



PORLOCK PARISH COUNCIL

PERSONAL ELECTRICAL EQUIPMENT POLICY

This document forms part of Porlock Parish Council's Health and Safety Policy and details the way in which the Council ensures that privately-owned personal electrical equipment can be used safely on their premises.

1. Scope

This policy applies to all staff, members, volunteers and contractors working on Council premises.

2. Definitions

Personal electrical equipment is defined as any electrical equipment owned by staff, members, volunteers or contractors.

Company-owned electrical equipment is defined as any electrical equipment owned by an external contractor or the Council.

PAT testing or Portable Appliance Testing is defined as periodic testing which is required to demonstrate the safety of portable electrical devices.

Visual inspection is defined as a visual check of the integrity of the device and any electrical cables and plugs to establish whether it is damaged.

3. Policy statement

The leads and plugs of electrical equipment, or sometimes the equipment itself, can be damaged with use which may result in an electric shock. Electric shocks can cause severe and permanent injuries and can kill. Damaged equipment can cause fires that can lead to death or injury to others. Most of these accidents can be avoided by adopting a policy with straightforward precautions.

The aim of this policy is to reduce the risks which non-Council electrical equipment may pose to all staff and persons visiting or working within the premises of Council.

4. Arrangements

Types of privately-owned personal equipment allowed.

Council's recognises that with the ever increasing pace of technology and for reasons of personal safety, staff, members, volunteers and contractors may wish to bring certain personal electrical devices to work. Staff, members, volunteers and contractors are permitted to bring in and use the following personal equipment provided that any chargers have been PAT tested and in a safe condition including labelling with the expiry date:

- Mobile/smart phones and chargers
- Digital organisers and chargers
- Notepads and MP3 players and chargers.

Any personal equipment not on the allowed list will require written permission before being brought onto Council premises. Anyone found with any items of electrical equipment which are not allowed or without written permission will be asked to remove the equipment from the premises.

Contractors and their delegates may be required to bring in personal/company owned, work-related equipment. The equipment must be required for carrying out their work at Council's. They must ensure that this equipment is in a safe condition by verifying the following:

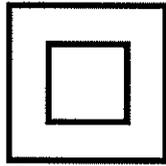
- The plug or adaptor is for a UK socket;
- The cable and body of the equipment and/or charger do not show any signs of damage;
- All UK plugs are marked BS 1363;

and

- The equipment or charger displays the following symbols:

Class II (Double insulation)

European Standards Mark



Contractors must have their equipment PAT tested regularly to demonstrate that it is in a safe condition including labelling with the expiry date. They are also responsible for carrying out visual inspections of their equipment between tests. Equipment that has not been PAT tested or equipment which is faulty or non-compliant must not be bought on site.

5. Responsibilities

The Clerk of the Parish Council is responsible for:

1. Maintaining the register of all portable electrical equipment purchased by Council's.
2. Ensuring that Council's portable electrical equipment is regularly inspected and tested by competent contractors.
3. Withdrawing from service any equipment that fails the inspection or test, or is unsafe in any way, marking it as 'Unsafe - not to be used' and arranging for the equipment to be safely disposed of.

All staff, members, volunteers and contractors wishing to use permitted personal electrical equipment on the Council's premises are responsible for:

4. Using Council's and privately owned personal electrical equipment safely according to the manufacturer's instructions.
5. Not using any Council's electrical equipment if it is damaged, has failed its inspection and/or test or if they believe that their health or safety may be at risk.
6. Removing any unauthorised personal equipment from the Council's premises.
7. Reporting any accident, incident or health and safety concern, including damage to Council equipment, to the Clerk of the Parish Council.

This policy will be reviewed in line the Councils' Policy & Procedures Review Cycle to ensure the effectiveness of the policy.

Approved by the Council on:

Duncan McCanlis
Chair

Dated: 12th February 2025

Johnathan Jones
Clerk & Responsible Financial Officer