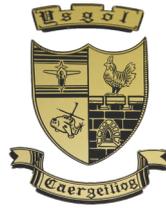


YSGOL CAERGEILIG FOUNDATION SCHOOL



ELECTRICAL SAFETY AND PORTABLE APPLIANCE TESTING - Guidance

Aims

At Caergeiliog Foundation School, we aim to engage the entire community in health and safety. Everyone, staff, pupils and visitors needs a safe and healthy environment. We welcome suggestions from everyone on how our school can be made a healthier and safer place. All staff should read the School's policy for Health and Safety, and familiarise themselves with the risk assessments and health and safety procedures that affect their particular area of work or general responsibilities.

Faulty electrical fittings can be a major cause of fire and serious accidents. Over and above our general duty of care owed to staff, pupils and visitors, we ask all staff, pupils and visitors to cooperate with the measures that we provide in order to ensure electrical safety.

Delegation of Tasks

The Head Teacher and Governing Body are responsible for the Health and Safety of everyone in School.

A Health and Safety Officers meet each Term to ensure that appropriate standards of safety are being reached.

The Governors conduct an annual audit of Health and Safety procedures.

When the Head Teacher is not present on the School premises the responsibility for the running of the School and the Health and Safety of the School Community becomes the responsibility of the Deputy Head Teacher.

The Head Teacher is responsible for ensuring that the building provides safe and healthy surroundings for the children and the Caretakers undertake basic repairs and maintenance. Approved contractors are called in as advisable.

The Headteacher is responsible for ensuring compliance with the regulations for electrical safety and the testing of portable appliances. All staff are asked to cooperate in enforcing this regime.

Training

Aspects of Health and Safety and conducting risk assessments are covered during Professional Development days and when appropriate in weekly staff meetings.

All new staff receive basic training in fire safety and emergency procedures. The training covers the basics of electrical safety, including:

- Safe operation and usage, with specialist training given to those using specialist equipment, such as vacuum cleaner, performance lighting or catering equipment.
- Portable electrical appliance belonging to a member of staff or pupil, may **not** be used in School
- The basic visual safety checks that all staff should carry out on the electrical equipment that they regularly use, and the need to report any concerns to the Headmaster as soon as they are observed.
- The need to switch off and unplug a piece of equipment that is suspected of being faulty until it can be tested by our outside contractor.
- The daily routine of switching off appliances at the end of the day, and not leaving them on “standby”

Electrical Safety

Our School holds current electrical test certificates for all of its buildings. As a matter of policy, we only use NICEIC accredited, qualified Electrical Engineers to inspect and maintain our electrical installations. By exclusively using NICEIC accredited contractors, we ensure that we only employ contractors who are qualified and work to the highest current standards of workmanship and safety.

The caretakers and catering staff are trained to operate the emergency electrical (and gas) shut off switches that are in the boiler house and kitchen.

Risk Assessments

Electrical appliances can be placed into three possible categories:

- High Risk: covering items that are used in a wet or corrosive environments, such as kettles or washing machines, and items that are designed to be moved whilst connected to a power supply that is capable of flexing, such as vacuum cleaners.
- Medium Risk: covering items that have a heating element or 240v electric motor, such as fan heaters and food processors

- Low Risk: covering items that are infrequently moved, such as photocopiers and fax machines.

As the equipment is used around children all appliances are tested every 2 years as we would for high risk items.

The Headteacher is responsible for keeping an up to date register of all school electrical assets.

Visual inspections and testing

The HSE advises that “Around 95% of faults or damage can be found just by looking (visual inspection)” in its publication “Maintaining Portable Electrical Equipment in Offices and Other Low-Risk Environments”.

Formal visual checks are carried out annually by an approved contractor.

Some faults cannot be detected by visual inspection, particularly lack of continuous earths. All equipment is therefore tested every 2 years by an approved contractor using portable appliance test equipment.

A sticker is put on all equipment with the date of the test.

Any equipment which is found to be faulty is reported to the caretaker immediately by the contractor and removed straight away. We ask all staff to cooperate and we undertake to provide a replacement as soon as possible.

Large electrical equipment in the kitchen is deep cleaned and serviced annually by a specialist contactor.