

Headteacher: Mrs F A Dean, M.A. (ED) NPQH (Interim)

Head of School: Ms T Wilden B.A. (HONS)

Initial Policy date	May 2018	Next scheduled review	April 2021
Governor approved	6 May 2020	Key person/people	Business Manager
Model Policy	Yes	Model localised	
Pupil leadership team review		Y / N / N/A	

PORTABLE APPLIANCE TESTING (PAT) PROCEDURE

1. All electrical equipment, other than battery operated items, which is not the subject of a maintenance contract must be routinely inspected and tested. This includes:
 - Televisions
 - Mains radios
 - Hi-Fi's
 - Hairdryers
 - Table lamps
 - Computers
 - Printers etc.
2. These portable electrical appliances should be visually inspected on a regular basis to look for worn and frayed cables, loose or cracked plugs and any other obvious damage. Any items that are frequently used by multiple users, such as photocopiers, vending machines, hot trolleys, etc. should be tested and inspected at least once a year.
3. Testing should only be directed by a member of the Site Team.
4. All staff and pupils who wish to bring in their own appliances must have them inspected by the Site Team and if there are concerns about their safety, they must only be used after testing.

BASIC ELECTRICAL SAFETY STANDARDS

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.
2. 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.
3. If checking plugs, make sure that the cable casing enters the plug so that no wires are exposed and correct fuses have been fitted.

4. Display screen 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.
5. Any electrical equipment suspected of being faulty or dangerous should be switched off and taken out of use immediately.
6. Where the safety of an electrical system is uncertain (eg. in someone's home) a residual current device (RCD) should be used. This will monitor the supply and quickly break the circuit and protect the user if there is a fault in the system.
7. Switch off any machines that do not need to be left on overnight.
8. Read any manuals provided with electrical equipment and if still unsure about safe use ask your manager/leader for assistance.
9. Only install equipment and electrical components if you're competent and authorised to do so.
10. Don't overload electrical systems by putting too much equipment on the same circuit.

SCHOOL TESTING PROCEDURE

1. It is the school's intention to test all portable electrical equipment on an on-going annual basis in line with HCC/HSE guidelines.
2. All portable electrical equipment that fails its check will be recorded and must be taken out of use. Department/Faculty Leaders will be informed of each failure and it is their responsibility to have it repaired or replaced.
3. It is the Site Team's intent to issues notification to the Faculty/Departments Leaders of planned testing visits. It is the Faculty/Department Leaders responsibility to ensure all portable electrical equipment is made available to the Site Team.
4. All equipment must be made available for testing.
5. A record will be kept of all testing undertaken on equipment and stored centrally.