Engineering UTC Northern Lincolnshire

Electrical Safety Policy

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Electrical Safety Policy

1. POLICY STATEMENT

   The college will undertake to ensure compliance with the relevant legislation with regard to the provision of Electrical Safety for all students and employees and to ensure best practice by extending the arrangements as far as is reasonably practicable to others who may also be affected by our activities.

2. THE LAW

   As legislation is often amended and Regulations introduced, the references made in this Policy may be to legislation that has been superseded. For an up to date list of legislation applying to schools, please refer to the Health and Safety Executive website www.hse.gov.uk

   - Health and Safety at Work Act 1974
   - Electricity at Work Regulations 1989
   - Management of Health and Safety at Work Regulations 1999

3. INTRODUCTION

   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.

   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.

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

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

4. MANAGEMENT

   The Principal will ensure that:-

   - Risk Assessments are carried out when required whenever working practices change, or after a serious incident involving the use of electricity.

- Electrical equipment is obtained from an approved supplier and that it carries the relevant British Standard and/or CE marks where appropriate.
- Staff are aware of basic electrical safety standards.
- Electrical equipment is kept in a clean and serviceable condition and any reported faults on electrical equipment are dealt with swiftly.
- 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.
- Any electrical equipment that appears faulty or could present a risk of injury to students or staff is removed from use immediately.
- So far as is possible, the compatibility of electrical equipment is in circumstances where more than one item of equipment is in use together.
- Portable electrical appliances are, whenever possible, plugged into a separate switch socket outlet.
- Essential electrical equipment is replaced when necessary due to loss, damage or wear and tear.
- That no person is engaged on any work activity involving the use of electricity where technical knowledge is necessary to prevent dangers unless they are adequately supervised.

5. BASIC ELECTRICAL SAFETY STANDARDS FOR ALL STAFF

Do not use personal portable electrical appliances (including mobile phone chargers, musical instruments) in the college unless they have been approved and tested under the PAT arrangements (Appendix 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.

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.

Daisy chaining of extension leads must be avoided. If there is an issue with available socket availability please notify the Business Manager.

If checking plugs, make sure that the cable casing enters the plug so that no wires are exposed and correct fuses have been fitted.

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.

Laptop trolley cables are liable to become damaged. Staff should make visual inspections of the cable every time they use the trolley. It is recommended that the socket is turned off before the lap top trolley plug is removed from the socket. There have been instances where a plug has held some electrical charge.

Any electrical equipment suspected of being faulty or dangerous should be switched off and taken out of use immediately.

Switch off any machine that does not need to be left on overnight.

Read any manuals provided with electrical equipment and if still unsure about safe use ask for assistance.

Don't overload electrical systems by putting too much equipment on the same circuit.

E-Cigarette's should **never** be charged up in college. There is a risk that the cigarette could explode.

Where equipment is hired or brought on site by a contractor then this is excluded from this policy so long as the contractor or hirer can provide their own legitimate certificate.

6. STAFF RESPONSIBILITIES

All staff must co-operate by:-

- Complying with "Basic Electrical Safety Standards" above.
- 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 the Principal/Business Manager.
- Reporting any accidents or incidents promptly.
- Reporting any bad practice they observe involving the use of electricity.
- Not tampering with or altering electrical equipment to inhibit its proper performance or safe use.

- Staff must not attempt to repair any faulty electrical equipment. They must report the fault immediately to their line manager/Business Manager.

7. INFORMATION, INSTRUCTION AND TRAINING

The Principal will be responsible for making arrangements for suitable induction training for staff that will include information and instruction about the use of any electrical equipment if involved in their job role.

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

The Business Manager is to maintain a record of all training.

8. APPROPRIATE SUPERVISION

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.

APPENDIX 1

PORTABLE TESTING (PAT) ARRANGEMENTS

1. All electrical equipment, other than battery operated items, which are not the subject of a maintenance contract must be routinely inspected and tested.

2. Portable electrical appliances should be visually inspected by staff on a regular basis to look for worn and frayed cables, loose or cracked plugs and any obvious damage.

3. Any personal portable appliances brought in by staff must be inspected and tested before use without exception.

4. Testing should only be carried out by a competent person, this may be by a qualified member of the college's staff or by an external qualified body.

5. The suggested frequency for inspection and testing of portable electrical equipment is annually.