Balmalloch Primary School and Nursery Class

Electrical Equipment Safety Policy

responsi **B**ility
gr**A**titude
BEL**IEVE IN YOURSELF**
hu**M**ility and forgiveness
persever**A**nce
Love
ACHIEVE YOUR GOALS
h**O**nesty and gener**O**sity
respe**C**t
friends**H**ip & family

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PURPOSE

To set out the requirements in relation to ensuring the safe use of electricity at work.

SCOPE

This guidance procedure describes the responsibilities of managers, and others who have more specific roles, with regard to staff using electricity and electrical equipment at work.

POLICY

Balmalloch Primary School and Nursery Class intend to provide a safe and healthy working environment and safe practices at all times. It is committed to reducing the risk of accident or injury to all employees, children visitors and to other persons who may be affected by its activities. The school and nursery will take all reasonable and practicable steps to comply with all relevant legislation and best practice regarding the safe use of electricity in the workplace and will carry out risk assessments and provide adequate training and supervision where required.

REFERENCES TO LEGAL, CENTRAL GOVERNMENT AND OTHER EXTERNAL DOCUMENTS, INCLUDING RESEARCH

Health and Safety at Work etc Act 1974

Management of Health and Safety at Work Regulations 1999

Electricity at Work Regulations 1989

DEFINITIONS

Electrical equipment includes anything used or installed for use to generate, provide and distribute electrical energy. The term electrical system refers to all the constituent parts of electricity supply including electrical equipment. Electrical portable equipment means anything connected by plug and socket to the mains including transportable items such as photocopiers.

ROLES

The Headteacher is responsible for implementing this procedure.

PROCEDURE CONTENTS

STANDARDS APPENDICES

1. INTRODUCTION

1.1 Electricity provides the power for much of the equipment we use at work and most of the essential technology. We take it for granted and appreciate the convenience of flicking a switch and getting immediate, heat, light and power. We expect that once we connect an appliance to the mains electricity supply the energy will be there and all will be well.

1.2 Using electricity is now so commonplace that we can become complacent about it. Electric shocks can kill and there are almost a thousand deaths every year from careless misuse of electricity with many more injuries as well although they do not all happen in the workplace.

1.3 Fires in the workplace and elsewhere are often attributable to old, poorly maintained electrical equipment and faulty wiring and the strength and capability of electrical equipment should not be exceeded in such a way as to give rise to danger.

1.4 Regular inspection and planned preventative maintenance of electrical wiring and electrical equipment is essential for safety as are clear instructions for the users.

1.5 Portable electrical appliances are subject to their own inspection and testing regime which is detailed in this policy (see Appendix 1).

2. LEGAL REQUIREMENTS

2.1 Health and Safety at Work Act 1974

Employers owe a duty of care for the health, safety and welfare of all employees whilst they are at work and to other people who may be put at risk by their activities.

2.2 Management of Health and Safety at Work Regulations 1999

Every employer shall make a suitable and sufficient assessment of the risks to the health and safety of their employees at work.

2.3 Electricity at Work Regulations 1989

Every employer must take precautions against the risk of death or injury from use of electricity during work or near electrical systems (electrical installations and equipment).

3. STRUCTURE & CONTENT

3.1 This procedure explains the actions required and the performance standards expected of all those managers who have responsibility for employees who use electricity at work.

4. RISK ASSESSMENT

4.1 Line managers, supported by the janitor and NLC Health and Safety Advisors, will carry out a risk assessment of electricity usage as detailed below:

- consider the tasks involved in detail
- identify potential hazards (e.g. possible contact with live parts, faults that could cause fires, use in damp or wet conditions, heavy usage of equipment that causes damage over time)
- evaluate the risk of injury occurring
- eliminate the hazard at source where possible, or
- introduce control measures to minimise the risk (e.g.) use of residual current devices "RCD" or other low voltage devices.

- monitor and review control measures regularly.

4.2 The risk assessment should include:

- the fitting-out and layout of the workplace
- the form, range and use of electrical equipment
- the visible cabling and accessories in use (e.g. extension leads and multi-socket outlets)
- the organisation of processes and activities
- the extent of health and safety training provided, or found to be necessary

4.3 Managers should seek help and advice from NLC Health & Safety Advisors when encountering problems with compiling any aspect of their risk assessments or determining appropriate control measures.

