



St. John' Angell Town C of E Primary School

POLICY STATEMENT

- ELECTRICAL SYSTEMS AND EQUIPMENT POLICY -

- "Learning to make the world a better place"

Reviewed	Spring 2016
Next Review	Autumn 2018

ELECTRICAL SYSTEMS AND EQUIPMENT POLICY

The purpose of this policy is to state how our establishment deals with the requirements of the law regarding the safety of electrical systems and equipment and the arrangements by which this is brought about.

RESPONSIBLE PERSON: Premises Officer

The primary function of the named person is to assess the electrical risks as required under current legislation and to ensure that the requirements of this policy are carried out and that any problems or difficulties in meeting these requirements are reported.

In particular, responsibility for ensuring the electrical distribution system throughout the organisation is maintained and certificated as deemed appropriate under legislation and approved codes of practice, and that all portable appliances, particularly hand-held appliances, are checked and maintained to a pre-determined schedule.

The Policy:

- To ensure that all electrical systems and equipment are correctly specified when arranging for their design and installation by the use of competent persons or competent contractors and that all installed wiring meets the current IEE wiring regulations.
- To ensure that all electrical systems and equipment are properly serviced and maintained and to obtain appropriate certification as and when required under current legislation.
- To ensure that any work carried out on electrical systems and equipment is done safely, by competent individuals and under a safe system of work.

The Arrangements:

The following arrangements and activities are in place in order to meet the above policy requirements:

- A risk assessment system that includes assessment of the risk from electrical systems and equipment and the identification of adequate preventative controls
- A permit-to-work system that ensures that any work carried out on electrical systems and fixed installations and equipment is done safely and without any risk of electrocution
- A system of both visible and electrical checks on all portable appliances and extension leads that maintains the integral safety of such equipment
- A purchasing policy designed to ensure that all electrical items to be purchased conform to European safety standards and are marked to show compliance (CE Mark)
- A system by which electrical equipment of any type that is obtained by any means other than through the official purchasing system is not put into service without obtaining prior approval from the responsible person named at the head of this policy document, or from a person to whom this responsibility has been delegated
- Various information signs clearly displayed warning of any specific electrical risks and appropriate instruction notices clearly posted where required
- Restricted access to any high risk electrical distribution systems and areas.
- The safety and maintenance of the school electrical installation is of great importance in order to ensure the health and safety of pupils and staff. The fixed electrical installation will be subject to an electrical inspection and test by an NICEIC contractor at least every five years and this will be organised by the Premises Officer who will keep records of the inspection. Any deficiencies identified by the inspection will be promptly corrected, or, where this is not possible, the relevant part of the installation will be electrically isolated.

All portable electrical equipment and equipment connected to the electrical installation by means of a

plug and socket, will be subject to a combined electrical inspection and test at specified intervals and labelled with the date of inspection and a date of the next inspection due (these may be included in a typed report as opposed to labelling). The Premises Officer will be responsible for organising these tests, using an NICEIC electrical contractor usually once every year. Mains powered electrical equipment belonging to staff or pupils must not be used on school premises unless it has been electrically inspected and tested.

- Work on the electrical installation, or minor repairs such as changing bulbs or tubes in lighting units, will be organised or undertaken by the Premises Officer. Such work will only be undertaken when the relevant part of the installation has been isolated.
- Volunteers will not be permitted to undertake work on the electrical installation or repairs to portable electrical equipment unless they are an NICEIC approved contractor and can provide a Certificate of completion when the work is finished. Pupils and staff will not be permitted to undertake work on the fixed electrical installation of the building.
- Where pupils are involved in arranging lighting or stage electrical equipment (including electrical supplies for amplifiers or musical instruments) for school plays, discos or similar events, then such equipment must have been subject to a combined electrical inspection and test during the past twelve months and the electrical supply to the equipment must be routed via a 30mA residual current circuit breaker. Pupils must not change bulbs in such equipment.
- Where portable mains electrical equipment is to be used outside the school buildings, this will only be permitted if the equipment has been approved by the Premises Officer as suitable for the intended use and it is adequately protected from mechanical damage, the weather, contact or splashing with water and is in any case protected by a 30ma RCD.
- Work on the school electrical installation by contractors will be undertaken in accordance with the schools standard rules for contractors.

The Responsibilities:

All staff have the following responsibilities:

- Not to obtain, bring onto the premises and use or provide for others' use, any electrical equipment that has not been authorised by the responsible person named at the head of this policy document, or from a person to whom this responsibility has been delegated
- To report any faults or visible damage to electrical equipment, leads and plugs at the earliest opportunity and to stop using the equipment and to take it out of service and label it accordingly
- To visibly check any hand-held electrical equipment they are responsible for prior to each day's use and to report any faults or visible damage
- To not store any items or waste materials in any cupboards or areas containing electrical switching and cabling of mains voltages or higher.

Training:

The following training will be undertaken by the organisation:

- All staff will be shown the way to visibly check portable electrical appliances for any damage that may pose a risk when using the equipment
- All staff will be trained in the basics of electrical safety either through the organisation's own internal training system or by arrangement through an external competent organisation.