



Personal Electrical Device Policy

Walsgrave Baptist Church (WBC) recognises and accepts its responsibility to provide, so far as is reasonably practicable, a healthy and safe environment for its members, staff, volunteers and the members of the public that use its premises.

All small electrical appliances owned by and in use by WBC are routinely checked for their electrical safety at appropriate intervals and a stick is attached to indicate that this has been done. This is a requirement under the Health and Safety Act and of our insurance company. It is done to ensure minimal risk of fire being caused by these devices and that they are maintained effectively as appropriate.

This policy is for when people use their own electrical devices in addition to those available at the church and is designed to ensure that they too do not increase the risk of fire or another hazard for the church.

Personal Electrical Devices

The types of devices covered by this policy, include but are not limited to the following:

- DIY tools – drills, screwdrivers, sanders, etc
- Entertainment equipment – mobile phones, tablets, laptops, CD players, etc
- Miscellaneous – heaters, fans, kettles, etc

In all cases this policy applies not only to the appliance itself but also to its charger and any ancillary attachments applicable.

Responsibility

In all cases, the devices brought into the premises are the responsibility of the owner or the person who brought them in. It is their responsibility to ensure that the device is always used in accordance with any user instructions and that it is maintained appropriately.

Maintenance

All devices that have a mains power charger or lead must be fused with an appropriately rated fuse in accordance with the manufacturer's instructions. The mains lead must not be worn or damaged in any way and the device must be in good working order.

Use in the premises

All devices must only ever be used in accordance with the manufacturer's instructions and must not be modified in any way.

The device must be used carefully with special care taken for fire risk in particular. Devices must not be left unattended when being charged, any charger must be unplugged from the mains when the church is closed.

Any devices used for heating (kettles, heaters, etc) must be turned off and unplugged when not in use. Heating devices must never be left unattended at any time. When in use heating devices must be kept clear of flammable materials such as clothing, paper, etc.

Any mains lead must be used considerately with due care to reduce the risk of a trip hazard.

At the end of the event, the device must be removed from the premises.

This policy will be reviewed regularly and revised as necessary.