**Blackpool Music School**

**Use of Extension Leads Policy**

**At Blackpool Music School we have a stock of extension leads to be used as required to increase the number of electrical appliances that they can plug into a wall socket. However, although there is typically space to plug in four appliances into an extension cable, this does not mean it is always safe to do so. As such, the Board of Management feel it prudent to issue this guidance to be adhered to as part of its health and safety risk mitigation.**

**6 Key Extension Lead Safety Tips**

Every attempt must be made by staff, volunteers, users, occasional hirers, members of the public, contractors, visitors to the premises etc when on site. We ask that everyone avoid overloading sockets and risk of fire by following this simple advice:

1. Check the current rating of the extension lead before plugging appliances into it. Most are rated at 13 A, but some are rated at only 10 A or less – the rating should be clearly marked on the back or underside of the extension lead. If not, refer to the manufacturer’s instructions.
2. Never overload an extension lead by plugging in appliances that together will exceed the maximum current rating stated for the extension lead. This could cause the plug in the wall socket to overheat and possibly cause a fire.
3. Only use one socket extension lead per socket and never plug an extension lead into another extension lead (known as ‘Daisy-Chaining’).
4. Use a multi-way bar extension lead rather than a block adaptor, as this will put less strain on the wall socket. Some block adaptors do not have a fuse, which increases the risk of overloading and fire.
5. Consider having additional sockets installed if you regularly rely on extension leads and adaptors – and use a registered electrician to carry out the installation work.
6. Check regularly for the following danger signs:
* A smell of hot plastic or burning near an appliance or socket
* Sparks or smoke coming from a plug or appliance
* Blackness or scorch marks around a socket or plug, or on an appliance
* Damaged or frayed leads
* Coloured wire inside leads showing at the plug or anywhere else
* Melted plastic on appliance casings or leads
* Fuses that blow or circuit-breakers that operate for no obvious reason

**Power ratings of commonly used workplace appliances**

The domestic appliance power ratings shown below are indicative only. Electrical power is measured in watts, W, a unit of power. Electrical current is measured in amps, A, the rate at which it flows. [Electrical Safety First](https://www.electricalsafetyfirst.org.uk/) provide the following ratings for popular workplace appliances:

* Printer – <0.5 Amps/ 50 Watts
* Desktop Computer – 3.0 Amps/ 700 Watts
* Radiator – 8.5 Amps/ 2000 Watts
* Toaster – 9 Amps/ 2000 Watts
* Kettle – 13 Amps/ 3000 Watts

Extension cables will be PAT tested in line with usual procedures and this will include any extension cables purchased by external bodies or associated self-employed staff.

Regular checks will be done round the premises by the staff to ensure there is no overloading of extension cabling in use. If it is the case, then the cabling will be removed from the offending room unless a compromise can be reached.

If concerned, please speak with the Manager as soon as possible as it is important that risks are managed around the premises

Signed

Role Chairperson

Date