

COVID-19 – Home based working - electrical equipment safety

Dated 19th October 2020

Any appliance which can be unplugged and carried from one location to another e.g. PC or laptop, extension lead, power lead, fan heater is classed as portable.

Portable appliances are tested on a regular basis, usually annually but more frequently if the equipment is in constant use. These tests are carried out company wide under contract by SSE and all electrical equipment they have tested will have a sticker near or on the plug to say when the next test is due.

With so many people working from home there will be a lot of portable equipment either due or overdue their test dates. If the PAT testing sticker on your appliance goes out of date the item is still safe to use, providing there is no damage.

Class 2 equipment such as extension leads, power leads, charger leads are low risk and require a simple user check which is easy to do and should be done when electrical equipment is first delivered, periodically and when the equipment is being moved.

User check – What you need to look for:

- Damage to the lead including fraying, cuts or heavy scuffing
- Any damage to the plug for instance cracks or bent pins
- Tape applied to the lead to repair or join leads together
- Coloured wires visible where the lead joins the plug (the cable is not being gripped where it enters the plug)
- Signs of overheating, such as burn marks or staining on the plug, lead or piece of equipment
- Damage to the outer cover of portable equipment, including loose parts or screws

If you find or suspect your equipment or leads are damaged, or if you need further advice then please contact the IT Service Desk or the FM Service Desk

It is important that any portable equipment used for home working has been supplied either through IT or Facilities. Do **not** buy your own plug in electrical items, leads or cables for work purposes.

Background

For Further information see:

Portable Appliance Testing in Office Environments QTF-085 V3

Refer to www.homesafe.me for other Covid related guidance.