

Shropshire Council Student Accommodation Personal Electrical Appliance Policy

At Shropshire Council Student Accommodation the welfare and well-being of our Students, colleagues and visitors is paramount. This policy on the use of mobile phones (and other personal electrical devices) in Student Accommodation and has been drawn up in the best interests of safety.

Applicability and Scope

This policy applies to all residents who have a contract or booking for Student Accommodation and their invited guests.

Please also note that in accordance with your Accommodation Licence Agreement students are responsible for the action/behaviour of any guests invited onto the property.

Policy Aim

The Facilities Team and each resident has a responsibility to themselves and to others to use electrical appliances (for example, phone chargers and laptop chargers) safely. This policy outlines those responsibilities.

Responsibilities

1. Under the Electricity at Work Regulations 1989, there are obligation to control all appliances connected to electrical installations. This is done in a number of ways, by;
 - a. providing a range of maintained equipment in the accommodation,
 - b. advising and discouraging residents from bringing additional items into the property,
 - c. acknowledging that some items may be permitted and managing their use,
 - d. conducting regular room checks and removing additional, unmonitored &/or unsafe items,
 - e. maintaining the quality and standards of provided equipment via a routine checking system known as Portable Appliance Testing (PAT).
2. As a general rule personal electrical appliances which are brought into the Accommodation by residents, visitors colleagues and contractors must be;
 - a. electrically safe, of sound design and not adapted from original purpose,
 - b. show no signs of adaptations, overheating, or poor maintenance,
 - c. carry an ASTA/BEAB kite mark or an equivalent European safety conformity marking,

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- d. used in accordance with manufactures instructions and used at the users own risk,
 - e. appliances, cables and plugs that are damaged must not be used,
 - f. individuals are asked to speak to Student Accommodation Concierge for advice if unsure and to get items assessed to ensure they are permitted and not deemed to increase any risk to others
3. Anyone wishing to bring a personal electrical appliance into the residences must discuss this with the Student Accommodation Concierge and if permitted the item will be registered by with the Student Accommodation Concierge and regular checks will be required.
 4. Examples of personal electrical items that meet the required safety standards and are usually permitted are; computer power cables, laptop/tablet chargers, mobile phone chargers, personal shavers/shavers chargers, and electric tooth brushes.
 5. Permitted appliances used in the property must carry the appropriate UK British Standard number, Kite mark, and/or CE European mark.
 6. Plugs must be the safety sleeve type and carry BS number 1363;
 - i. Plugs must be fitted with a maximum 13-amp fuse.
 - ii. Low power appliances below 750 watts (such as radios, lamps and stereos) must be fitted with a 3-amp fuse.
 - iii. Manufacturers' instructions regarding fuse size should be adhered to.
 - iv. Outer sheaths of cables must be securely fixed into plugs.
 7. Electrical equipment, fittings, plugs and cables must not be interfered with by unqualified individuals.
 8. It is not permitted to connect any appliance to a lighting circuit.
 9. It is not permitted to adapt or tamper with any provided / maintained equipment.
 10. The use of freestanding electric bar heaters / freestanding electrical heaters is prohibited. (please raise any issues with room temperate with Student Accommodation Concierge)
 11. Any defects (or suspected defects) in electrical equipment that is provided by the Facilities team must be reported as soon as possible to Student Accommodation Concierge.
 12. Electrical equipment that is deemed to be non-compliant with national health and safety guidelines and/or with Student Accommodation policies will be removed. Please be aware: the Facilities team's decision on the suitability of any appliance is final.
 13. The Facilities team reserves the right to enter any room at any time to investigate or repair an electrical fault and to remove and/or confiscate electrical goods if it is believed to constitute a fire or other health and safety hazard. (Under normal conditions for normal and routine maintenance notice will be given).
 14. Students must not overload sockets or use extension leads excessively.

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