

JESUS COLLEGE OXFORD

ELECTRICAL APPLIANCES REGISTRATION FORM

Please complete and mail or email this form to The Accommodation Office, Jesus College, Turl Street, Oxford, OX1 3DW, email: accommodation.office@jesus.ox.ac.uk. Only if permission for any item is **not** granted will the form be returned to you.

Name:

Staircase / House & Room no.....

Electrical Items for which permission is requested <u>Make and Model</u>	<u>Description</u>	Decision (by College Authorities)
1.....
2.....
3.....
4.....
5.....
6.....
7.....
8.....
9.....
10.....

Please continue on a separate sheet is necessary.

PLEASE NOTE THAT YOU ARE NOT PERMITTED TO BRING PERSONAL REFRIGERATORS TO COLLEGE / SHIP STREET ROOMS.

PLEASE READ THE NOTES AND REGULATIONS BEFORE COMPLETING THIS FORM

Notes:

1. You may bring a kettle (provided it is fitted with an automatic cut-out) for use in your room. This must be removed from College and Ship Street, at the end of each term.
2. The following are **not** allowed to be brought into College and Ship Street: electric (or gas) fires or electric irons for use anywhere; electric (or gas) cooking appliances, including microwaves, steamers, grills, fryers and toasters intended for use anywhere other than a purpose built kitchen.
3. Apart from kettles, for boiling water, no cooking equipment is permitted to be used in any room except for the purpose built kitchens.
4. Each appliance must be fitted with a **13 amp plug with sleeved pins and a fuse** not exceeding 13 amps. Plugs on radios, lamps and other lightly loaded appliances should be fitted with 3 amp or 5 amp fuses. Plug adaptors **must not** be used; a 13 amp fused multipoint socket or master plugs must be used for more than one appliance and the total load must not exceed the fuse rating (i.e. 13 amps).
5. If you bring a television or watch tv on your laptop you should provide your own licence, as the College does not have a licence to cover TV sets ,etc in individual student rooms.
6. **Appliances must comply with the Electrical Regulations (see over). PLEASE READ THESE.**

JESUS COLLEGE ELECTRICAL REGULATIONS

1. There is an obligation on the College to control all electrical appliances connected to its electrical systems (Health and Safety Executive (HSE) Regulations 1989). The HSE Regulation that applies is HSG107 Maintaining portable and transportable electrical equipment. Anyone bringing electrical appliances into College must abide by these regulations.
2. An **ELECTRICAL APPLIANCE REGISTRATION FORM** must be completed and only registered appliances approved by the College may be connected to the College's electrical systems. It is the responsibility of the individual to ensure that appliances conform to the Regulations. Please note that regular spot checks will take place throughout the year to ensure that no unregistered appliances are being used; any found will be removed. If you buy any new appliances during the year please email the make and model to accommodation@jesus.ox.ac.uk so that they can be added to your registration form. **Forms should be filled in and returned by all students, whether returning or freshers. Forms received in previous years will no longer be valid.**
3. Each appliance must be registered and the model number and serial number (if available) recorded. Every appliance must carry the appropriate CE mark (older equipment may carry a British Standards Kitemark). The plug must be of the safety sleeve type.
4. If you are not sure that an appliance meets this standard it must be taken to the Maintenance Department to be inspected and tested. There may be a charge for this.
5. The College reserves the right to demand that faulty equipment be removed from College premises and/or to remove any such equipment to safe storage. Any equipment so removed will not be allowed back into use on College premises until a certificate of safety is produced.
6. The College reserves the right to demand that unauthorised equipment be removed from College premises and/or to remove any such equipment to safe storage. Any equipment so removed will not be allowed back into use on the main College site and in the Ship Street properties.
7. **THE COLLEGE'S DECISION ON THE USE OF AN APPLIANCE IS FINAL**

Multiway adaptors: If this is a multi socket adaptor or lead to be used to plug several electrical items into can you please make sure that it is the linear sort of extension/adaptor on a lead and not the direct plug in or cube type, and that you do not overload it.



✓ **RIGHT**



✗ **WRONG**



✗ **WRONG**