

## GENERAL ELECTRICAL SAFETY

Always consider the following when using portable electrical appliances:

- Switch off or unplug electrical items before cleaning them
- If possible, also switch off when not in use
- Visually check electrical equipment at regular intervals (see guidance below)
- Never overload electrical systems such as adaptors, sockets, extension leads
- Use adaptors and extension leads correctly - never connect one adaptor into another and fully unwind coiled extension leads (be mindful of creating a trip hazard with the lead)
- Never place items such as paper, bags, clothes etc on top of extension leads or electric heaters
- Make sure electrical leads are not crushed or trapped by anything, for example a desk or chair leg
- Position heaters so they can't overheat surrounding equipment and materials
- Always switch off heaters if you plan to leave them for an extended period and especially when you finish for the day
- **Take care to avoid creating trip hazards with electrical cables**
- Never use electrical equipment designed for indoor use outdoors and vice versa
- Never repair electrical equipment yourself
- Report concerns immediately

## VISUAL INSPECTIONS OF PORTABLE ELECTRICAL APPLIANCES

A visual inspection is a simple check of electrical equipment to spot for signs of damage. The pictures highlight what to look for. If you find anything wrong, stop using the item immediately. If the equipment is provided by the University report it to the relevant department promptly. Check for:

- Damage (apart from light scuffing) to the cable sheath
- Damaged plugs - the casing is cracking, or the pins are bent or discoloured
- There are non-standard joints to the cable - including taped joints
- The outer cable sheath is not secured where it enters the plug or the equipment
- Power leads are trapped underneath something, for example a desk, which could crush the lead
- Signs the item has been used in unsuitable conditions, for example it is wet or excessively dirty
- Evidence of damage to the outer case. Or loose or missing parts, covers or screws
- Evidence of overheating, for example, burn marks or discoloration
- There is a smell of burning when the item is in use

