



Double-Gate B&B and Tea Room
Double-Gate Farm
Godney
Wells
Somerset BA5 1RZ
07843 924079

Lithium-Ion Battery Charging Policy

Double-Gate Farm B&B and Tea Room

Date: 01.10.24

1. Introduction

This policy outlines the safe charging procedures for lithium-ion batteries within Double-Gate Farm premises, ensuring compliance with relevant UK legislation, including the Electrical Equipment (Safety) Regulations 2016, the Consumer Rights Act 2015, and the Regulatory Reform (Fire Safety) Order 2005.

2. Scope

This policy applies to all guests and staff who charge lithium-ion batteries within the guest house, including but not limited to:

- Mobile phones
- Laptops
- Tablets
- Cameras
- E-cigarette devices
- Portable power banks
- Other personal electronic devices utilizing lithium-ion batteries

3. General Safety Guidelines

- **Use Original Chargers:** Only use the manufacturer's original charger or a reputable, certified equivalent. Counterfeit chargers pose a significant fire risk.
- **Inspect Equipment:** Regularly inspect batteries and chargers for signs of damage, such as swelling, cracks, or frayed cables. Do not use damaged equipment.



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- **Avoid Overcharging:** Do not leave devices charging unattended for extended periods, especially overnight. Unplug devices once they are fully charged.
- **Charge on Hard Surfaces:** Charge devices on non-flammable surfaces, such as a table or countertop. Avoid charging on beds, carpets, or other soft furnishings.
- **Adequate Ventilation:** Ensure adequate ventilation around charging devices. Do not cover them with blankets or pillows.
- **Do Not Modify Batteries:** Do not attempt to modify, disassemble, or repair lithium-ion batteries.
- **Keep Away from Flammables:** Keep charging devices away from flammable materials, such as curtains, paper, and liquids.
- **Supervise Charging:** Where possible, supervise charging, especially when using unfamiliar devices or chargers.
- **Cooling:** Allow devices to cool down after charging before placing them in confined spaces or pockets.
- **Disposal:** Dispose of damaged or expired lithium-ion batteries responsibly at designated recycling points. Do not dispose of them in regular household waste.

4. Guest Responsibilities

- Guests are responsible for the safe charging of their personal electronic devices.
- Guests must comply with the general safety guidelines outlined in this policy.
- Guests should immediately report any signs of overheating, smoke, or unusual smells from charging devices to guest house staff.
- Guests are asked to refrain from charging any large lithium ion battery devices, such as those used for electric scooters or bikes, within the guest house. If they have such a device, they must speak with staff to arrange safe charging.
- Charging of larger lithium ion batteries will be done so in the Garden Snug, away from sleeping accommodation.



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5. Guest House Responsibilities

- Staff will be trained on the risks associated with lithium-ion batteries and the procedures outlined in this policy.
- Staff will visually inspect guest rooms and public areas for potential charging hazards.
- Staff will provide guests with information on safe charging practices upon request.
- The guest house will maintain appropriate fire safety equipment, including smoke detectors and fire extinguishers.
- The guest house will have a clear emergency evacuation plan in place.
- The guest house will ensure electrical installations are compliant with current electrical regulations.
- The guest house will provide suitable charging points in public areas where appropriate.

6. Emergency Procedures

- In the event of a fire, activate the fire alarm and evacuate the building immediately.
- Contact emergency services (999) as soon as it is safe to do so.
- If safe to do so, use a fire extinguisher to extinguish small fires.
- Do not attempt to extinguish a fire involving a lithium-ion battery with water. Use a Class D fire extinguisher if available.
- Inform guest house staff of any fire incidents.

7. Policy Review

This policy will be reviewed and updated annually, or more frequently if there are significant changes to legislation or best practices.

8. Disclaimer

This policy is intended to provide guidance on the safe charging of lithium-ion batteries within [Guest House Name]. It does not cover all possible situations and should be used in conjunction with other relevant health and safety policies and procedures. It is the responsibility of guests to ensure the safe use of their electronic devices.