

# Laughton Village Hall

## Policy for the Use of Portable Electrical Appliances, Personal Electrical Appliances, Leads, Adaptors and Portable Heaters 2023

*Portable electrical appliances, leads, adaptors and portable heaters may present a hazard if used incorrectly. By using a portable electrical appliance at Laughton Village Hall, you are agreeing to abide by the following policy.*

### Portable Electrical Appliances

1. The responsible person will arrange to subject all portable electrical appliances, leads extensions and adaptors which are assets of Laughton Village Hall to a schedule of testing and inspection in line with the guidance found in INDG236 “Maintaining Portable Electrical Equipment in Low-Risk Environments”. Check that an appliance has a valid PAT test label or record before use.
2. Only use a portable electrical appliance for its intended purpose and in line with the manufacturer’s instructions.
3. Before each use, check that the appliance and its flex are undamaged and in good repair. Do not use a damaged appliance. If an appliance is found to be damaged, ensure it cannot be used by someone else until it can be repaired or safely disposed of.
4. Do not leave electrical appliances unattended whilst in use. Turn off and unplug any portable electrical appliances when not in use (unless they are designed for constant running e.g. an internet router or fridge).
5. Ensure any vents or fans on an appliance are not obstructed. Keep electrical appliances clear of flammable or combustible materials.
6. Keep electrical appliances away from water and liquids unless they are rated for harsh environment use (check the appliance IP rating).
7. Use of electrical appliances which generate high HEAT or any tools which may generate SPARKS are not permitted at Laughton Village Hall (except where a Permit to Work has been granted by Laughton Village Hall C.I.O).
8. We cannot accept any responsibility for personal portable electrical appliances used at the premises. Use of personal portable electrical appliances is permitted at this premises. However, you must ensure that any electrical appliances being used here which are your personal property, are:
  - Compliant with the relevant British Standards for the appliance.
  - In a safe condition and subjected to regular electrical testing (PAT testing) in line with the guidelines in INDG236 (Available as a download from the Health and Safety Executive Website <http://www.hse.gov.uk/pubns/indg236.pdf> ).
  - Fitted with the correct rated fuse for that appliance.
  - Used in line with clauses 2-6 of this policy.

## Leads, Extensions and Adaptors

1. Extension leads and adaptors should only be used as a TEMPORARY measure. They should be put away after each use and not left in situ once the task is complete. If an extension lead or adaptor is regularly needed in the same position, please inform ANN MITCHELL.
2. Appliances which generate heat (such as cooking appliances) must never be connected to the power supply using an extension lead or adaptor. Plug directly into a fixed plug socket only.
3. Always fully unwind extension reels before use.
4. Always check that the extension lead or adaptor has a valid PAT test label or log entry, and visually check it for damage before each use.
5. DO NOT overload an adaptor, lead or extension. Each device has a maximum current rating displayed on it. Check the total current draw of the appliances running off the device does not exceed this maximum rating.
6. DO NOT allow cables to trail across or through walkways, vehicle movement areas, doorways, or where they may become damaged. Ensure any cables do not pose a trip hazard.
7. DO NOT “daisy chain” leads and/or adaptors. (i.e. running an extension off another extension).
8. DO NOT pull on or put stress or tension on a cable, adaptor or lead.

## Heaters

The use of portable heaters of any kind is NOT PERMITTED at Laughton Village Hall under business-as-usual circumstances. Should you require additional heating, (above that provided by the central heating system) please contact ANN MITCHELL to arrange an appropriate, safe solution.

**If in doubt, isolate the power, remove the appliance from use and ensure that it cannot inadvertently be used by others.**

*If you require more information or need to report an issue, please inform*  
**ANN MITCHELL**