Personal Electrical & Electrical Equipment Policy

Approved by:	Mrs Carolyn Ellis-Gage Head Teacher	Date: October 2024
Signed:		
Next review :	October 2025 Justin Howard Site Manager	

Introduction

This policy sets out the principles for all Parkside School pupils & staff using personal electrical equipment with mains connection, in school.

General Principles

Failure to maintain portable equipment adequately is a major cause of electrical accidents.

Equipment used in school should be purchased by the school and maintained and PAT tested as appropriate in accordance with the Electricity at Work Regulations 1989

The school aims to provide staff and pupils with all the essential equipment required. Personal electrical or electronic devices are the responsibility of the owner. Whilst on site personal equipment will only be used during break times, the school cannot provide charging facilities It is therefore suggested charging should be done offsite.

Toasters

Toasters used in classrooms are subject to daily checks by classes to ensure…

- Toaster is clean including crumb tray
- Fit for purpose
- Switched off when not in use
- Used in a safe manner in a controlled environment
- Combustibles are kept clear
- Toasters are stowed away when not in use
- Toasters are left out during the summer half term to be tested.

Kettles

Kettles used in classrooms (this includes coffee machines) or communal areas must be…

- Regularly inspected for wear and tear
- Ensure water is at a sufficient level to ensure safe boiling
- To ensure kettle is switched off before stowing away
- Water is not left in kettle when not in use
- Kettle is left out during summer half term to be PAT tested

Other Electrical Equipment

Staff needing to bring in an Item of electrical equipment to school on a temporary basis should notify the Site Manager who will carry out a visual inspection.

If an electrical Item is donated to school on a permanent basis the Site Manager should be notified to carry out a visual inspection and add the item to the PAT testing schedule. Any Item failing a visual check or PAT test must be removed immediately.