



Walter Infant School

ELECTRICAL SAFETY POLICY

DOCUMENT HISTORY

Version	Action	By	Date
1.0	Drafted	Environment Committee	
1.0	Approved	Full Governing Body	July 2010
2.0	Approved	Environment Committee (by email)	June 2012
2.0	Approved	Full Governing Body	4 July 2012
2.1	Amended	Head Teacher	January 2014
2.1	Approved	Environment Committee	4 February 2014
2.1	Approved	Full Governing Body	19 March 2014
2.1	Awaiting Approval	Full Governing Body	January 2018

Review Date: Spring Term 2018

ELECTRICAL SAFETY POLICY

1. The School's Management Team and Governing Body are aware of their responsibility towards ensuring that risks regarding the use of electrical items in school are identified and addressed, in order that electrical incidents are avoided.
2. Staff should exercise normal visual checks on any electrical apparatus they use. On induction staff will be instructed as to what to look for when carrying out such a visual check. Any concerns should be immediately reported to the Headteacher, who will ensure that the defective equipment is taken out of use, until repaired by a competent person or replaced.
3. A Portable Appliance Test "PAT Test" shall be carried out periodically as required by Wokingham Borough Council of non-fixed 'high risk' electrical equipment. The Bursar will issue a notification to staff in advance of the test to advise of the dates and request that all portable electrical appliances are made available on those dates. Equipment successfully passing such testing should carry a "pass" sticker. Equipment not passing the test should not be used.
4. Should a plug need changing or a fuse replaced, the School Office should be notified. The School site controller alone will replace plugs and fuses.
5. Electrical equipment not purchased directly by the School must be electrically inspected and tested by a competent person before use.
6. All contractors must be competent and have membership of a recognised professional organisation.
7. All incidents involving electricity should be reported to Corporate Health and Safety Advice Service, whether or not a person suffers injury.