



Swansea University Residential Services Policy: Electrical Appliances and Portable Appliance Testing (PAT)

Purpose:

This policy outlines the rules and guidelines for the use of electrical appliances within university accommodation. The aim is to ensure the safety of all students and maintain the integrity of the university's electrical system.

Scope:

This policy applies to all students residing in university accommodation and governs the use of electrical appliances brought into these residences.

1. Regulatory Compliance:

- The Health and Safety Executive (HSE), the independent regulator, provides advice and information on the safe use of electrical appliances within the UK. This includes guidelines on:
 - Safe use advice for electrical appliances.
 - Requirements for portable appliance testing (PAT).

2. Responsibility for Electrical Safety:

- It is the responsibility of the student to ensure that any electrical equipment brought into university accommodation is electrically safe and compatible with UK electrical systems.
- Power supplied in the accommodation is 240V, and all appliances must use 3-pin plugs.

3. Permitted Electrical Equipment:

- Only one multi-adaptor is permitted in each room for use with low wattage equipment, such as PCs and printers.
(Refer to Appendix A & B for further details).

4. Non-UK Equipment and Adaptors:

- Non-UK electrical equipment and associated non-UK to UK adaptors may not be used unless inspected and approved by the University.

5. Testing of Electrical Appliances:

- If you are unsure about the suitability of any electrical appliance, contact your Residence Reception. They will arrange for an electrical test if required.

6. Annual PAT Testing:

- The University conducts annual portable appliance testing (PAT), during which all electrical equipment in communal areas will be tested for safety.

7. Removal of Unsafe or Excessive Load Items:

- Any electrical items that place excessive load on the electrical system or are deemed unsafe by Residence staff will be removed from the accommodation. These items will be stored until the end of the academic year.

8. Prohibited Electrical Items:

- The following items are prohibited from being brought into university accommodation:
 - Cubed adapters (more than one).
(Refer to Appendix D for details).
 - Electrical items requiring continental electrical adaptors to function.
 - Electrical room heaters.
 - Electric blankets.
 - Deep fat fryers.
 - Laundry equipment, including washing machines and tumble dryers.
 - E-Bikes and E-Scooters**

9. Enforcement:

- Any student found in violation of this policy may be required to remove non-compliant electrical items from their accommodation. Repeated violations may result in further action in line with the University's disciplinary procedures.

Student Electrical Safety Guidance

General Safety Requirements

Before using any electrical appliance, always perform a **visual check** for:

- Frayed wires or damaged plugs
- Burn marks or unusual smells
- Loose connections or exposed parts

Dry Use Only

Never use electrical items with wet hands or near water.

Correct Usage

Use appliances only for their intended purpose and follow manufacturer instructions.

Avoid Overloading

Do not plug too many devices into one socket or extension lead.

No Daisy Chaining

Do not connect multiple extension leads together (known as “daisy chaining”).

Kitchen appliances such as **kettles, toasters, and mini fridges** must be plugged **directly into wall sockets**, not into extension leads.

Isolating Faulty or Dangerous Appliances

If you suspect an appliance is unsafe:

1. **Stop Using It Immediately**
2. **Turn Off the Power**
 - Switch off the appliance.
 - Unplug it from the socket if safe to do so.
3. **Label Clearly**
 - Attach a “Do Not Use – Faulty” sign or label.
4. **Report It**
 - [Notify Residential Services](#)
 - Provide details of what happened and what you observed.
5. **Do Not Attempt Repairs**
 - Only qualified electricians should inspect or repair equipment.

 **Note:** The accommodation team will not repair or replace **personal electrical items** brought to the university by students.

Additional Safety Notes

- **E-Bikes and E-Scooters**
Charging of **e-bikes or e-scooters** is **strictly prohibited** due to the fire risk associated with lithium-ion batteries.
- **International Equipment**
Students bringing electrical items or chargers from abroad must ensure they **meet UK electrical safety standards**. Unsafe or incompatible equipment may be confiscated or prohibited.
- Unsafe or incompatible equipment may be confiscated. Items removed for safety reasons will be stored securely and returned once deemed safe or at the end of the tenancy **(except prohibited items, which will not be returned)**.

Appendices:

- **Appendix A & B** – Multi-adaptor usage guidelines
- **Appendix C** – Non-UK equipment
- **Appendix D** – Prohibited cubed adapters

Policy Review:

This policy will be reviewed annually or as necessary to ensure continued compliance with safety regulations and university standards.

Approval and Implementation:

This policy is approved by the University Residential Services and must be adhered to by all students living in university accommodation.

Contact Information: For any questions or clarifications regarding this policy, please contact your Residence Reception or the Residential Services team.

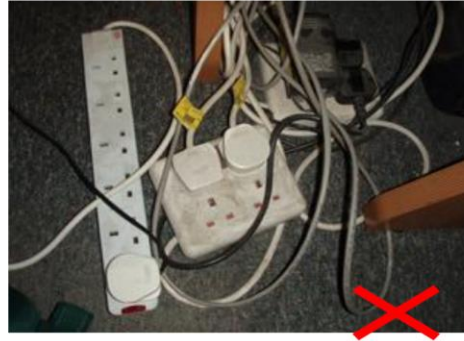
This policy aims to maintain a safe and functional living environment for all residents by ensuring electrical safety and compliance with university regulations.



Appendix A



Appendix B



Appendix C



Appendix D

