

- ✓ do not use any item of equipment for any other purpose other than that for which it is intended.
- ✓ do not attempt to fix, repair or service any item of equipment yourself, **unless you have been specifically trained to do so.**
- ✓ ensure that you know how to switch off any equipment item in an emergency.

As you go about your daily duties you are asked to note any areas of possible concern with respect to the safe use of any item of equipment that may compromise Health & Safety standards, and report these to your immediate manager or supervisor.

2. **Installations** - these are permanent fixtures built into the Home, and include the central heating and hot water systems, the passenger lift or stairlift, and the electrical and gas supply systems; all of critical importance to the continued functioning of the Home.

As for equipment, there is a Register of these installations at the Home which identifies planned servicing / maintenance needs over a calendar year. As before, if you come across any areas of concern with respect to the safe use of any installation that you feel may compromise Health & Safety standards, then please ensure that these are reported to your immediate manager or supervisor **without delay**.

### 4.3 ELECTRICITY & THE ELECTRICAL SUPPLY

The electrical system in the Home is broadly classified into 3 main areas:

1. Fixed installations - the electrical supply and wiring circuits;
2. Static appliances - washing machines, refrigerators, freezers etc
3. Portable appliances - lamps, TVs, vacuum cleaners etc

Though we have covered equipment and installations in general in part 4.2 on the preceding pages, it is considered important to re-visit this with particular reference to electrical items:

- ✓ All equipment items are regularly serviced as described in the previous section. This includes portable electrical appliances for which there is a set schedule. Similarly with installations; the electrical circuitry is checked in accordance with legal requirements.
- ✓ Special care must be taken when using electrical items, and you must be aware of the following precautions:

