



USE OF PERSONAL ELECTRICAL APPLIANCES AT COUNCIL PROPERTY

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.

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.

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.

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.

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.

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.**