



Personal Electrical Device Policy

Introduction

All small electrical appliances owned by and in use at ElliTe Studios College are routinely checked for their electrical safety as appropriate. This is a requirement under the Health and Safety Act and of our insurance company. It is done to ensure there is a minimal risk of fire being caused by these devices and that they are maintained effectively as appropriate.

It is common, however, for people to use their own electrical devices in addition to those available at and provided by ElliTe Studios College and this policy is designed to ensure that they too do not increase the risk of fire or another hazard.

Personal Electrical Devices

- The types of devices covered by this policy include but are not limited to the following:
- DIY tools – drills, screwdrivers, sanders, saws, sprayers, etc.
- Entertainment equipment – mobile phones, tablets, laptops, radios, TVs, CD players, etc.
- Miscellaneous – heaters, fans, kettles, coffee makers, etc.
- In all cases this policy applies not only to the appliance itself but also to its charger and any ancillary attachments as applicable.

Responsibility

In all cases, the devices brought in to ElliTe Studios College, regardless of the period for which they are in the building, are the responsibility of the owner or the person who brought them in. It is their responsibility to ensure that the device is always used in accordance with any user instructions and that it is maintained appropriately.

Maintenance

All devices that have a mains power charger or lead must be fused with an appropriately rated fuse in accordance with the manufacturer's instructions. The mains lead must not be worn or damaged in any way and the device must also be in good working order.

Use at ElliTe Studios College

All devices must only ever be used in accordance with the manufacturer's instructions and must not be modified in anyway.

The device must be used carefully with special care taken for fire risk in particular.

Any devices used for heating, (kettles, microwaves, heaters, etc.) must be turned off when not in use. Heating devices must never be left turned on whilst unattended at any time. When in use heating devices must be kept clear of flammable materials such as clothing, paper and the like.

Any mains leads must be used considerately with due care to reduce the risk of a trip hazard in particular.

As soon as the reason for the device being brought into ElliTe Studios College has concluded, the device must be removed from the premises.

ElliTe Studios College will not be held responsible for any loss or damage to personal electrical devices whilst on the premises.