



Kings Hill Parish Council

Personal Electrical Items Policy

Adopted: 17/03/2021

Controlled Document

Title	Personal Electrical Items Policy
Author	Finance & Human Resources Committee
Owner	Kings Hill Parish Council
Subject	Portable electrical items and fire risk
Government Security Classification	Official
Document Version	Version 1
Created	February 2021
Approved by	
Review Date	March 2022 or earlier where there is a change in the applicable law affecting this Policy Guidance

Version Control

Version	Date	Author	Description of Change
1	18/02/2021	Chief Facility Officer	New policy.

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1. Introduction

1.1 Kings Hill Parish Council recognises the potential fire safety risk associated with the use of personal electrical items on site. This policy defines the difference between a 'personal electrical item' and a 'company-owned electrical item'; provides examples of electrical items; the Parish Council's stance on electrical items; spreading awareness of this policy; consequences of breaching this policy and how to report breaches. This policy is designed in accordance with the latest Fire Risk Assessment.

1.2 Failure to maintain portable electrical equipment adequately is a major cause of electrical accidents.

2. Definition of 'personal electrical items'

2.1 Any electrical item owned by a person.

3. Definition of 'company-owned electrical items'

3.1 Any electrical item owned by a business.

4. Examples of personal electrical items

4.1 Items owned by the person:

- Chargers (such as mobile phone / laptop charger etc)
- Mobile phone
- Laptop
- Music device
- Heater
- Fan
- Food/Drink aids (such as microwave / food blender etc)
- Power tool

5. Examples of company-owned electrical items

5.1 Items owned by the business:

- Mobile phone
- Laptop
- Handset tablet
- Power tool
- Lighting equipment
- Speakers
- Projector

6. Parish Council Policy

The Fire Risk Assessment requires a policy to prevent persons from using personal electrical items on site.

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7. Personal electrical items are not permitted on site by any persons.

- 7.1 The Parish Council constantly strives to provide sufficient supply of electrical items to aid people's day-to-day activities. Mains powered company-owned electrical items supplied by the Parish Council with a plug (CE marked and/or BS 1363 standard) are 'Portable Appliance Tested' (PAT) regular to minimise risk from electrocution and fire. It is a requirement for the user to inspect Parish Council owned electrical items before use to minimise risk by identifying any potential hazards (such as split cable casing or damaged plug etc). Battery powered company-owned electrical items supplied by the Parish Council should also be inspected for fault before use (battery leaking or excessive heat build-up etc). Any defects should be reported to your line-manager or relevant person.
- 7.2 Should officers require use of personal items on site you should discuss this with your line manager for consideration..
- 7.3 Contractors and Hirers bringing company-owned electrical items on site must inspect electrical items for faults and have their equipment PAT tested (if required) prior to use.

8. Awareness of this policy

- 8.1 Management are expected to inform their staff of this policy and to include in the relevant risk assessment.
- 8.2 Hirers are to be made aware of this policy and details included in their signed hire contract.