

ISP Group Electricity Policy

Policy Owner: Group Head of Operational Risk

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RATIONALE

Electricity is the one thing we take for granted in the modern world but if not managed well has the potential to fatal consequences.

This procedure manages safety around electricity and the processes that need to be in place to manage portable electrical appliances.

POLICY SCOPE

Employees, unless adequately trained, should under no circumstances attempt to install or repair sockets, plugs and tools or interfere with plant, appliances or electrical installations. These jobs should be undertaken by an authorised and competent person, either employed by the Company or by contractors, agents or manufacturers called to the building.

This Policy covers all ISP schools.

DEFINITIONS

Company = any premises that ISP or one of its subsidiaries carries out its daily business from, this includes but is not restricted to all schools and offices.

GUIDELINES AND PRECAUTIONS

The Company should ensure that precautions are taken against risk, death or personal injury from electricity in any activities. A number of issues to achieve electrical safety need to be addressed, these may be summarised as follows:

- Planning, design and commissioning;
- Installation and use;
- Routine maintenance and fault repairs;
- Dismantling at end of required life.

There are specific standards for the requirement of suitable 'hardware', i.e. the components used to make up electrical systems and also for safe systems of work. Furthermore, there are general requirements to ensure that all electrical systems are, first, of such construction and, second, are maintained so as to prevent danger. The Company should ensure, through planned preventative maintenance, that:

- mains supplies are regularly inspected and checked for breaks, clean and tight connections and loading;
- plant and equipment is maintained according to the manufacturers and installers guidelines;
- appropriate warning and safety signs are posted alongside plant, equipment or supplies.

In view of the dangers represented by electricity it is extremely important that electrical work, other than small tasks such as the changing of light bulbs, is undertaken only by

those with the competence (in the form of technical knowledge, experience, skills and competence) to do so. Such work is often assigned to contract electrical engineers, and work must conform to local Regulatory standards in every respect.

PORTABLE APPLIANCE TESTING (PAT)

Items of portable and transportable equipment may wear and deteriorate through use and so present the hazard of electric shock. It is therefore best practice to carry out visual tests of every portable and transportable appliance in use. The visual check will look for any bare wires and also note whether the lead or plug is worn to touch, if this is the case, the approved testing by a competent person needs to be carried out.

The term 'portable appliance' is deemed as being an appliance or equipment that can be readily disconnected from the system. Many items which fall within this classification, e.g. appliances, kitchen equipment, visual display units, photocopiers, etc., and the items, their leads and plugs **may** need to be tested or inspected on a periodic basis by a competent person using approved testing equipment.

Depending on the appliance, the test may incorporate the following:

- visual testing
- plug and lead check
- fuse rating check
- earth bond test
- insulation test
- load test
- earth leakage test

Prior to any test on power supply leads with computers or their connecting equipment, all other leads to connecting equipment must be disconnected, thereby eliminating the possibility of a power spike damaging other equipment.

The results of these tests should be logged using a Testing Log Sheet and it is good practice for a self-adhesive label to be affixed to each appliance showing the date tested and by whom. Should an appliance fail the test, the item must be removed immediately for repair or replacement.

PROCEDURE

Any portable or transportable electrical equipment brought onto the Company's premises must be reported to the Operations Manager/Facilities Manager to be registered for electrical safety testing or inspection.

When a check is carried out, a 'Portable Electrical Equipment Inspection and Test Report Form' should be completed and filed with the Operations Manager/Facilities Manager.

Evidence of any testing or inspection in the form of a certificate should be logged and filed.

APPENDIX

The following checklist gives a list of items which will be verified when checking out the safe operation of equipment.

Item	Check
Mains plug	Wired correctly, connections secure No bare wires or whiskers Outer insulation secure in cord grip Correct fuse rating for appliance No signs of overheating or scorching
Mains lead to appliance	No mechanical damage, cuts, No sharp kinks, twists or burn marks No taped joints
Extension lead	Check plug and mains lead as extension leads must not be used as permanent sockets
Multiple socket extension	Check plug and mains lead as above Check correct fuse
Equipment	Outer case: no mechanical damage no broken parts no cracks no burns or scorch marks no evidence of tampering no makeshift repairs no signs of wear or abuse
Switch ON	Verify correct