

PORTABLE HEATING APPLIANCES POLICY

Policy Statement: This policy has been developed to provide guidance to all McSence Group employees on the provision and use of portable heating appliances in McSence premises.

All Employees: This policy applies to all persons working for or on our behalf of the McSence Group of Companies which includes the subsidiary companies - *McSence Communication Ltd, McSence Ltd, McSence Services Ltd & McSence Workspace Ltd* in any capacity including but not limited to:

- ✚ All employees at all levels, prospective employees, agency workers, seconded workers, temporary workers, contractors/sub-contractors, clients, agents, external consultants, volunteers, members of the public, group's supply chain, third-party representatives and/or business partners who will be referred to in our Group policies as "all employees".

The Workplace: This policy applies to all persons working for or on our behalf of the McSence Group of Companies in any capacity at the workplace(s) as defined below which includes but not limited to:

- ✚ McSence Premises, Offices, Units, Business Park, Client's Premises, External Meeting Places, Customers' Homes, Gardens, Sheltered Housing, Whilst On-Call, On-Duty, Emergency Cover, Working from Home including On-Line Meetings, Whilst Driving in Company Time, Working Public Areas (café's, trains, coffee shops, buses etc) and will be referred to throughout this policy as "the workplace".

All staff liable to use portable heaters should be specifically advised of the following points by their line manager and the person(s) supplying the heaters.

Selection of Suitable Equipment: Where portable heating appliances are to be provided these should normally be of the electric convector, fan-assisted convector or electric fan heater type with an up-to-date PAT test having been completed within the last year.

Provision of Portable Heating Appliances: As a general principle, provision of supplementary heating should be approved by the Business Unit manager or their nominee and should only be considered where either:

- ✚ There is no fixed heating system within the workplace
- ✚ The fixed heating system consistently fails to heat the workplace to at least 16 degrees Celsius or 13 degrees Celsius where much of the work involves severe physical effort

Prohibited Heater(s): As a general rule their use in McSence workplace as a permanent means of heating a workplace is prohibited however, it is recognised that circumstances can arise where their use may be justifiable. (e.g., space heating, emergency use). In this case specific additional safety requirements may be applied, and the following points should be noted:

- ✚ The use of electric heaters with exposed radiant elements (open bar fires) is prohibited within the McSence workplace
- ✚ Portable LPG (butane or propane) fuelled gas heaters can present a significant fire risk due to the presence of naked flames and large amounts of liquified, flammable gas and are prohibited within the McSence Workplace

Use of Equipment: It is a requirement of the McSence Group that a copy of this policy and the attached notice to this effect is displayed in the area where the heaters are used, and the following should be noted that they are only to be used space heating or emergency use as follow:

- ✚ Electric heater MUST NOT be used as a permanent means of heating in the workplace
- ✚ Electric heaters MUST only be used in occupied areas
- ✚ Electric heaters MUST NOT be covered or used for any form of drying
- ✚ Electric heaters MUST be switched off when the area is unoccupied

Inspection and Testing of Electric Heaters: Any electric heater introduced into the premises is subject to the general requirements of McSence as regards its electrical safety. To satisfy these requirements, any heater that is introduced into the premises must be included in the Group’s arrangements for inspection, testing and maintenance of portable electrical equipment. As a minimum, every heater must receive a visual inspection by a competent person to verify its electrical safety before it is first used. If defects are found these must be repaired before the heater is used or disposed of in-line with WEE regulations. Electric heaters should also be subjected to a portable appliance (PAT) at periodic intervals. (e.g., annually) by the McSence Property Maintenance Team who have the expertise available to carry out such a test "in-house".



PORTABLE HEATING APPLIANCES - IN OPERATION

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Checked by:		Date:			
Issued by:		Date:			
Issued to:		Date:			
Returned by:		Date:			

Company Intranet – Staff Zone: All the McSence Groups policies, procedures, handbooks are available on-line to all employees on the McSence Group’s Staff Zone Intranet via our website [Login | McSence](#)

Compliance: Failure to comply with the provisions of this Policy may result in Disciplinary proceedings.

McSence Group Signatory:

David Maxwell | Chief Executive

McSence Group - McSence Communication Ltd, McSence Ltd, McSence Services Ltd & McSence Workspace Ltd

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Policy Amendments & Revisions: This policy will be reviewed annually and, if necessary, revised in the light of legislative or organisational changes Improvements will be made by learning from experience and the use of an established annual review. Should any amendments, revisions, or updates be made to this policy it is the responsibility of the Company Senior Management Team (SMT) to see that all relevant employees receive notice and training if necessary.