



Electrical Systems and Equipment Policy

Named personnel with designated responsibility for Electrical Systems:

Academic year	Designated Person	Nominated Health and Safety Representatives:	Chair of Trustees
2007 – 2008	Mrs. Beverley Caddington	Mrs. Nicky Michelmore	Mr. David Adams
		Mr. Tim Higgs	
		Mr. Andy McKeown	

Policy Review dates:

Review Date	Changes made	By whom	Date Shared with Staff
10/07			

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Rationale

The Electricity at Work Regulations, 1989 require that the electrical distribution systems of organisations, such as our school, are maintained and certificated, and that all portable appliances are checked and maintained to a pre-determined schedule. The school also has a duty to assess electrical risks under this legislation.

Responsibilities

The whole school community has a duty to take reasonable steps to ensure that they do not place themselves or others at risk of harm. They are also expected to co-operate fully with us in complying with any procedures that we may introduce as a measure to protect the safety and well-being of students staff and visitors. More specifically:

The **Trustees** will:

- Decide policy in agreement with Head Teacher and Staff.
- Monitor and review electrical issues in consultation with Head Teacher and nominated Health and Safety Representatives.
- Ensure that the Electrical Systems and Equipment Policy is reviewed annually.
- Ensure adequate resources for Electrical Safety are available.

The **Head Teacher** (Mrs. Beverley Caddington) will:

- Be responsible for the day-to-day implementation of Electrical Safety.
- Ensure that all electrical systems and equipment are correctly specified when arranging for their design and installation and that all installed wiring meets the current IEEE wiring regulations.
- Ensure that all electrical systems and equipment are properly serviced and maintained and to obtain appropriate certification as and when required.
- Ensure that any work carried out on electrical systems and equipment is done safely, by competent individuals and under a safe system of work.
- Report to Trustees/Nominated Representatives on pertinent issues.
- Ensure that all staff fulfill their duties to co-operate with the policy, and induct new members of staff/volunteers (through the school's induction programme, see Induction Programme Policy) or delegate as appropriate.
- Co-ordinate Electrical Safety procedures.
- Review Electrical Safety procedures with relevant staff, on an annual basis, or as and when necessary, reporting back to the Trustees.

All **staff** will:

- Ensure that they have read the Electrical Systems and Equipment Policy.
- Fully support all electrical safety arrangements.
- Take reasonable care of their own health and safety and that of others who may be affected by their actions.

Procedures

- Any equipment in school should be used safely and for its intended purpose only.
- All electrical appliances and circuits should be inspected and checked annually.
- Safety plugs should be used in the nursery and reception areas.
- Staff should visually check all electrical equipment when in daily use for damaged wiring and loose wires and remove if necessary.
- To prevent overheating of wires staff should also ensure that wires are not cluttered and interwoven.
- Equipment identified as defective should be taken out of use immediately and labelled accordingly. The Head Teacher should be informed immediately in order that arrangements for repairs or replacement can be made swiftly.
- No second hand equipment must be introduced to school without the agreement of the Head Teacher.
- Electrical sockets should be switched off before a plug is removed.
- Staff should be vigilant in ensuring that the electric food heater in the kitchen is switched off after use.

Electrical Systems Risk Assessment

- The Health and Safety Representatives will undertake a termly Electrical Systems and Equipment risk assessment to ensure the effectiveness of control measures. This assessment will be recorded on the Electrical Systems and Equipment Assessment Form (see **Appendix 1b**). This form will be kept in the Electrical Systems and Equipment file (located in office).
- If there is any doubt about the safe control of Electrical Systems and Equipment the Health and Safety Representatives in consultation with the Head Teacher will make immediate enquiries with relevant external sources.

Appendix 1b.

Electrical Systems and Equipment Assessment Form

ACTIVITY/SITUATION	USE OF ELECTRICAL EQUIPMENT		
LOCATION:			
PERSONS AT RISK: PUPILS <input type="checkbox"/> EMPLOYEES <input type="checkbox"/> VISITORS <input type="checkbox"/> CONTRACTORS <input type="checkbox"/>			
STEP 1 – Watch the activity and identify the hazards – add to if necessary			
STEP 2 – Decide who might be harmed and how			
STEP 3 – Evaluate the risks and decide on the control measures – add to if necessary			
STEP 4 – Record your findings and implement them – make a plan of action – ensure they are effective			
STEP 5 – Review, revise and update as necessary			
POTENTIAL HAZARDS	<ul style="list-style-type: none"> ⊖ Electricity ⊖ Fire ⊖ slips trips and falls ⊖ Lack of training 		
CONTROL MEASURES TO CONSIDER AND BE IMPLEMENTED			
General	YES	NO	N/A
<ul style="list-style-type: none"> è Isolation switches are clearly labelled è An up to date inventory of portable electrical appliances is kept è Pupils are instructed, trained in the use of, precautions and possible dangers associated with specific equipment è Pupils are instructed in the correct use of PPE è Pupil competency is regularly monitored è All guards as supplied will be used at all times è School staff will not attempt to fix electrical equipment è All mains equipment used outside are protected by an RCD. è The use of block adapters is avoided. è Work areas are kept clear and tidy so to avoid power cables becoming hidden and/or damaged è Long hair will be tied back and relevant jewellery will be removed or covered up as appropriate 			
Monitoring, Maintenance and Inspection			
<ul style="list-style-type: none"> è Equipment is not sited so as to cause a trip hazard or prevents fire access and egress è A clear procedure for removing damaged items from service is in place (including precautions to make sure that the item is not inadvertently returned to use). è All mains appliances are PAT tested è Regular recorded visual inspections are kept è Users are instructed to carry out visual checks of mains appliances before 			

use è Electrical equipment is regularly maintained in line with the manufacturers recommendations è ICT equipment is security marked with smartwater è All fixed installations are inspected by a competent person every 5 years and records kept è Staff are trained in the use of specific equipment and precautions to be observed e.g. floor polisher è Care is taken to ensure that trailing leads do not pose a trip hazard è Warning signs are posted as necessary e.g wet floor notice			
What is the level of risk for this activity/situation?	HIGH	MED	LOW
Is the risk adequately controlled with existing control measures?	YES	NO	
Have you identified further control measures needed to control the risk and recorded them in your action plan?	YES	NO	
ACTION PLAN: <ul style="list-style-type: none"> - provide procedure for checking items - ensure warning sign is used when cleaning in progress 			
State overall risk level assigned to the task AFTER implementation of control and action plan measures taken as a result of this risk assessment	HIGH	MED	LOW
Is such risk level deemed to be as low as reasonably practicable?	YES	NO	
FEEDBACK FROM EMPLOYEES: (for improving the risk assessment or reducing risk still further)			
ASSESSOR(S): PRINT NAME(S): POSITION(S): Health & Safety Representatives DATE: REVIEW DATE:			