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Personal Electrical Equipment Policy

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Date Produced : 26th Sept 2018

Originator : Vanessa Bryant

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Next Review 15/02/2025

1. Introduction and purpose

This document forms part of the Cupaz health and safety policy and details the way in which Cupaz ensure that privately-owned personal electrical equipment can be used safely on the premises.

2. Scope

This policy applies to all staff, visitors and contractors working within the premises.

3. Definitions

Personal electrical equipment is defined as any electrical equipment owned by a member of staff or visitor.

Company-owned electrical equipment is defined as any electrical equipment owned by an external contractor or company.

PAT testing or Portable Appliance Testing is defined as periodic testing which is required to demonstrate the safety of portable electrical devices.

Visual inspection is defined as a visual check of the integrity of the device and any electrical cables and plugs to establish whether it is damaged.

4. Policy statement

The leads and plugs of electrical equipment, or sometimes the equipment itself, can be damaged with use which may result in an electric shock. Electric shocks can cause severe and permanent injuries and can kill. Damaged equipment can cause fires that can lead to death or injury to others. Most of these accidents can be avoided by adopting a policy with straightforward precautions. The aim of this policy is to reduce the risks which non- Cupaz purchased electrical equipment may pose to all staff and persons visiting or working within the Cupaz premises.

Arrangements

4.1. Types of privately-owned personal equipment allowed

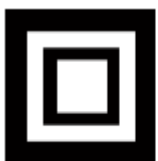
Cupaz recognise that with the ever-increasing pace of technology and for reasons of personal safety, staff and contractors may wish to bring certain personal electrical devices to work. Members of staff are permitted to bring in and use the following personal equipment:

- Mobile/smart phones and chargers
- Digital organisers and chargers
- iPhones, iPods, and MP3 players.

Staff members and contractors are not permitted to bring into the premise any other privately owned electrical equipment that requires a mains power supply to run or charge the equipment. Staff and contractors found with any items of electrical equipment which are not allowed will be asked to remove the equipment from the premises. Contractors may be required to bring in personal/company owned, work-related equipment. The equipment must be required for carrying out their work at the premises. They must ensure that this equipment is in a safe condition by verifying the following:

- The plug or adaptor is for a UK socket;
- The cable and body of the equipment and/or charger do not show any signs of damage; •

All UK plugs are marked BS 1363; AND • The equipment or charger displays the following symbols:



Class II (Double insulation)



European Standards Mark

Contractors must have their equipment PAT tested regularly to demonstrate that it is in a safe condition. They are also responsible for carrying out visual inspections of their equipment between tests. Equipment that has not been PAT tested or equipment which is faulty or non-compliant must not be brought into Cupaz premises

5. Responsibilities

5.1. Rob Holtby /Vanessa Bryant are responsible for:-

5.1.1 Maintaining a register of all portable electrical equipment purchased by Cupaz.

5.1.2 Ensuring that Cupaz portable electrical equipment is regularly inspected and tested by competent staff.

5.1.3 Withdrawing from service any equipment that fails the inspection or test, or is unsafe in any way, marking it as 'Unsafe - not to be used' and arranging for the equipment to be safely disposed of.

5.2. Managers are responsible for:

5.2.1 Ensuring that all staff are using approved electrical equipment only and any personal electrical items which are not permitted to be used at Cupaz are removed.

5.2.2 Escalating any issues that they cannot resolve to Stuart Cooper, Managing Director with overall responsibility for Health & Safety.

5.3. The Fire Marshall's are responsible for:

5.3.1 Assist Vanessa Bryant and managers to ensure that risks relating to electrical equipment are adequately controlled.

5.4. All staff and contractors wishing to use permitted personal electrical equipment on Cupaz premises are responsible for:

5.4.1 Using their company and privately owned personal electrical equipment safely according to the manufacturer's instructions.

5.4.2 Not to use any electrical equipment if it is damaged, has failed its inspection and/or test or if they believe that their health or safety may be at risk.

5.4.3 Removing any unauthorised personal equipment from Cupaz premises.

5.4.4 Reporting any accident, incident or health and safety concern, including damage to Cupaz equipment, to Vanessa Bryant and following the Company accident procedures, if appropriate.

A handwritten signature in black ink, appearing to read 'Stuart Cooper', with a large circular flourish at the beginning.

Stuart Cooper - Managing Director – 15th Feb 2024