**Guidelines for working on Electrical Items**

**Introduction:** This document should be read in conjunction with the ‘Repairer Guidance Notes’ (of which it forms appendix b). Both of these documents aim to maximise the safety of Repairers, whilst at the same time enabling them to ‘have a go’ at repairing a range of different items. Adherence to the ‘Repairer Guidance Notes’ and ‘Guidelines for Working on Electrical Items’ is essential for all Repairers and Helpers, and by volunteering with the Repair Cafe you are agreeing to abide by them.

**Your Skills/Your Behaviour - Your Health and Safety**

Overarching principles

1 **Behaviour**

1. Only attempt to repair mains-operated equipment if you are competent to do so - and always work within your own capabilities We aim to have a ‘Designated Competent Person’ at each Cafe - s/he will be made known to you at the start of each Cafe and will wear an ‘Electrician on Duty’ badge - please seek their advice if you are unsure about a repair, or pass it to another repairer.
2. Don’t compromise your own, or other people’s, health and safety by undertaking ‘risky’ repairs. Discuss your work with others.

2 **Electrical Safety**

1. Before being plugged into the mains all items must be inspected for electrical safety by a ‘‘Designated Competent Person’ (DCP) All mains operated items which have been repaired must be safety tested again by a DCP before leaving the premises, with the results of this test being recorded on the item Registration Form. If the item fails the safety test and cannot be made safe and pass the safety test, this must be explained to the Repairee and a note to this effect recorded on the registration form. We can only advise them not to use the item in the future.
2. Residual Current Devices (RCD’s) are provided and must be used before plugging in a mains device. The ‘DCP’ can show you how to use these. RCDs offer some local protection from mains-generated electrical shocks, while reducing the likelihood of causing any system-wide RCDs (within the building) from tripping. Remember - although RCD protection reduces the risk of death or injury from electric shock it does not reduce the need to be careful! All RCD’s will be checked before each Cafe session by DCP.
3. Check the use of the RCD occasionally using the test button – it may trip the school system.