Electrical Equipment Policy - WestWiltsu3a

This Policy reflects the suggested policies of the Third Age Trust.

The Trustees have a duty of care for all members, including Group Leaders, visitors and other non-members attending any WWU3A event or meeting. The Trustees accordingly have the benefit of an insurance policy held by the Third Age Trust.

Compliance with these guidelines is essential if Group Leaders and others are to be afforded the protection offered by the Third Age Trust insurance policy. Group Leaders and others not complying with this policy do so at their own risk and the Trustees will **not** accept liability in case of any accident or injury.

Use of Electrical Equipment by Groups

As far as possible, Group Leaders and members should only use equipment owned the West Wilts U3A. Group Leaders should only give all electrical equipment a visual inspection for any obvious defects before plugging equipment into an electrical source. If the equipment appears to be damaged, it must not be used and the Groups Co-Ordinator or another Officer informed.

If members are using their own equipment, such as musical instruments or sound equipment, this must be visually examined as above. The sharing of equipment should be kept to a minimum.

Extension Leads

Group Leaders and others must ONLY use extension leads supplied by the West Wilts U3A. Before use, these should be visually examined for damage. If possible, if this can be done without causing a trip hazard, extension leads should be fully unwound or uncoiled, to reduce the risks of damage or overheating.

Extension leads will be replaced by the Trustees every 3 years.

PAT Testing

In line with the Third Age Trust guidelines, equipment which is double insulated need NOT be PAT tested, but may be tested at the discretion of the Trustees.

Third Parties

External speakers should be encouraged to use WWU3A equipment, including extension leads. In the event that they wish to use their own equipment, they should be made aware of these policies.

If a venue requires any double insulated or otherwise out of scope WWU3A equipment be tested before use, please inform the Groups Co-Ordinator. If the equipment to be used is the member's own, testing is their own responsibility, to be undertaken at their expense.