



Lancing College

ELECTRICAL INFORMATION FOR PARENTS AND PUPILS SEPTEMBER 2024

The main causes of accidents involving portable electrical appliances are faulty flexible cables, extension leads, plugs, sockets and damaged or incorrectly repaired appliances.

Injuries often occur when a person touches a part of the appliance which has become 'live' whilst in contact with an earthed conducting surface. The shock a person may receive can potentially be fatal.

In addition, faulty or misused electrical items consistently top the annual league tables of causes of fires in both business and residential premises, hence it is important that pupils do not introduce fire risks into Boarding Houses, either deliberately or unknowingly.

To ensure the safety of all pupils, staff and property the following information must be followed:

The type of electrical appliances that may be brought into the school are:

Computer
Hair styling appliances
Electric toothbrush and adaptor
Shaver
Drink/food chiller (with no external grille or compressor)
Alarm clock
Charger(s)
Contact lens sterilizer
Radio/CD player
Desk lamp

Hair straighteners may be brought into school but must be used with a case/mat and must automatically turn off so there is no possibility that they could increase the risk of fire. In addition, they must be registered with the House Matron and student must understand that if it is found that straighteners have been left on and unattended, they will be confiscated for the remainder of the term.

Small desktop fans without blades or with enclosed blades fans are permitted but must run quietly as not to distract others and they must not be covered over.

Small bedside lamps are permitted in school under the guidance of Housemasters and Housemistresses. Bright lights/bulbs can become particularly hot and lamps must be kept well away from combustible materials such as paper, wood, clothing, bed linen etc. **Lava lamps are not permitted.**

Festive/decorative LED lights must first be agreed with the Housemaster/mistress before being displayed as removal can damage paintwork and textured ceilings. Lights should be powered by battery or alternatively, are low voltage LED lights. Festive/decorative lights must have safety marks eg BSI Kitemark, BS EN 60598, and the transformer must be kept uncovered and well ventilated (see Lancing College Festive Lights Safety). **Lights should be switched off when not in use.**

Most battery powered items present minimal risk, hence battery powered radios etc are considered to be acceptable.

All portable electrical equipment is subject to the College's Portable Appliance Testing (PAT) programme – any items which fail the PAT test must be removed from the school immediately.

All appliances must be in good working order. It is recommended that a visual inspection be carried out to ensure that the appliance itself is not cracked or damaged in any way and the cable is free from cuts or abrasions and securely held by the cable grip in the plug. The plug must be undamaged, the top secure and the pins not bent. None of the metal conductors or the coloured insulating cable must be visible.

The type of electrical appliances that MUST NOT be brought into school are:

Kettle/Coffee maker
Rice cooker
Toaster
Fridge/Freezer
Microwave
Electric blanket
Iron
Electric heater
Sandwich maker
Lava lamp
Diffuser plug /Diffuser
Transformer without a CE mark

This list is not exhaustive.

House staff have full and final say regarding the suitability of any individual piece of electrical item found in a pupil's room. Staff may confiscate suspect, dangerous or prohibited items for return to the pupil concerned at the end of term when the item(s) must be taken off site.

Plugs, Extension Leads and Adaptors

All plugs, extension leads and adaptors must meet British and European Standards and must not be overloaded. Extension leads should not be connected together (daisy chaining). Examples of plugs, extension leads and adaptors not acceptable in school are shown below:



British/European Standards

It is recommended that all electrical appliances are purchased in the UK. They must bear the CE or UKCA mark. This should ensure they meet British and European Standards, are fitted with the correct plug and are suitable for the UK's electrical system.

Do not rely on a CE mark alone as a guarantee of safety – it's simply a declaration by the manufacturer that the product meets all the safety requirements of European law, but they can be easily forged.

Personal Electrical Appliances

Please complete this form giving details of appliances you intend to bring in to school and return it to your child's Housemaster/Housemistress.

Name of Pupil

House

Room Name/Number

Date

| Personal Portable Appliance | Serial Number |
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A new form is required when extra equipment is brought into school.

Housemaster/Mistress/Matron Declaration

I personally inspected the room on _____ (date) and confirm there are no other appliances in-situ. I have visually inspected each of the appliances listed and they appear to be in satisfactory order. Where this is not the case, they have been removed from the room and will not be used.

Checked by _____