




PERSONAL ELECTRICAL EQUIPMENT LIST

Name: _____

House/Flat/Room Number: _____

It is a Health and Safety requirement that all electrical equipment used in the University is safe. All electrical equipment provided by the University in your accommodation is tested and certificated annually by a competent person.

Student equipment must conform to current EU standards and must be safe to use. Every electrical item that you bring into University accommodation must bear a **CE Mark** 

We strongly encourage you to get your personal electrical equipment tested BEFORE you arrive at university. It is not a legal requirement and you are not obliged to do so however ANY student equipment that does not appear to meet EU standards or which appears to be unsafe cannot be used and the University reserves the right to ban use, confiscate the equipment or insist on a Portable Appliance Test at the student's expense.

Weekly health and safety checks are carried out in every flat and if any equipment is deemed unsafe after an initial visual check it will be removed from the flat.

Please list all electrical items that you are bringing into halls of residence below. If it does not have the **CE mark** you cannot bring it into accommodation.

Type Of Equipment (e.g. Laptop)	Manufacturer (e.g. Sony)	Date of Purchase (m m/yy)	Does this item have a CE Mark? (Yes / No)

PERSONAL ELECTRICAL EQUIPMENT LIST

Type Of Equipment (e.g. Laptop)	Manufacturer (e.g. Sony)	Date of Purchase (m m/yy)	Does this item have a CE Mark? (Yes / No)

This is to certify that the above is a true record of the electrical equipment I have in my possession in University accommodation.

Signature: _____ Date: _____

Random checks may be carried out on your electrical equipment. Non-compliance or falsification will result in disciplinary action being taken against you that may include a monetary penalty. Completion of this form is compulsory even if you have no electrical equipment.

Please return this completed form to the Accommodation Office when you collect your keys.

You can access details of where to have your electrical items tested at the following link:

<http://www.pat-testing.info/directory/>

PERSONAL ELECTRICAL EQUIPMENT LIST

Electrical equipment safety requirements

The safety of all electrical appliances designed to operate using the mains is controlled by the Electrical Equipment (Safety) Regulations 1994. It is a health and safety requirement that all electrical items used in the University is safe. All electrical equipment provided by the University is tested and certificated annually by a competent person.

Each electrical item that you bring into University accommodation must bear a CE mark. The **CE marking** (C E) is a mandatory conformity mark on many products placed on the single market in the European Economic Area (EEA).

Electrical equipment under 1 year old is generally covered by the manufacturer's guarantee. However, if your personal electrical equipment is over 1 year old it is advisable to obtain a Portable Appliance Test before you use it in our accommodation. In addition, you should think about testing any electrical equipment that you bring which will become a year old whilst you are resident in University accommodation.

You must list all electrical items that you bring with you on this form. This list must be handed into the Accommodation Office on your arrival. Completion of the form is compulsory even if you have no electrical equipment – you must sign the form to declare this.

You will be required to remove any electrical equipment that does not have a **CE Mark**. For International students please note If the item does not have a **CE Mark** it **MUST** have a portable appliance test certificate (PAT). International students should consider purchasing electrical items in the UK once they arrive for example rice cookers; phone chargers; laptop leads are all readily available.

You can access details of where to have your electrical items tested at the following link:
<http://www.pat-testing.info/directory/>

VOLTAGE IN THE UNITED KINGDOM

The electricity (power) supply in the United Kingdom is 230 volts at 50 hertz. In the majority of EU countries this will be the same. However, in some countries, for example USA, most electrical appliances are 110 volts.

Please ensure that all electrical equipment you wish to use in the accommodation is compatible with the UK voltage (230 volts). Information relating to the voltage should be on the specification (metal) plate attached to the appliance. If you are not sure or if there is no metal plate containing this information, please check with a competent person (electrician) before using the appliance.

All electrical appliances must be fitted with a UK standard 3-pin plug or be used in conjunction with an appropriate adaptor.