

Personal Electrical Equipment Policy

1. Introduction and purpose

This document forms part of Sale Group's (inclusive of Sale Service & Maintenance Ltd and Sale Maintenance Ltd) health and safety policy and details the way in which Sale Group ensures that privately-owned personal electrical equipment can be used safely on their premises.

2. Scope

This policy applies to all staff, delegates and contractors working within the demised premises of Sale Group.

3. Definitions

Personal electrical equipment is defined as any electrical equipment owned by a member of staff or contractor.

Company-owned electrical equipment is defined as any electrical equipment owned by an external contractor or company.

PAT testing or Portable Appliance Testing is defined as periodic testing which is required to demonstrate the safety of portable electrical devices.

Visual inspection is defined as a visual check of the integrity of the device and any electrical cables and plugs to establish whether it is damaged.

4. Policy statement

The leads and plugs of electrical equipment, or sometimes the equipment itself, can be damaged with use which may result in an electric shock. Electric shocks can cause severe and permanent injuries and can kill. Damaged equipment can cause fires that can lead to death or injury to others. Most of these accidents can be avoided by adopting a policy with straightforward precautions.

The aim of this policy is to reduce the risks which non-company electrical equipment may pose to all staff and persons visiting or working within the demised premises of Sale Group.

Arrangements

4.1. Types of privately-owned personal equipment allowed

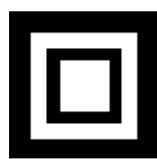
Sale Group recognises that with the ever increasing pace of technology and for reasons of personal safety, staff and contractors may wish to bring certain personal electrical devices to work. Members of staff are permitted to bring in and use the following personal equipment:

- Mobile/smart phones and chargers
- Digital organisers and chargers
- iPhones, iPods, and MP3 players.

Staff members and contractors are not permitted to bring into the company any other privately owned electrical equipment that requires a mains power supply to run or charge the equipment. Staff and contractors found with any items of electrical equipment which are not allowed at Sale Group will be asked to remove the equipment from the premises.

Contractors and delegates may be required to bring in personal/company owned, work-related equipment. The equipment must be required for carrying out their work at Sale Group. They must ensure that this equipment is in a safe condition by verifying the following:

- The plug or adaptor is for a UK socket;
 - The cable and body of the equipment and/or charger do not show any signs of damage;
 - All UK plugs are marked BS 1363;
- AND
- The equipment or charger displays the following symbols:



Class II (Double insulation)



European Standards Mark

Contractors must have their equipment PAT tested regularly to demonstrate that it is in a safe condition. They are also responsible for carrying out visual inspections of their equipment between tests. Equipment that has not been PAT tested or equipment which is faulty or non-compliant must not be bought on site.

5. Responsibilities

5.1. The Compliance Manager/Project Manager is responsible for:

5.1.1 Maintaining a register of all portable electrical equipment purchased by Sale Group.

5.1.2 Ensuring that Sale Group's portable electrical equipment is regularly inspected and tested by competent contractors.

Sale Group

Registered Office: Sale House, 25 Upper Mulgrave Road, Cheam, Surrey, SM2 7AY.
Tel: 0203 892 7888 Email: info@salegroup.co.uk

5.1.3 Withdrawing from service any equipment that fails the inspection or test, or is unsafe in any way, marking it as 'Unsafe - not to be used' and arranging for the equipment to be safely disposed of.

5.2. All staff and contractors wishing to use permitted personal electrical equipment on the company's premises are responsible for:

5.2.1 Using their Sale Group and privately owned personal electrical equipment safely according to the manufacturer's instructions.

5.2.2 Not to use any Sale Group electrical equipment if it is damaged, has failed its inspection and/or test or if they believe that their health or safety may be at risk.

5.2.3 Removing any unauthorised personal equipment from Sale Group's premises.

5.2.4 Reporting any accident, incident or health and safety concern, including damage to company equipment, to the Compliance Manager/Project Manager and following Sale Group's accident procedures, if appropriate.



Signed: Peter Sale
Director Sale Service & Maintenance Ltd

Date: 4th January 2022



Signed: Collin Meaney
Director Sale Maintenance Ltd

Date: 4th January 2022