

# **Staffordshire's Children's Homes Local Policy**

## **Personal Electrical Appliances** (Including phone chargers)

### **Legislative Framework**

The Health and Safety at Work Act 1974  
Electricity at Work Regulations 1989

### **Related Documents**

HR60 Electrical Safety  
Fire Risk Assessment  
Young people and Parent guides.

### **Introduction**

Employees shall generally not be permitted to bring their own electrical appliances such as heaters, radios, phone chargers and games consoles into the premises. Young people are discouraged from bringing in valuable or expensive items and electronic devices such as laptops, game consoles and tablets however we accept that this is not always possible .

### **Aims and Objectives**

- To ensure the risk associated with staff and young people bringing in personal appliances is adequately controlled.

### **We will ensure that we:**

- Take reasonable care for the health safety and welfare of themselves and that of others who may be affected by their activities in relation to any contact or involvement with electrical equipment or systems.
- Co-operate in the implementation of the County Councils Electrical Safety Policy and our local policy in relation to personal electrical appliances.
- Only use electrical equipment which is authorised for use at work.
- Report damaged or defective electrical equipment to their manager.
- Not undertake any work on electrical equipment or systems unless competent and authorised to undertake to work by your Line Manager.
- Any electrical equipment purchased by the service will display the CE mark (conforms to European standards) and will be PAT tested annually.
- Ensure that young people and their families are informed about bringing in electronic devices.
- Provide young people on admission with a phone charger for them to use for the duration of their stay – if needed although charging ports are available in all young person bedrooms

- No electronic device is charged on the service computers by means of the USB socket.
- Where equipment is bought into the service for personal use by staff or young people the following checks are made and recorded in the log book.

### **User checks**

Look at the equipment critically for signs that it may not be in sound condition, for example:

- damage (apart from light scuffing) to the cable sheath.
- damage to the plug, for example the casing is cracking, or the pins are bent.
- inadequate joints, including taped joints in the cable.
- the outer sheath of the cable is not effectively secured where it enters the plug or the equipment. Obvious evidence would be if the coloured insulation of the internal cable cores were showing.
- the equipment has been subjected to conditions for which it is not suitable, e.g. it is wet or excessively contaminated.
- damage to the external casing of the equipment or there are some loose parts or screws;
- evidence of overheating (burn marks or discoloration).

These checks also apply to extension leads and associated plugs and sockets. The user should make visual checks when the equipment is taken into use and during use. Any faults should be reported to management and the equipment taken out of use immediately.

- Ensure all relevant paperwork is completed and kept up to date.
- Young People should be encouraged to use charging equipment in communal areas only or by using the charging port located in the bedrooms using the cable provided by SSBS .
- If a young person is residing with us for a period of time and brings in a games console or any personal belongings that are electrical, we will arrange for this to be PAT tested.