



Jesus College Oxford

PORTABLE APPLIANCE SAFETY and ELECTRICAL APPLIANCES REGISTRATION FORM

We require all students bringing electrical equipment into College to have only a three pin plug, compatible with the British 230v/240v earth bonded electrical system. Wherever possible please obtain the appropriate **Portable Appliance Testing (PAT) Certificate** and manufacturer approved charging device for your equipment. Students will be notified of PAT testing drop in sessions to bring their appliances for testing.

The plug adaptors used to convert a two pin plug (not earth protected) to a 3 pin plug, are not acceptable and are not to be brought into College accommodation. We do not allow the ongoing use of travel adaptors for equipment. Equipment of this nature will be confiscated and returned to you at the end of term to be removed from site.

Please see the visual safety information at the end of this document for further information and advice. A PAT Testing service is available at the College for your assistance.

Please complete and 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		Decision (by College Authorities)
<u>Make and Model</u>	<u>Description</u>	
1.....
2.....
3.....
4.....
5.....
6.....
7.....
8.....
9.....
10.....

Please continue on a separate sheet is necessary.

PLEASE READ THE FOLLOWING NOTES AND REGULATIONS BEFORE COMPLETING THIS FORM



Jesus College Oxford

Notes:

1. You may bring a kettle (provided it is fitted with an automatic cut-out) for use in your room. Apart from kettles, for boiling water, no cooking equipment is permitted to be used in any bedroom.
2. The following are **not** allowed to be brought into College accommodation:
 - electric or gas fires
 - electric irons for use anywhere – irons are available in the laundries
 - electric or gas cooking appliances including microwaves, steamers, grills, fryers and toasters intended for use anywhere other than in a purpose built kitchen where they must be stored.
3. 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).
4. 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.
5. **Appliances must comply with the Electrical Regulations 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).

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 – students will be notified of PAT testing drop in sessions to bring their appliances to for testing. Please note that regular spot checks will take place throughout the year to ensure that no unregistered or untested appliances are being used; any found will be removed and students charged.

If you buy any new appliances during the year please add the make and model to your registration form and send to accommodation@jesus.ox.ac.uk **Forms should be filled in and returned by all students, whether returning or freshers. Forms received in previous years will no longer be valid.**

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.

7. THE COLLEGE'S DECISION ON THE USE OF AN APPLIANCE IS FINAL

Electrical safety information for students

The College has a statutory duty of care to ensure all electrical equipment within College is safe. This duty of care also extends to cover equipment bought into College by other people, such as students, staff and contractors. Whilst using College premises you must take reasonable care for your own and other's safety and the following information should assist you.



Permitted electrical items bought into College must:

Be fitted with a British 3 pin plug, with the correctly rated fuse and be suitable for use with the UK's 240v electrical system.



The equipment must be marked with a CE, UK CA or a British Standard kitemark



Electrical appliances should be purchased from a reputable retailer

- This assists in ensuring what you buy is more likely to be safe and compliant
- It is less likely to be a counterfeit product.

Take care if purchasing electrical equipment online

- Some online retailers are not subject to certain legal controls when selling electrical products.
- The College has intercepted dangerous, counterfeit electrical items purchased online by students, some of which were displaying false and misleading compliance markings.

Your electrical equipment must be in good condition:

- No damage to the body of the appliance
- The lead must be free from damage and not severely kinked
- Inner cables should not be exposed or frayed
- The lead must be securely fitted into the 3 pin plug
- The 3 pin plug must be intact and without loose pins
- The lead and 3 pin plug should have no signs of burning or scorching



Electrical equipment not permitted in College

Continental plug adaptors are not permitted. They are only viewed as temporary solutions to electrical equipment adaptation.



However, the College recognises the difficulties this may cause for IT equipment.













Therefore, you should purchase an appropriate lead to go with your IT/charging equipment. In most cases it is possible to purchase a lead which will be compatible with your IT/charging equipment and that is fitted with a UK 3 pin plug, some examples are shown below.

If you encounter difficulties finding a compliant solution for your IT equipment please contact maintenance@jesus.ox.ac.uk where we will attempt to find a safe resolution.

All other equipment used in College must be fitted with a 3 pin plug and be compatible with the UK's 240v electrical system.

			
IEC C7 ✓	IEC C5 ✓	IECC13 ✓	IEC 15 ✓
			
Macbook Pro & Air ✓	USB C ✓	USB ✓	



Multiway extension leads are not permitted (where needed these can be provided by the College)			
			
Extension leads are not permitted (where needed these can be provided by the College).			
			
Square / cube multiway adaptors are not permitted.			
			
All of the above items, when inappropriately used, can pose an increased risk shock and fire. They will be removed and passed to Domestic Bursary where be held until the end of term and the student can remove them from College.			

Inspection and testing of electrical equipment

The College follows an approved code of practice for in-service inspection and testing of electrical equipment. Electrical equipment bought into College by others is also subject to this inspection and testing regime. Where a piece of equipment, belonging to a student, fails the inspection and testing process, you will be informed and it will be passed to Domestic Bursary where it will be held until the student can remove it from College. If it is feasible and an important piece of equipment, with agreement of the owner, we will repair the item.



Tips for safe electrical use

Before using a piece of electrical equipment take a moment to check it is in good condition.



Don't leave items charging overnight or unattended.



Charging devices often get warm when in use, however if they seem excessively hot, please stop using the device and contact the Works Dept. (maintenance@jesus.ox.ac.uk) who will check the item for you.



Be mindful of trailing leads in your room that could cause a tripping hazard or that might get caught, causing the equipment to fall.





Please be prepared to switch off and unplug equipment when not in use, so other items can be plugged in and used. This prevents overloading of the electrical system.



Electrical Equipment that generates heat when in use should be positioned on a hard surface.



Always ensure equipment with cooling vents has space around it.





Use the correct charging device for the piece of equipment.



Do not use equipment with burn or scorch marks on the lead, plug or body of the item. Contact maintenance@jesus.ox.ac.uk to have item checked and tested.



If you detect a burning smell when using an electrical item, stop using it immediately and contact maintenance@jesus.ox.ac.uk to have the item checked and tested.

Charging electric bikes and scooters in College

Electric bikes and scooters are becoming more popular, so it is inevitable people will wish to charge batteries whilst in College. There is however growing evidence of serious fires and explosions being caused by battery malfunctions during charging.

Therefore, the College does not allow batteries from E-bikes or E-scooters to be charged inside any College building.

Please ensure any type of battery that you charge is in good condition and does not appear damaged. If your battery is showing signs of damage do not attempt to charge it. Take it to a reputable retailer to have it inspected.