5. INFORMATION, INSTRUCTION & TRAINING

5.1 Managers will make arrangements for suitable induction training for employees that will include information and instruction about the use of any electrical equipment involved in their job role.

5.2 Any new electrical equipment supplied to employees for use at work will need to have appropriate training provided to ensure a full understanding of use, adjustment and care of the equipment.

6. APPROPRIATE SUPERVISION

6.1 Managers will provide appropriate supervision, or enlist the support of a Health and Safety Advisor or qualified professional, where any workplace activity or task involving the use of electricity has been identified as 'being in need' of some specific on-the-job instruction and training.

6.2 No persons, particularly young persons, should be engaged on any work activity involving the use of electricity where technical knowledge or experience is necessary to prevent danger, unless they are adequately supervised.

7. EMPLOYEE RESPONSIBILITIES

7.1 Employees have a general duty to take care of their own health, safety and welfare and that of other people who may be affected by their actions.

7.2 Employees must co-operate with their managers by:

- attending relevant training
- using recommended procedures designed for their safety
- making proper use of electrical equipment
- reporting any loss or defect of electrical equipment
- reporting any concerns about health and safety to their line manager
- reporting any accidents or incidents promptly
- reporting any bad practice they observe involving the use of electricity
- not introducing unauthorised electrical equipment into the workplace
- not tampering with or altering electrical equipment to inhibit its proper performance or safe use

8. MONITORING & REVISION

8.1 This procedure will be monitored and reviewed to ensure that the corporate and departmental standards are being achieved. A representative sample of workplaces will be selected to monitor implementation of this policy.

9. PERFORMANCE STANDARDS

9.1 To comply with this safety guidance procedure, the following standards must be met. Line managers will, with the support of the janitor,:

- read this guidance thoroughly and follow the recommended procedures (to be done in conjunction with those contained in the PBRS Managers' Guide to Electricity at Work)
- assess and reduce the risk of injury from any hazardous operations where electricity and/or electrical equipment is used
- make checks to ensure that electrical equipment is obtained from an approved supplier and that it carries the relevant British Standard and/or CE marks where appropriate
- make arrangements to train any employees who have to use electrical equipment, as found necessary (e.g.) NL Learn modules.
- provide relevant information to employees who use electricity so that they can use it without endangering their health
- ensure that electrical equipment is kept in a clean and serviceable condition

- make arrangements to deal swiftly with any reported faults on electrical equipment
- ensure, so far as is possible, that anyone who is engaged in repairs, maintenance, installation or inspection of electrical equipment and systems is qualified and competent to do so
- remove from use immediately any electrical equipment that appears faulty or could present a risk of injury to employees
- ensure that there are arrangements in place to inspect, service and maintain portable electrical equipment as necessary (see Appendix 1)
- ensure, so far as is possible, the compatibility of electrical equipment in circumstances where more than one item of equipment is in use together
- ensure that portable electrical appliances are, whenever possible, plugged into a separate switch socket outlet
- replace essential electrical equipment when necessary through loss, damage or wear and tear
- ensure that no person is engaged on any work activity involving the use of electricity where technical knowledge is necessary to prevent danger unless they are adequately supervised
- review risk assessments regularly and whenever working practices change, or after a serious incident involving the use of electricity
- seek appropriate help when they have any doubts about the continuing safe use of electricity or electrical equipment in their area of control
- ensure staff are aware of basic electrical safety standards (see Appendix 2)

APPENDIX 1

PORTABLE APPLIANCE TESTING (PAT) ARRANGEMENTS

1. All electrical equipment, other than battery operated items, which is not the subject of a maintenance contract must be routinely inspected and tested. This includes:
   - televisions
   - mains radios
   - computers
   - printers
   - photocopiers
   - heaters

2. These portable electrical appliances should be visually inspected on a regular basis to look for worn and frayed cables, loose or cracked plugs and any other obvious damage. Any items that are frequently used by multiple users, such as photocopiers, vending machines, hot trolleys, etc. should be tested and inspected at least once a year.

