



The Bishop Konstant Catholic Academy Trust

Learning Communities, Inspired by Faith

Trust Portable Heater Policy 2021



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POLICY DOCUMENT	Trust Portable Heater Policy 2021
Legislation/Category: Academy Schools	Legally Required (Part of FRA)
Lead Member of Staff:	Trust Business & Compliance Manager
Approved by:	The Bishop Konstant Catholic Academy Trust Board
Date Approved:	December 2021
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Review Frequency:	2 Years

Version	Date	Author	Changes
1.0	July 2019	Trust Business & Compliance Manager	Starting Document and Layout.

All policies are written in line with our ethos:

All policies are written in line with our Trust Mission statement: With Jesus Christ at the centre of the life of the Trust, we seek to provide learning communities offering the highest possible standards of education. We are committed to working in partnership and trust for the common good. We strive to encourage and empower children and young people to recognise and realise their God-given potential and to discern their vocation in life. As learning communities inspired by faith, we celebrate achievement, offering each other challenge and support, as together we follow Christ in self-giving love and service.



Trust Portable Heating Policy 2021

1. Introduction

- 1.1 The purpose of this policy is to outline the Trust's policy on the provision and use of portable heating appliances in Trust premises and to command good practice for the management of portable heaters where their use cannot be avoided.

2. Provision of Portable Heating Appliances

- 2.1 As a general principle, the use of portable heaters should be avoided wherever possible, however should supplementary heating be required, the Headteacher must consider the circumstances and issue approval prior to the appliance being used. Portable heaters should only be considered for limited use where either:
- There is no fixed heating system within the workplace; or
 - the fixed heating system consistently fails to heat the workplace to at least 16 degrees Celsius (or 13 degrees Celsius where much of the work involves severe physical effort).

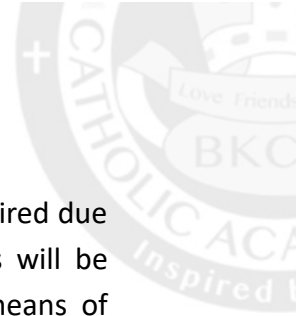
3. Selection and Use of Suitable Equipment

- 3.1 Where portable heating appliances are to be provided these should be of the electric fan heater type. Portable heaters must be sited according to the manufacturer's instructions. They must be stood on a level, dry, non-combustible surface, clear of combustible goods or other readily ignitable materials and where they are not liable to be subjected to mechanical damage or be overturned.

Portable heaters must not be sited on escape routes or in confined spaces.

Portable heaters must be switched off and unplugged when the area is unoccupied and they must not be covered or used for any form of drying. It is a requirement that a notice to this effect is displayed in the area where the heaters are used.

- 3.2 The portable heating appliances as listed below **must not** be used in Trust premises;
- The use of electric heaters with exposed radiant elements (open bar fires) are prohibited throughout Trust premises.
 - The use of portable LPG (butane or propane) fuelled gas heaters are prohibited as they can present a significant fire risk due to the presence of naked flames and large amounts of liquid flammable gas.



- 3.2 It is recognised that circumstances may arise where portable heating is required due to failure of the mains heating system. In this event, the circumstances will be reported to the heating contractor and where possible, an alternative means of temporary heating will be implemented by the contractor, following approval by the Trust Business & Compliance Manager, ensuring that the temporary provision meets the requirements of the Trust's insurance.

4. Inspection and Testing of Electric Heaters

- 4.1 Any electric heater introduced into Trust premises, approved by the Headteacher, is subject to the general requirements with regards to its electrical safety and arrangements for inspection, testing and maintenance of portable electrical equipment. All electric heaters must be subject to a portable appliance test (PAT) at periodic intervals and the details of the appliance must be registered on the portable heater audit report.

Monitoring and Review of this Policy

The Trust shall be responsible for reviewing this policy from time to time to ensure that it meets legal requirements and reflects best practice.

The Bishop Konstant Catholic Academy Trust is an exempt charity regulated by the Secretary of State for Education. It is a company limited by guarantee registered in England and Wales, company number 8253770, whose registered office is at St Wilfrid's Catholic High School & Sixth Form College, Cutsyke Road, Featherstone, WF7 6BD