as lamp changing, are to be carried out by school estate or ICT staff, that those employees have received adequate training in that task.
- The fixed wiring at the School is examined on a 5 yearly basis, in accordance with the IEE Regulations by a competent person. The School notes that, whilst the next examination is scheduled for 2020, these works may be completed over a 5 year period on a 20% basis. All relevant records are held by the Estate Bursar in the Estate Office.
- All portable electrical appliances issued for use by the School will be regularly inspected and where required, PAT tested, as advised in IND (G) 236. PAT testing will be undertaken by a qualified electrician every two years with intermediate testing undertaken by an individual from the Estate Department, currently (2018/19) The Estate Bursar who holds a City and Guilds qualification and certification.
- The current test date will be displayed on each portable appliance.
- Records of any fixed system and portable appliance work will be kept by the Estate Bursar. This will include repairs, servicing, maintenance or withdrawal from use.
- Users of electrical equipment should visually check for defects before use and are required to report any such defects or concerns immediately to the Estate Bursar by email.



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- Privately owned electrical appliances will not be permitted to be used on school premises unless confirmed as electrically safe. Staff are required to inform The Estate Bursar immediately of any electrical appliances they propose to use on the school site and parents should be requested to co-operate with the school in the inspection and testing of electrical equipment which pupils bring to the school. Where electrical appliances are loaned to pupils or staff by the School, access on request for testing and maintenance purposes is required.
- Contract cleaners are to provide annual written evidence that their portable appliances are PAT tested. The Estate Bursar keeps a copy of the relevant certification provided.

Appendix 1: Electrical Inspection Checklist

- Plug sockets are not over-loaded by multi-way adaptors
- Cables do not cause a trip hazard
- Unprotected cables do not run under carpets
- Cups, plants and other items are not kept routinely where they can spill onto electrical equipment
- Equipment is not positioned in such a way as to cause strain on the cable
- Equipment is not operated with its cover removed
- There is no visible damage to the equipment, cable or the plug
- There are no non-standard joints (such as taped joints)
- Plug covers are in place
- Correct fuses are fitted
- There is no sign of over-heating
- There is no sign of damage to the wall socket.
- Ventilation is adequate to prevent over-heating
- All appliances can be easily switched off

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