3. Testing should only be carried out by a competent person, sourced by NLC.

4. Staff/visitors who wish to bring in their own appliances must have them inspected by the manager and if there are concerns about their safety, they must only be used after testing by a competent. Electrical medical equipment must be subject to the same checks.

APPENDIX 2

BASIC ELECTRICAL SAFETY STANDARDS

1. Portable electrical appliances that plug into the electrical mains should each have a separate switch socket outlet. Where that is not immediately possible, a fused multi-socket outlet may be used but not an adaptor plug.
2. Extension leads are especially liable to damage and should be visually inspected regularly to look for kinks, worn and frayed cables, loose or cracked plugs and other obvious damage. These should not be plugged into another extension lead.
3. If checking plugs, make sure that the cable casing enters the plug so that no wires are exposed and correct fuses have been fitted.
4. DSE equipment often has its cabling and connectors hidden or inaccessible to the user. However, all users should carry out periodic visual inspections of the parts they can see to ensure that obvious faults or defects are identified.
5. Any electrical equipment suspected of being faulty or dangerous should be switched off and taken out of use immediately.
6. Where the safety of an electrical system is uncertain (e.g. in someone's home) a residual current device (RCD) should be used. This will monitor the supply and quickly break the circuit and protect the user if there is a fault in the system.
7. Switch off any machines that do not need to be left on overnight.
8. Read any manuals provided with electrical equipment and if still unsure about safe use ask your manager for assistance.
9. Only install equipment and electrical components if you're competent and authorised to do so.
10. Don't overload electrical systems by putting too much equipment on the same circuit.

PROCEDURE FOR REMOVING ITEMS THAT FAIL A PAT TEST OR VISUAL INSPECTION

Any faults should be reported to the Line Manager/Headteacher/Health and Safety Representative/Janitor who will contact the appropriate NLC employee. The equipment must be taken out of use immediately; and labelled as faulty. If considered necessary the plug should also be removed. The equipment should not be used until it is repaired and then tested by a competent person. Equipment should be stored securely in the janitor's locked room or disposed of and replaced.

APPENDIX 3

SUGGESTED FREQUENCIES FOR INSPECTION AND TESTING

The first step is to create your register of equipment and itemise it into known electrical categories. You may need some help from a competent person to do this, especially when identifying double insulated equipment. If the equipment is heavily used or used in harsh environments, then you should reduce the inspection and testing interval accordingly. For further advice or if you have any concerns, please contact: Health & Safety Team.

Category and Type of Equipment	Examples of Electrical Equipment	Interval Between Visual Inspections	Interval Between Combined Testing and Inspection
Battery operated less than 20 volts	Torches Attack Alarms	None	None
Battery operated complex equipment	Forklift Trucks	Weekly	Weekly
Extra low voltage equipment	Telephones Desk Lights Musical Keyboards	1-4 years according to how often moved (in schools – not more than once a year)	None if double insulated or otherwise 3-5 years (in schools – none if double insulated or 3 yearly
Information Technology	Television Projector	1-4 years according to how often moved (in schools – not more than once a year)	None if double insulated or otherwise 3-5 years (in schools – none if double insulated or 3 yearly
Audio Visual Equipment	Toaster Washing Machine, Microwave Oven Drills	Annual	Two Years
Equipment connected by plug & socket – not hand held but frequently moved	Portable Heater Desk Fan Kettle	Annual	4 years if double insulated otherwise every 2 years (in schools – if double insulated every 3 years otherwise annual)
Fixed equipment permanently connected to electrical supply	Electric Hand Dryer Cooker Circular Saw	Annual	3-5 years (in schools – not more than 3 years)
Hand Held Equipment	Hair dryer Food Mixer Soldering Iron Hand Tools Floor Cleaners	Annual	4 years if double insulated otherwise every 2 years (in schools – if double insulated every 3 years otherwise annual)
Cables or Leads	Any cable or electrical lead connected to electrical equipment	4 months-4 years according to how often the equipment is moved and type of environment (recommended each term in schools)	At least every two years (in schools – at least once per year)
Extension leads, gang sockets	Mobile cables and leads used to reach power socket	4 months-4 years according to how often the equipment is moved and type of environment (recommended each term in schools)	At least every two years (in schools – at least once per year)

R. McCarthy – Head Teacher

4th November, 2022