

## Portable Appliance Testing

Date	Review Date	Coordinator	Nominated Governor
21/03/2015	21/03/2016	Daniel Duncalf	Derek Vitali

We believe this policy relates to the following legislation:

- Health and Safety at Work Act 1974
- Employers' Health and Safety Policy Statements (Exception) Regulations 1975
- Safety Representatives and Safety Committees Regulations 1977
- Electricity at Work Regulations 1989
- Management of Health and Safety at Work Regulations 1999
- Education (School Premises) Regulations 1999
- Equality Act 2010
- School Premises (England) Regulations 2012

The following documentation is also related to this policy:

- Equality Act 2010: Advice for Schools (DfE)
- Maintaining Portable Electrical Equipment (HSE)
- Maintaining Portable Electrical Equipment in Low-Risk Environments (HSE)
- Managing for Health and Safety (HSE)

We recognise our responsibilities under the Health and Safety at Work Act 1974 and will take all reasonably practicable steps to provide and maintain safe and healthy working conditions (on the school premises and during school-sponsored activities), equipment and systems of work for all our pupils, school personnel and visitors to the school.

We are aware that under the Electricity at Work Regulations 1989 that all portable electrical appliances in school must be well maintained and periodically tested (PAT).

We will ensure the safety of all pupils, school personnel and visitors by ensuring all electrical equipment meets the above safety regulations.

We understand that Portable Appliance Testing (PAT) is the visual inspection and testing of all electrical equipment that is connected to electrical sockets via a plug. All electrical equipment will be annually tested by a competent person who has the right equipment to do the tests, the ability to use the test equipment and the ability to understand the test results.

We will ensure that all tested equipment is labelled with a record being kept of all tested equipment. All new equipment will only require a simple visual check to ensure the product is not damaged in any way; while established equipment that is regularly moved and used will be inspected every week.

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.

## **Our Lady and St Joseph**

We believe it is essential that this policy clearly identifies and outlines the roles and responsibilities of all those involved in the procedures and arrangements that is connected with this policy.

### **Aims**

- To ensure that Portable Appliance Testing takes place in order to reduce risks of shock, burning and faults.
- To ensure compliance with all relevant legislation connected to this policy.
- To work with other schools and the local authority to share good practice in order to improve this policy.

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

#### **Role of the Governing Body**

The Governing Body has:

- appointed a member of staff to be responsible for Health and Safety;
- delegated powers and responsibilities to the Headteacher to ensure all school personnel and stakeholders are aware of and comply with this policy;
- has appointed the caretaker as duty holder who will be trained in undertaking regular visual inspections of all electrical appliances;
- will ensure that all school personnel are aware of their safety duties and trained to undertake visual checks of electrical equipment;
- will appoint an established electrical contractor to undertake PAT;
- will ensure that all PAT records are kept in the school office
- 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;
- make effective use of relevant research and information to improve this policy;
- responsibility for ensuring policies are made available to parents;
- nominated a link governor to visit the school regularly, to liaise with the Headteacher and the coordinator and to report back to the Governing Body;
- responsibility for the effective implementation, monitoring and evaluation of this policy.

#### **Role of the Headteacher**

The Headteacher will:

- ensure all school personnel, pupils and parents are aware of and comply with this policy;
- work closely with the link governor and coordinator;
- provide leadership and vision in respect of equality;
- make effective use of relevant research and information to improve this policy;

### **Our Lady and St Joseph**

- provide guidance, support and training to all staff;
- monitor the effectiveness of this policy by speaking with pupils, school personnel, parents and governors;
- annually report to the Governing Body on the success and development of this policy.

### **Role of the Duty Holder**

The Duty Holder will:

- undertake regular checks of all electrical appliances;
- keep records of the above checks;
- report any faulty appliances to be repaired by a competent contractor;
- ensure that PAT takes place periodically;
- check the PAT report received after the testing takes place;
- ensure that all portable electrical equipment clearly displays a valid and current test label;
- ensure that all leads and extension leads clearly display a valid and current test label
- lead the development of this policy throughout the school;
- work closely with the Headteacher, the Health and Safety representative and the nominated governor;
- provide guidance and support to all staff;
- provide training for all staff on induction and when the need arises;
- 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

### **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 Headteacher 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.

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

The Nominated Governor will:

- work closely with the Headteacher and the coordinator;
- ensure this policy and other linked policies are up to date;

### **Our Lady and St Joseph**

- ensure that everyone connected with the school is aware of this policy;
- attend training related to 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 all aspects of this policy
- undertake appropriate training;
- be trained in undertaking visual checks of electrical equipment;
- report to the duty holder any faulty equipment;
- be aware of all other linked policies;
- maintain high standards of ethics and behaviour within and outside school and not to undermine fundamental British values;
- 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 Pupils**

Pupils will be:

- aware of and comply with this policy;
- encouraged to report any visual defects of electrical equipment;
- listen carefully to all instructions given by the teacher;
- ask for further help if they do not understand;
- 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 end of half term newsletters
- reports such annual report to parents and Headteacher reports to the Governing Body
- information displays in the main school entrance

## **Training**

All school personnel:

- have equal chances of training, career development and promotion
- receive training on induction which specifically covers:
  - All aspects of this policy
  - Health and Safety
  - Health and Safety - Responsibilities
  - Electrical Safety
  - Risk Assessment
  - Visitors and Contractors
  - Workplace Environment
  - Equal opportunities
  - Inclusion
- receive periodic training so that they are kept up to date with new information
- receive equal opportunities training on induction in order to improve their understanding of the Equality Act 2010 and its implications.

## **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 Headteacher 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 and Safety	▪ Health and Safety - Responsibilities	▪ Premises Manager
▪ Risk Assessment	▪ Workplace Environment	▪ Electrical Safety
▪ Visitors and Contractors		

Headteacher:		Date:	
Chair of Governing Body:		Date:	