

BINGLEY TOWN COUNCIL



Bingley Town Council, The Hub, Myrtle Place, Bingley, BD16 2LF

Use of Personal Appliances at Work Policy

Date of review: 28th February 2023

Next review date: February 2026

Bingley Town Council recognise that the use of portable electrical appliances is potentially hazardous. Bingley Town Council will identify risks to people and manage those risks in accordance with current safety legislation and guidance.

This Policy includes the use of personal mobile phone chargers.

Bingley Town Council will keep a register of portable electrical appliances and ensure that inspections are undertaken on a yearly basis by a qualified portable appliance testing (PAT) company for all electrical appliances owned by Bingley Town Council.

Bingley Town Council prohibits personal portable electrical appliances being brought into the office premises unless prior approval has been given and the appliance has been inspected by a qualified PAT company.

Bingley Town Council ensures that:

- Staff are aware that they must not carry out any electrical fault finding or repairs unless they are trained and authorised to do so.
- Staff are aware to isolate or take out of service any faulty electrical equipment and to ensure that following repair, the equipment is tested by a qualified PAT company.
- Staff must take all reasonable precautions to ensure that any hired electrical equipment is safe to use.