



Management of small equipment powered by lithium type batteries

This guidance covers mobile phones, laptops, cordless tools/equipment, e-cigarettes, vaporisers and similar items.

With the increased use of powerful batteries in the University and in society in general, it is important that the University adopts suitable protocols regarding the procurement, use, charging and storage of these batteries, in order to reduce the risk of fire.

Requirements

- Only use batteries that are CE, UKCA or BSI Kite marked;
- Only use batteries and charging equipment provided by the manufacturer for that item of equipment;
- Never modify a battery;
- Do not store, charge or use batteries in direct sunlight or near sources of heat;
- Do not leave a battery charging overnight, or when you are away for an extended period of time;
- Do not overcharge batteries. Where possible, consider the use of timers, set to end the charge at around 80% to 90%;
- Do not charge or use batteries near combustible or explosive materials;
- Do not cover chargers or batteries when charging;
- Do not use or charge batteries in extremes of temperature (see manufacturers guidelines);
- Check batteries and chargers regularly for signs of damage and if you suspect there may be damage, the battery/charger should not be used and must be replaced.
- Remove damaged chargers from common areas to ensure it is not used and mark up as damaged and not to be used;
- Electrical RCD (residual current device) safety devices should be used;
- Electrical adaptors should be avoided when charging batteries;
- Do not overload socket outlets or use inappropriate extension leads (use un-coiled extensions and ensure the lead is suitably rated for what you are plugging in to it).
- When working with batteries, they should be positioned on a non-combustible surface, ideally a metal rack;
- These batteries must not to be charged in locations providing sleeping accommodation.

E-cigarettes and vaporisers

Charging of these devices are permitted within student residences **only** however, devices must only be charged using the manufacturers charging devices and whilst the resident is present (and awake).



Mobile phones and laptops

The following guidance should be followed to minimise the risk of fire;

- Only use batteries and charging equipment provided by the manufacturer, or equivalent standard as the manufacturer provided, for that item of equipment;
- Do not charge or use batteries in direct sunlight or near sources of heat;
- Do not leave a mobile phone or laptop charging overnight;
- If laptop is to be left on a docking station overnight, the power to the docking station should be turned off. Alternatively, the laptop should be unplugged from the docking station.
- Do not overcharge batteries. Where possible, end the charge at around 80% to 90%;
- Do not charge a battery if it has been dropped or you suspect that it may be damaged;
- Do not charge or use batteries near combustible materials;
- When using your laptop, ensure that it lies on a hard, flat surface that will not restrict the flow of air to the fan and vents (never charge a laptop on soft seating, clothing or bedding);

You should note that portable fire extinguishers will not extinguish a lithium ion battery fire. In the event of such a fire, you never attempt to extinguish a fire involving a battery and should simply raise the alarm and evacuate the building in accordance with the University's emergency procedures.

IT SHOULD BE NOTED THAT FROM 1 JULY 2023. THE SFRS (SCOTTISH FIRE AND RESCUE SERVICE) WILL NOT ATTEND FIRE ALERTS UNLESS THE BUILDING IS USED AS SLEEPING ACCOMMODATION. TRAINED SECURITY OFFICERS, COMMUNITY SUPPORT OFFICERS AND/OR NOMINATED STAFF WILL CONDUCT THE INVESTIGATION OF THE FIRE ALERT TO DETERMINE IF THE SFRS ARE REQUIRED OR THE INCIDENT IS A FALSE ALARM. THE SFRS WILL ATTEND AS NORMAL TO CONFIRMED FIRES - EMERGENCY NUMBER (9)999

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Document version

Version number	Summary of change	Date and by whom
1.0	Final version published	27/02/2023 Wes Boulstridge
1.1	- Addition of SFRS UFAS changes - Clarification paragraph 3	03/07/2023 N Sangster
2.0	- Version 1.1 extended into 3 documents - disposal, large and small equipment. All available to download here .	28/11/2023 Wes Boulstridge



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