

## **Hertford College Electrical Appliances Policy**

Under the Electricity at Work Regulations Act (1989), there is an obligation on the College to control all electrical appliances connected to its electrical system.

Electrical appliances may only be brought into College if their safety can be guaranteed. Junior Members are responsible for ensuring that their electrical appliances are safe to use. A portable appliance is defined as being powered by the mains, and having a removable plug. This includes both transformer-powered equipment and the mains cables themselves. A qualified person should test any appliances over two years old to confirm safety. Proof of testing may be required, and a fee may be charged if the College has to test any item to satisfy itself of its safety. Testing will normally only be carried out if an appliance is thought to be unsafe. Junior Members are responsible for ensuring that appliances are well maintained and tested regularly by competent people. If you are unsure of this process, please contact the College Maintenance Team.

Every appliance must carry the appropriate British Standard number or an international equivalent, such as BEAB approved or CE marking. The plug must also be marked BS 1363, and be correctly fused for the appliance. Flexible cables must be in good condition, and not worn, perished, split, stretched or twisted.

Electrical appliances not intended for use within the United Kingdom (whether for reason of voltage requirement and/or socket compatibility) should not be brought into accommodation.

The use of cooking appliances of any kind is not permitted in living rooms or bedrooms.

Electrical fittings must not be interfered with, and appliances must not be connected to lighting circuits. Two or three plug (multi-way) adaptors plugged directly into a socket are prohibited. Factory made, fused multi-sockets (fitted with a plug to BS 1363, and a cable not exceeding 1.5m long) may be used where there are insufficient permanent sockets, so long as they do not present a trip hazard.

The College reserves the right to enter any room in order to check on the use of any electrical equipment thought to be faulty. Items considered unsafe will be labelled as such. Junior Members must within one week of a request, provide a safety certificate for any equipment which in the College's reasonable opinion is unsafe. Should the Junior Member fail to do so, the College will remove the appliance without further notice; it will be returned at the end of the licence period. Any prohibited electrical appliances or cooking appliances found in a bedroom will automatically be removed. The College's decision on the use of an electrical appliance is final.

### **Portable Electrical Appliance Testing**

All electrical appliances belonging to members of the College and connected to the College electrical system must be known to be in a safe condition, and undergo a PAT (portable Appliance Test) inspection to verify their safety if appropriate. The College retains the right to disconnect and remove any items of electrical equipment that fail to meet safety regulations, or which do not have a valid certificate.

Junior Members should arrange with the Maintenance team for the testing of any electrical appliances too large to be brought to a testing drop-in session. A fee may be charged for this service.

### **Prohibited & Permitted Electrical Appliances**

Please note that this list is not exhaustive: the use of any specific items not listed as expressly prohibited or permitted is at the discretion of the Domestic Manager.

Prohibited items include (but are not limited to):

Rice cooker, deep fat fryer, slow cooker, pressure cooker, toaster (inc. sandwich toaster), waffle maker, boiling ring, grilling machine, Fairy lights, 3D printer, plug-in air freshener, electric blanket, breadmaker, coffee percolator machine, trouser press, heater, freezer, lava lamp, power tools, soldering iron.

Permitted electrical items include:

Personal computer (desktop, tower, laptop, tablet) and peripherals, television<sup>1</sup>, VCR, DVD or Blu-Ray player, games console and peripherals<sup>2</sup>, alarm clock, radio, stereo system, digital camera/camcorder, desk or SAD lamp, kettle, 'pod' coffee machine<sup>3</sup>, mobile phone and accessories, toothbrush, shaver, hairdryer or hairdressing appliance, small refrigerator, desk or freestanding rotating fan.

The following items are permitted in kitchens only:

Rice cookers.

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<sup>1</sup> A separate television licence is required: the college does not provide TV licensing for residential accommodation.

<sup>2</sup> Excludes bulky peripherals, such as furniture with integrated speakers or force feedback functions.

<sup>3</sup> Eg, a Nespresso/Tassimo/Lavazza-style coffee machine. Any machines must be kept on a spill-proof tray at all times. Any damage caused by spillages will be charged.