

ELECTRICAL APPLIANCE POLICY

Introduction

1. This policy ensures the safe use of electrical appliances at the University in compliance with the **Electricity at Work Regulations 1989** and the **Provision and Use of Work Equipment Regulations 1998 (PUWER)**. This policy also aligns with the University's duties under the Health and Safety at Work etc. Act 1974 and HSE's guidance on electrical safety in offices and educational settings.
2. It applies to all staff, students, contractors, and visitors using electrical equipment on University premises. 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. The use of **non-UK electrical chargers and adapters**, such as US or EU plugs with travel adapters, is **strictly prohibited** due to associated fire and electrical risks. If such equipment is found in use, the University reserves the right to temporarily confiscate it and return it when the user leaves the premises.
4. Where a compliant charger is needed, users should contact the **Estates & Facilities Department**, who may be able to provide a suitable loan device.

Safety Responsibilities and Risk Management

5. The University is committed to managing all electrical systems and equipment under its control in line with the **Electricity at Work Regulations 1989**, ensuring risks are reduced to a level that is as low as reasonably practicable. The University will implement the following control measures:

- 5.1 All University-provided electrical systems and equipment must be suitable for their intended use and maintained in a safe condition.
- 5.2 Appropriate precautions must be taken to prevent harm or injury resulting from the use of electrical systems.
- 5.3 All electrical installations and appliances will be subject to a **risk-based programme of inspection, testing, and maintenance**, including **Portable Appliance Testing (PAT)** and **fixed installation testing** as appropriate.
- 5.4 All electrical systems and appliances will include a clearly accessible method of **isolation and emergency shut-off**.
- 5.5 Electrical equipment that is no longer in use, is unsafe, or has been decommissioned must be made safe and fully isolated from all sources of power.
- 5.6 Policy will be reviewed annually or in response to legal or operational changes.
- 5.7 Risk Management: Contractors must ensure all electrical equipment brought on site is PAT-tested and compliant with University requirements.
- 5.8 High-risk works such as repairs to fixed installations or temporary power setups must be controlled using a permit-to-work system issued by Estates & Facilities.
- 5.9 All staff and contractors will receive induction training that includes electrical safety and policy awareness.

Compliance

- 6. All members of the University community are obliged to comply with this policy in line with their staff contract or the Student Code of Conduct. Persistent non-compliance may result in disciplinary action under staff or student conduct procedures.” Concerns about non-compliance of this policy can be emailed to estates&facilities@richmond.ac.uk

VERSION MANAGEMENT

Responsible Department: Estates & Facilities			
Approving Body: University Board (on recommendation of Operations Committee)			
Version no.	Key Changes	Date of Approval	Date of Effect
1	Addition of language re possible confiscation of adapters	09/11/23	09/11/23
2	Explicit references added to the <i>Health and Safety at Work etc. Act 1974</i> and HSE guidance for improved clarity, Inclusion of a permit-to-work process for high-risk electrical work (e.g., fixed installation servicing, temporary power setups), New requirement for all contractors to ensure electrical equipment brought onto site is PAT-tested and compliant with University standards. Formatted and reapproved for 2025-26 AY	24 July 2025	September 2025
		Restricted Access? <i>Tick as appropriate:</i> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	