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# OVERSTONE PARK SCHOOL

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## Electrical Safety Policy



AUGUST 2016  
OVERSTONE PARK SCHOOL  
Overstone Park, Northampton, NN6 0DT

## Electrical Safety

Date	Review Date	Coordinator	Nominated Governor
August 2016	December 2016	Mrs M Brown Mr M Partington Mrs D York Mrs T James Mr L Cartwright	Nomination process in progress.

We believe this policy relates to the following legislation:

- Health and Safety at Work Act 1974
- Electricity at Work Regulations 1989
- Provision and Use of Work Equipment Regulations 1998
- Management of Health and Safety at Work Regulations 1999
- Education (School Premises) Regulations 1999
- Building (Amendment) (No.3) Regulations 2004
- School Premises (England) Regulations 2012

We are committed to ensure that all electrical equipment within the school meets the safety requirements of the Electricity at Work Regulations 1989 so that pupils, school personnel and school visitors are not exposed to danger.

We acknowledge that electrical hazards have the potential to cause harm or damage, and that electrical fires are caused by lack of testing and inspection and poor housekeeping. Therefore, all electrical equipment will be annually maintained to a satisfactory standard to minimise risk to school personnel.

We will ensure that only suitably qualified and competent persons may carry out work such as fitting plugs, fuses and lamps, to any electrical equipment.

We will ensure that all personal mains-powered equipment will not be brought into school without prior permission and that the equipment has a valid and current test label which is clearly displayed.

We wish to work closely with the School Council and to hear their views and opinions as we acknowledge and support Article 12 of the United Nations Convention on the Rights of the Child that children should be encouraged to form and to express their views.

We as a school community have a commitment to promote equality. Therefore, an equality impact assessment has been undertaken and we believe this policy is in line with the Equality Act 2010.

### Aims

- To ensure that all electrical equipment within the school meets the safety requirements of the Electricity at Work Regulations 1989.

- To ensure only suitably qualified and competent persons may carry out any electrical work in the school.
- To work with other schools to share good practice in order to improve this policy.

## **Responsibility of the Policy and Procedure**

### **Role of the Governing Body (Proprietors)**

The Governing Body (Proprietors) has:

- appointed a member of staff to be responsible for Health and Safety;
- delegated powers and responsibilities to the Principal to ensure all school personnel and stakeholders are aware of and comply with this policy;
- responsibility for ensuring that the school complies with all equalities legislation;
- nominated a designated Equalities governor to ensure that appropriate action will be taken to deal with all prejudice related incidents or incidents which are a breach of this policy;
- responsibility for ensuring funding is in place to support this policy;
- responsibility for ensuring this policy and all policies are maintained and updated regularly;
- responsibility for ensuring all policies are made available to parents;
- the responsibility of involving the School Council in the development, approval, implementation and review of this policy;
- nominated a link governor to visit the school regularly, to liaise with the Principal and the Health and Safety Representative and the Site Manager and to report back to the Governing Body;
- responsibility for the effective implementation, monitoring and evaluation of this policy

### **Role of the Principal**

The Principal will ensure:

- all school personnel, pupils and parents are aware of and comply with this policy;
- work closely with the link governor, the Health and Safety Representative and the Site Manager;
- provide leadership and vision in respect of equality;
- provide guidance, support and training to all staff;
- only suitably qualified and competent persons may carry out work such as fitting plugs, fuses and lamps, to any electrical equipment;
- all electrical equipment is maintained to a satisfactory standard in order to minimise risk to school personnel, pupils and visitors;
- all electrical equipment is periodically tested by an external qualified contractor;
- all electrical contractors are suitably qualified;
- all electrical equipment is tested and labelled;
- an annual PAT report is received;
- faulty equipment is clearly marked and is taken out of use;
- no personal electrical equipment is used within school without it being PAT tested;
- See 'Electrical – Portable Appliance Testing Policy';
- the effectiveness of this policy is monitored;

- an annual report is presented to the Governing Body on the success and development of this policy

### **Role of the Health and Safety Representative**

The Health and Safety Representative will:

- carry out regular inspections of premises and school activities;
- assist in carrying risk assessments;
- investigate potential hazards, employee complaints, accidents and dangerous occurrences;
- make representation to employers and others on health and safety matters arising;
- provide information and guidance to school personnel;
- lead the development of this policy throughout the school;
- work closely with the Principal and the nominated governor;
- provide guidance and support to all staff;
- provide training for all staff on induction and when the need arises regarding;
- keep up to date with new developments and resources;
- review and monitor;
- annually report to the Governing Body on the success and development of this policy

