A RAILWAY OWNED BY THE COMMUNITY FOR THE COMMUNITY

A Community Benefit Society (No 8486)

AVCR Ltd PORTABLE ELECTRICAL EQUIPMENT POLICY

AVCR Ltd recognise that the use of Portable Electrical Equipment (ie an item that can be readily moved and plugged into an electricity supply) is potentially hazardous and will identify risks to people in order to manage those risks in accordance with current safety legislation and guidance. This policy includes the use of personal laptops, mobile telephones, tablets etc.

AVCR Ltd Portable electrical equipment, it is our policy to:

- Maintain a register of all Portable Electrical Appliances used at AVCR and ensure that a Competent Person inspects and tests all such equipment at intervals identified in the AVCR Ltd Safety Management System document.
- Ensure that all volunteers are aware that any unlabeled or out of date equipment is put into quarantine until such times that the item can be tested and labeled accordingly.
- Ensure that all volunteers are aware of the need to stop using Portable Electrical Equipment if problems are encountered and to report any defects immediately to the Duty Manager and/or Board Member.
- Inform volunteers that they must not carry out any electrical fault finding or repairs on the AVCR Ltd site unless competent to do so.
- Test electrical appliances following repair and prior to reinstating their use.
- Provide emergency and first aid procedures to cover the actions to be taken in the event of electric shock or burns.
- Take all reasonable precautions to ensure that any hired electrical equipment is safe to use.

Personal Portable Electrical Equipment, it is our policy to:

- Be aware that personal Portable Electrical Equipment is periodically brought onto AVCR Ltd premises. However, where possible, AVCR Ltd will encourage the use of USB charging points available.
    - Any damage caused to an item of personal portable electrical equipment whilst on the AVCR Ltd site is not the responsibility of AVCR Ltd.
    - Any damage caused to AVCR Ltd site as a result of charging an item of personal portable electrical equipment will be the responsibility of the individual.

Reviewed by the Board on 16th June 2026