

Earlscliffe (Sussex Summer Schools Ltd)

PORTABLE APPLIANCE TESTING

School equipment

School owned equipment will, by default, be inspected and tested in September each year. Before the inspections take place, an assessment will be made by the School Manager, using previous records and reviewing incident reports, as to the frequency of the inspections and tests. This policy will be amended as required.

Student equipment

The School, under its duty of care to Boarders, will ensure that all portable electrical equipment used by the Boarders at School meets the safety requirements as generally described in the Electricity at Work Regulations 1989

Student's electrical equipment will be visually inspected and tested in September at the start of each academic year.

PAT tests will be carried out by Maintenance staff who are qualified in PAT testing.

Tests will be carried out immediately on equipment belonging to students who start during the academic year.

Students must notify staff of any additional items, brought into School between test dates so that they can be tested.

As part of House Managers monthly visual risk assessments, equipment will be checked for correct labelling and, if not, will be tested.

In the event of an item failing the test the School will endeavour to correct the fault if it is of a simple nature, such as a loose cable clamp or incorrect fuse. If the fault is not easily corrected the Boarder will be advised that the item has failed the test and that it must not be used. Such items will be taken into care by the House Manager and returned to the Student only for repair by a competent person or when the Boarder returns home.

No charge will be made for the testing of equipment.

Whilst every professional care will be taken in the testing of any equipment the School will not accept any liability for damage to the equipment unless negligence is proven.

DUE TO THE POTENTIAL FOR DAMAGE, DIGITAL ITEMS WILL NOT BE TESTED BUT WILL BE VISUALLY INSPECTED (COMPUTERS, MOBILE PHONES ETC). THEIR POWER LEADS WILL BE TESTED