

USE OF PERSONAL ELECTRICAL APPLIANCES AT WORK POLICY

The Company recognise that the use of Portable Electrical Appliances is potentially hazardous. The Company will identify risks to people, manage those risks in accordance with current safety legislation and guidance.

This policy also includes the use of personal Lap-tops and Mobile Telephone Charges. You are only permitted to charge your Personal Electrical Appliances at work with the charger that came with the appliance.

It is our policy to:

Maintain a register of all Portable Electrical Appliances used by the Company 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 Company 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 staff 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.

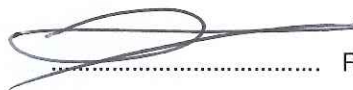
Test electrical appliances following repair and prior to reinstating their use.

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.



..... Managing Director



..... Finance Director

Date 20/03/19.....

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