

Imperial College London

**FIRE SERVICES
ROOM 174, SHERFIELD BUILDING**

Code of Practice

Revision No: 3
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Electrical Equipment

The purpose of this document is to allow for the use of electrical appliances within college property without contravention of the Fire Regulations or compromising the safety of any of the building user. To enable this, the College requires that all electrical devices used on College premises are;

- Sourced from reliable suppliers and conform to current UK standards i.e., are marked as 'UKCA', 'CE' compliant devices or are supplied with a Document of Conformity.
- Tested regularly in accordance with the College Guidance Note on Electrical Testing produced by the College Central Safety Department <https://www.imperial.ac.uk/safety/safety-by-topic/work-equipment/>. This is best achieved by undertaking 'Portable Appliance Testing' (PAT) which must be organised by departments and is not delivered under contract by the Colleges maintenance service suppliers. Where PAT testing is done, departments are required to ensure that the contractor or staff member undertaking the testing is qualified and competent to do so.
- Used, stored and maintained appropriately in accordance with the manufacturer's specifications.
- Replaced in a timely manner to avoid the use of worn or faulty equipment.
- Switched off when not in use.
- Not wired up in such a way as to risk misuse or abuse of the equipment i.e., connected to the correct voltage supplies and not used with faulty or 'daisy chained' power adaptors (e.g. connecting multiple extension sockets together).
- All extension cables with multiple sockets should conform to BS6396

Any electrical equipment sourced for research purposes should adhere to all of the above criteria but any required deviations from this CoP should be noted in the risk assessment for the activity and suitable control measures incorporated including any necessary measures to manage the failure of electrical equipment i.e., Fire.

**Jonathan Ryan
Fire Safety Manager**