



RAMSGATE TOWN COUNCIL

USE OF PERSONAL ELECTRICAL APPLIANCES AT COUNCIL PROPERTY

Adopted	4th November 2022
Due to review	As required, reviewed 8th July 2026

Ramsgate Town Council recognise that the use of Portable Electrical Appliances is potentially hazardous. The Council will identify risks to people, manage those risks in accordance with current safety legislation and guidance.

The Council will comply with the Health and Safety at Work etc. Act 1974, the Electricity at Work Regulations 1989 and relevant HSE guidance. The frequency and type of checks, inspections and testing will be determined by risk assessment, taking account of the equipment, how it is used, the environment in which it is used and any previous defects or incidents.

This policy includes the use of personal laptop and mobile telephone chargers. You are only permitted to charge your Personal Electrical Appliances in Council property with the charger that was supplied with the appliance, or a suitable manufacturer-approved or compatible replacement charger that is in good condition.

It is the Council's policy to:

Maintain a register of all Portable Electrical Appliances used by the Council and ensure that a Competent Person inspects and, where required, tests all such equipment at intervals identified in our Risk Assessment. This will include user checks, formal visual inspections and, where appropriate, testing, in line with a risk-based maintenance regime.

Prohibit Personal Portable Electrical Appliances from being brought onto Council premises unless prior approval has been given and the equipment has been inspected by a Competent Person before use.

Provide instruction to users of Portable Electrical Appliances so that they are aware of the hazards and can spot visible defects prior to use. Users should carry out a simple visual check before use and must not use equipment, chargers, extension leads or adaptors that appear damaged, unsuitable, overloaded or unauthorised.

Inform users of the buildings (staff, councillors, visitors) that they must not carry out any electrical fault finding or repairs unless trained and authorised to do so.

Ensure that all staff are aware of the need to stop using Portable Electrical Appliances if problems are encountered and to report any defects immediately. Defective or suspect equipment must be clearly identified and removed from use until checked by a Competent Person.

Isolate or take out of service any faulty electrical equipment.

Test electrical appliances following repair and prior to reinstating their use.

Provide emergency and first aid procedures to cover the actions to be taken in the event of electric shock or burns.

Take all reasonable precautions to ensure that any hired electrical equipment is safe to use.

..... **Town Clerk**

..... **Date**