

Electrical Safety

Damaged, faulty or poorly connected electrical equipment can cause fires, shocks and burns. Make sure that the equipment you use is safe by visually checking equipment and cables regularly. Most faults can be spotted first by looking, but if you have any doubts call a qualified electrician to make a thorough check.

Visual inspection - what to look for:

- ✓ Switch off and disconnect (unplug) equipment before inspecting.

Then look for these danger signs:

- damage to the cable covering
 - damage to the plug - is the casing cracked or the pins bent?
 - taped or other 'home made' joins in the lead
 - the outer covering of the cable is not gripped where it enters the plug or equipment
 - see if the coloured insulation or copper of the internal wires are showing
 - overheating - brown burn marks on plug, equipment or socket
- ✓ Label any faulty electrical equipment with 'do not use' signs and take out of use until checked by a University electrician from Facilities Management. Encourage other staff to report any faults or damaged equipment too.

Always

- ✓ Look to see that equipment and cables are in good condition before using equipment.
- ✓ Ensure that cables supplied by the socket manufacturer are used to connect workstation sockets together.
- ✓ Isolate, label and report faulty equipment immediately.
- ✓ Keep electrical cables off wet areas such as draining boards and wet worksurfaces in kitchenettes.
- ✓ Disconnect electrical equipment before cleaning it.
- ✓ Reconnect connectors and / or plugs fully before placing them back into use.

Never

- ✗ Handle electrical equipment with wet hands.
- ✗ Try to repair equipment (unless qualified to do so).
- ✗ Trail electrical cables where they can be rubbed or cut e.g. under a door or heavy furniture.
- ✗ Allow cables to become tangled, chinked or poorly aligned in the connectors or sockets.
- ✗ Plug more than six individually fused sockets (rated at 3.15amps each) into one (13 Amp BS1363) UK plug.

For portable appliance testing (PAT) contact Facilities Management.