



A guide to using electrical equipment

It's possible that you could use a range of electrical items in your role, such as clothes steamers, kettles, fridges, water boilers, hotplates, announcement equipment or disco equipment.

Follow these guidelines to help use these items safely:

- All equipment used must have been Portable Appliance Tested unless it is brand new out the box. Extension leads will also need testing.
- Do not use equipment which appears damaged such as cracked plugs, damaged or taped-up wires.
- Never attempt to make any electrical repairs yourself.
- Never touch electrical items with wet hands.
- If using equipment outdoors, make sure it is safe for outdoor use.
- Always switch off equipment when not in use.
- Avoid using extension leads where possible. If drum extension leads are used, they MUST be fully unwound or they can get hot and melt or catch fire.
- Never overload sockets. Only 13 amps should be drawn per socket outlet. In plain English this means only one kettle or water boiler can be used per socket. You cannot use a multiplug for these high demand items.
- When checking a venue, try to think about how many electrical appliances you will need and where the plugs sockets are, so you can plan to have sufficient power outlets in the correct area. Remember, you must never plug one extension lead into another in a 'daisy chain' arrangement.
- If an electrical item causes the electrical supply to 'trip', this is a warning to you that things are not safe. If it trips a second time, you must stop using the appliances and you must not keep re-setting the power.
- Never make do and use the wrong item for a task because it is all you have; this can lead to accidents

