

ELECTRICAL APPLIANCES 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 use of privately owned electrical equipment on University premises is not permitted unless authorised by Estates & Facilities. Where permission is granted, equipment must be inspected and confirmed safe before use. 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.
3. Electrical safety arrangements support the University's Fire Safety Management Plan and Fire Risk Assessment processes.

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 is placed in the kitchen for use (pods not provided).
Personal kettles	As above.
Toaster	The University does not permit cooking appliances as our spaces were not designed with cooking in mind.
Slow cookers	As above.
Sandwich maker / toaster / panini maker etc	As above.
Hot pots	As above.
Electrical grills	As above.
Personal space heaters	Not permitted, however in extreme extenuating circumstances, a University supplied space heater may be issued.

4. 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 may temporarily remove any unsafe electrical equipment from use.

5. Where a compliant charger is needed, users should contact the Estates & Facilities Department, who may be able to provide a suitable loan device.
6. The charging of lithium-ion battery powered devices (including e-scooters, e-bikes, and similar equipment) is not permitted within University buildings due to the associated fire risk.

Safety Responsibilities and Risk Management

7. The Head of Facilities acts as the operational lead for electrical safety management across the University estate and ensures that appropriate inspection, maintenance and risk controls are implemented.
8. Electrical safety arrangements operate within the University's wider Health and Safety governance structure and support compliance with fire safety and building safety obligations.
9. 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:
 - 9.1 All University-provided electrical systems and equipment must be suitable for their intended use and maintained in a safe condition.
 - 9.2 Appropriate precautions must be taken to prevent harm or injury resulting from the use of electrical systems.
 - 9.3 All electrical equipment will be subject to a risk-based programme of user checks, visual inspections, and electrical testing. Portable Appliance Testing (PAT) will be undertaken where appropriate based on equipment type, environment, and risk level. Fixed electrical installations will be inspected and tested periodically in accordance with statutory requirements and recognised standards.
 - 9.4 All electrical systems and appliances will include a clearly accessible method of isolation and emergency shut-off.
 - 9.5 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.
 - 9.6 Where employees work from home, the University will take a proportionate approach to electrical safety. Equipment provided by the University will meet

applicable safety standards and employees will be provided with guidance on safe use of electrical equipment within a domestic environment. Employees are expected to visually check equipment for damage, avoid overloading sockets, and report any concerns promptly. The University does not normally undertake PAT testing of equipment located in private homes but will replace defective equipment where required.

- 9.7 Policy will be reviewed annually or in response to legal or operational changes.
- 9.8 Risk Management: Contractors must ensure that all electrical equipment brought onto University premises is safe for use, suitably maintained, and where appropriate electrically tested. Evidence of inspection or testing may be requested by Estates & Facilities.
- 9.9 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.
- 9.10 All staff and contractors will receive induction training that includes electrical safety and policy awareness.
- 9.11 Any electrical equipment that appears damaged, defective or unsafe must be taken out of use immediately and reported to the Estates & Facilities department.

Compliance

- 10. 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
1.0	Addition of language re possible confiscation of adapters	09/11/23	09/11/23
2.0	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
2.1	Legislative updates, lithium battery clarification, and contractor controls.	05 May 2026	September 2026
		Restricted Access? Tick as appropriate: Yes ☐ No ☒	