



The Swan Theatre Company Personal Electrical Devices Policy

The Swan Theatre Personal Electrical Devices Policy **(revision March 2025)**

Adopted date: 7th April 2025

Review undertaken by: Swan Theatre Facilities Manager (Committee Officer)

Policy Review Period: Five years

Next review date: March 2030

Introduction.

All small electrical appliances owned by and in use in the Swan Theatre are routinely checked for their electrical safety at appropriate intervals and a sticker is attached to indicate that this has been done.

This is a requirement under the Health and Safety Act and of our insurance company. It is done to ensure there is a minimal risk of fire being caused by these devices and that they are maintained effectively as appropriate.

It is common, however, for people involved with any production to use their own electrical devices in addition to those available in the Theatre and this policy is designed to ensure that they too do not increase the risk of fire or other hazard for the Swan Theatre.

Personal Electrical Devices

This policy covers any equipment powered via a square pinned 13-amp plug, including but are not limited to the following:

- Hair appliances – hair driers, curlers, tongs, straighteners, etc.
- DIY tools – drills, screwdrivers, sanders, saws, sprayers, etc.
- Entertainment equipment – mobile phones, tablets, laptops, radios, TVs, CD players, etc.
- Miscellaneous – heaters, fans, kettles, coffee makers, etc.
- In all cases this policy applies not only to the appliance itself but also to its charger and any ancillary attachments as applicable.

Responsibility

In all cases, the devices brought into the Swan Theatre, regardless of the period for which they are in the building, are the responsibility of the owner or the person who brought them in.

It is their responsibility to ensure that the device is always used in accordance with any user instructions and that it is maintained appropriately.



The Swan Theatre Company Personal Electrical Devices Policy

Maintenance

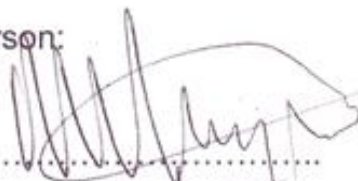
All devices that have a mains power charger or lead must be fused with an appropriately rated fuse in accordance with the manufacturer's instructions. The mains lead must not be worn or damaged in any way and the device must also be in good working order.

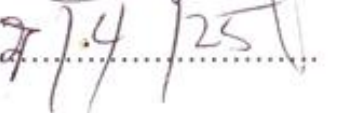
Use in the Swan Theatre

- All devices must only ever be used in accordance with the manufacturer's instructions and must not be modified in anyway.
- The device must be used carefully with special care taken for fire risk in particular. Devices must not be left unattended when being charged and any charger must be unplugged from the mains when the Theatre is closed.
- Any devices used for heating, (kettles, hair appliances, heaters, etc.) must be turned off and unplugged when not in use. Heating devices must never be left turned on whilst unattended at any time. When in use heating devices must be kept clear of flammable materials such as clothing, sawdust, paper and the like.
- Any mains leads must be used considerably with due care to reduce the risk of a trip hazard in particular.
- As soon as the reason for the device being brought into the Theatre has concluded, the device must be removed from the premises.
- The Swan Theatre Company will not be held responsible for any loss or damage to personal electrical devices whilst on the premises.

Next Review Date: March 2030

Chairperson:

Name: 

Date:  7/4/25

Reviewer:

Name:  RJB

Date:  7/4/25