



THE PIGGOTT SCHOOL

Procedure: Electrical Safety

Aim: To ensure the safety of staff, pupils, contractors, visitors and property with regard to electrical supply, fixed wiring, fixed appliances and portable appliances.

Reference documents:

- Wokingham Schools - Electrical Safety
- HSE - The Electricity at Work Regulations 1989
- Piggott PAT testing schedule
- Fixed Wire Testing regulations and certificates

Method:

1. Risk Assessment

- A risk assessment for electrical safety will be completed by the H&S officer for the school and reviewed yearly

2. Fixed wire testing

- Fixed Wire testing checks the integrity of the internal wiring around the school from supply through distribution boards to points of use (sockets, lights, fixed appliances etc)
- All buildings scheduled to be tested a minimum of every 5 years. **A full site survey took place between 2018 – 2019, Replacement of many board and retesting taking place throughout 2021**
- Fixed wire testing is carried out by a qualified contractor and overseen by the Premises Manager.
- Faults detected where possible are put right at the time of testing.
- All faults will need correcting in the advised amount of time

3. PAT Testing

- PAT (portable appliance testing) tests the integrity of all wired appliances that have a lead and or a plug of any kind.
- Testing includes a visual check of the appliance, casing and wiring for wear, and testing for earthing and wiring faults where required.
- Testing at Piggott School is carried out by members of the site team who are competent, with this proved by completion of either an online course or a half day course at an approved supplier.
- PAT testing equipment is serviced as per the schools PAT testing schedule with higher risk items tested more often than lower risk items

4. Installation

- All new installation is completed to current regulations and modifications done to old equipment will require that they are brought up to current standards.
- Large works are planned in advance and will require shutting down areas to make it safe to work on the supply. Planning will be done with the approval of the Head Teacher prior to commencing works.
- Replace of light fittings, sockets and data infrastructure is carried out by competent members of the Site team, competence is checked and monitored by the Premises Manager.
- Any new installation is either installed by a qualified electrician or is checked and signed off by an approved and qualified contractor where it is acceptable, copies of qualifications and insurance are kept on site by the Premises Manager

5. Staff training

- Staff are trained on general safety in the workplace at induction, a yearly reminder is given during the start of term or at a staff briefing.
- Site team members undertake health and safety training appropriate to their job roll, they also have regular tool box talks and pre works briefings by the Premises manager/H&S officer
- Technology technicians undertake annual workshop safety training

Issued by: David Corringham

Issue date: 26.03.2021