

## Personal Devices in the Workplace Policy

### Contents

1.0 Introduction .....	1
1.1 To whom and where this policy applies .....	1
2.0 Policy .....	1
2.1 Personal Prohibited Devices .....	1
2.2 Low-Risk Devices .....	2
2.3 Medically Necessary Equipment.....	2
2.4 Compliance and Enforcement .....	2

## 1.0 Introduction

At Emil Dale Academy, ensuring the safety and wellbeing of all employees and freelancers is our top priority. To minimise fire risks and electrical hazards, the following guidelines govern the use of personal electronic devices and equipment brought into the workplace.

### 1.1 To whom and where this policy applies

This policy applies to all employees of Emil Dale Academy and freelancers who undertake in paid or voluntary services at Emil Dale Academy. For the sake of this policy, the term “staff” will be used to encompass all of these people.

## 2.0 Policy

### 2.1 Personal Prohibited Devices

- Personal devices that are classified as high-risk, regardless of PAT testing, are not permitted for usage on Emil Dale Academy grounds.
- It is at Emil Dale Academy’s discretion of what is believed to class as a high-risk device, but this can include:
  - Portable heaters;
  - Air purifiers; and

- Any other device that is not explicitly listed as low risk.

## 2.2 Low-Risk Devices

- Personal devices that are classified as low-risk do not require PAT testing before usage on Emil Dale Academy grounds.
- Staff are responsible for ensuring that their low-risk personal devices are in safe working order and are therefore suitable to bring into the workplace.
- Personal devices that are considered low-risk are:
  - Mobile phones;
  - Mobile phone chargers;
  - Laptops;
  - Laptop chargers;
  - Earphones;
  - Earphone chargers.

## 2.3 Medically Necessary Equipment

- Personal devices required for medically diagnosed conditions may be permitted on a case-by-case basis.
- Staff must provide official medical documentation (e.g., a doctor's note) to Emil Dale Academy Senior Management in order for their personal device(s) to be considered for permittance for use on site.
- Approval will be considered by the Emil Dale Academy Health and Safety Committee, and the outcome of the Committee's consultation will be notified to the staff member in writing.

## 2.4 Compliance and Enforcement

- Non-compliance with this policy may result in the removal of the device from Emil Dale Academy grounds.
- Repeated breaches may lead to further action in line with the staff member's contract and/or agreement.

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01	16 <sup>th</sup> Jan 2025	Jan 2026	Eden Tinsey	First version.