### **Site Manager**

The Site Manager will:

- comply with the school's Health and Safety Policy, safety procedures and risk assessments;
- ensure that any electrical contractor working on site is suitably qualified;
- ensure all electrical contractors are made aware of any asbestos in the school buildings;
- conduct regular health and safety surveys with the Principal and Safety Representative;
- ensure that all cleaning staff are aware of the Health and Safety Policy and its implications such as storage arrangements for materials, use of equipment, substances etc;
- report immediately and defects or hazards;
- ensure that all new equipment is supplied with the appropriate documentation;
- test the fire alarm system each week;
- maintain a record of hazardous substances used for cleaning and similar purposes

### **Role of the Nominated Governor**

The Nominated Governor will:

- work closely with the Principal and the coordinator;
- ensure this policy and other linked policies are up to date;
- ensure that everyone connected with the school is aware of this policy;
- report to the Governing Body every term;
- annually report to the Governing Body on the success and development of this policy

## **Role of School Personnel**

School personnel will:

- comply with this policy;
- carry out their duties in accordance with the Health and Safety Policy;
- take reasonable care of themselves and others whilst at work;
- carry out visual inspections prior to using electrical equipment;
- check that electrical equipment, their leads and extension leads have valid and current test labels attached to them;
- ensure extension leads are covered or out of the way so as to prevent a trip or a fall;
- report any faulty equipment;
- not bring into school any personal mains-powered equipment without prior permission and that the equipment has a valid and current test label;
- inform pupils of:
  - the dangers of electricity
  - the role of electricity in everyday life
- undertake appropriate training;
- comply with all aspects of this policy;
- implement the school's equalities policy and schemes;
- report and deal with all incidents of discrimination;
- attend appropriate training sessions on equality;
- report any concerns they have on any aspect of the school community

## **Role of Electrical Contractors**

Electrical contractors will:

- work in conjunction with all safety regulations;
- not work on live conductors without authorisation from the Principal or the Health and Safety coordinator;
- ensure all electrical equipment is PAT tested;
- ensure the safety of all pupils, school personnel and visitors when working on site

## **Role of Pupils**

Pupils will:

- be aware of and comply with this policy;
- not bring into school any personal mains-powered equipment without prior permission and that the equipment has a valid and current test label
- listen carefully to all instructions given by the teacher;
- treat others, their work and equipment with respect;
- support the school Code of Conduct and guidance necessary to ensure the smooth running of the school;

## **Role of the School Council**

The School Council will be involved in:

- determining this policy with the Governing Body;
- discussing improvements to this policy during the school year;
- reviewing the effectiveness of this policy with the Governing Body

### **Role of Parents/Carers**

Parents/carers will:

- be aware of and comply with this policy;
- be asked to take part periodic surveys conducted by the school
- support the school Code of Conduct and guidance necessary to ensure smooth running of the school

### **Raising Awareness of this Policy**

We will raise awareness of this policy via:

- the School Handbook/Prospectus
- the school website
- the Staff Handbook
- meetings with parents such as introductory, transition, parent-teacher consultations and periodic curriculum workshops
- school events
- meetings with school personnel
- communications with home such as weekly newsletters and of end of half term newsletters
- reports such annual report to parents and Principal reports to the Governing Body
- information displays in the main school entrance

### **Training**

All school personnel will attend training on induction or when the need arises on:

- the dangers of electricity
- risks linked to electricity
- safe systems of work
- general user checks of portable equipment
- reporting suspected faults
- how to deal with electric shocks

We ensure all school personnel have equal chances of training, career development and promotion.

Periodic training will be organised for all school personnel so that they are kept up to date with new information and guide lines concerning equal opportunities.

## Equality Impact Assessment

Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation.

This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any pupil and it helps to promote equality at this school.

## Monitoring the Effectiveness of the Policy

The practical application of this policy will be reviewed annually or when the need arises by the coordinator, the Principal and the nominated governor.

A statement of the policy's effectiveness and the necessary recommendations for improvement will be presented to the Governing Body for further discussion and endorsement. (See Policy Evaluation)

## Linked Policies

▪ Health & Safety	▪ Health & Safety - Responsibilities
▪ Reporting of Injuries, Diseases and Dangerous Occurrences	▪ Risk Assessment
▪ Medical & First Aid	▪ Accidents and Emergencies
▪ Workplace Environment	▪ Premises Manager
▪ Portable Appliance Testing	▪ Visitors & Contractors

<b>Principal:</b>	Mrs M F Brown	<b>Date:</b>	21st August 2016
<b>Chair of Governing Body:</b>	Nomination Process in Progress.	<b>Date:</b>	