

### **Use of personal portable electrical appliances**

This Notice is part of a series of communications aimed at improving our Fire Safety management and arrangements to comply with current fire legislation: Fire (Scotland) Act 2005.

The College has a legal requirement to ensure that electrical equipment and portable electrical appliances provided by the College are safe to use and are maintained. This notice aims to provide guidance to staff and students on the use of personal electrical appliances that are plugged into an electric socket. To ensure the safety of all persons within the buildings the following guidance should be adopted.

1. As a general rule you are not permitted to use personal electrical appliances at the College.
2. If you wish to use personal electrical appliances you must obtain permission from tutor/line manager prior to using in the College.

If permission is granted:

3. All personal electrical appliances must be in good working condition and fit for purpose.
4. Electrical equipment should be used as per manufacturer's instructions/designs.
5. Cables should not be left as to create a trip hazard.
6. Switch off and remove the plug from the socket when not in use.

Whilst this note is primarily aimed at staff and students it applies to anyone using personal portable electrical appliances in the college e.g. contractors, visitors hiring rooms.

By working together on Fire Safety issues we can really make the difference.

**Health and Safety Team**