



SAFETY ALERT No 15

Unplug electrical items when not in use.

BACKGROUND

This safety alert has been issued in response to a fire alarm activation at John Muir House.

This was caused by a microwave developing a fault and overheating causing burning that had been left plugged in.



PROBLEM

If an item of electrical equipment develops a fault when it is connected to the mains supply that fault could develop into a serious issue of overheating and possible an ignition source for a fire.

There are several items of electrical equipment that are designed to be kept plugged in and switched on such as photocopiers, fridges etc., however they have been designed to be safe in doing so.

ACTION

- All Heads of Establishment must ensure that their building users are made aware of this safety alert.
- All employees to ensure that they unplug items of electrical equipment when they are not needed (leaving these items that are designed to be left on plugged in)
- Contact the H&S team for further information and assistance.

Examples of what should be unplugged and those which can be left on includes

Items that need to be unplugged when not in use	Items that can be left on
Microwaves	Photocopiers
Kettles	Fridges and Freezers
Portable heaters	IT equipment
Phone Chargers	Alarm systems

If in doubt please contact the H&S team

Further Information

Further information can be obtained by contact East Lothian Council's Health & Safety Team on 01620 827182 or by e-mailing H&S@eastlothian.gov.uk