

ELECTRICAL APPLIANCES POLICY

1. Following approval at the Operations Committee in January 2023 this policy applies to all electrical systems, appliances, and electrical work equipment within the premises.
2. The University generally does not allow the use of privately owned electrical equipment in office buildings. A guideline of appliances not permitted is provided below, the list may not be exhaustive but if you have any questions, please do not hesitate to contact the estates & facilities department
estates&facilities@richmond.ac.uk

Appliance	Note
Personal Hair Dryers	Hair dryers are available in the changing rooms in the Under Croft.
Personal coffee machines	Free tea and coffee provided for all employees with a hot water tap available in the first floor kitchen. A University supplied pod coffee machine will be purchased and placed in the kitchen for use (pods not provided)
Personal kettles	As above
Rice cookers	The University does not permit cooking appliances as our spaces were not designed with cooking in mind
Slow cookers	As above
Toaster ovens / Toaster /Toastie makers etc	As above
Hot pots	As above
Electrical grill	As above
Personal space heaters	Not permitted, however in extreme extenuating circumstances a University supplied space heater may be issued.

3. In addition, please do not use non-UK chargers for phones or laptops or any other devices, i.e., a US charger with an adapter. If a charger is needed, please estates & facilities who will likely be able to assist with a loan charger.
4. Employees are required to adhere to the policy and all relevant process and procedures for electrical safety.
5. The University will manage, so far as reasonably practicable, all electrical systems and electrical equipment under its control in such a manner as to minimise the risk of any person using such systems to a tolerable level. The University will aim to achieve this policy by putting measures in place to secure, so far as is reasonably practicable:
6. That all University supplied electrical systems and equipment is suitable and safe for its intended use.

7. That suitable precautions are taken to prevent danger arising from the use of electrical systems and equipment.
8. That all electrical systems and equipment are subject to a suitable risk-based regime of inspection, testing and maintenance. This requirement is limited to circumstances where this is necessary to ensure that systems or equipment remains safe.
9. That all electrical systems and equipment shall have a suitable means of cutting off the electrical power and isolating it.
10. That electrical systems or equipment which are decommissioned, dismantled, or abandoned are made dead and isolated from every source of electrical energy.

VERSION MANAGEMENT

Responsible Department: Estates and Facilities			
Approving Body: Operations Committee			
Version no.	Key Changes	Date of Approval	Date of Effect
1.0	Initial Version	January 2023	January 2023
1.1	Version formatted according to policy template	December 2023	December 2023
		Restricted Access? <i>Tick as appropriate:</i> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	