

## Oil-filled heaters – Best practice



This best practice guide outlines how to use oil-filled heaters safely to avoid risks to health and safety.

The University insurers have made it clear that we would not be insured for any damage caused by convector or fan heaters, these types of heaters are therefore prohibited from use and only oil-filled heaters are approved.

If you need to purchase a convector or fan heater, you can order the approved oil-filled model via [Finance Services](#).

1. Never leave a heater switched on and left unattended. If you move away from it, make sure it is turned off and always ensure that it is switched off at the end of the working day. Adopt a "last out, lights out and heaters off" approach.
2. Do not use a heater in a location where it can ignite nearby flammable materials e.g. paper on noticeboards, or coats on coat stands.
3. Do not use a portable heater under a desk.
4. Do not cover a portable heater with anything, including drying wet clothing on top of the heater.
5. Do not use a portable heater in a position where the mains lead is trailing across walkways. This is a trip hazard rather than a fire hazard although damage can be caused that could lead to a fire.
6. Do not use portable heaters off mains extension leads.
7. Carry out a visual inspection of the heater prior to use. Any obvious signs of physical damage, heat damage, loose wires, missing 'feet' or wheels.
8. Check the PAT date and if there is no PAT label or it is out of date, do not use the heater and arrange for it to be repaired, tested, or replaced.
9. Keep portable heaters away from water or other liquids to minimise the risk of an electric shock.
10. Turn off the heater and unplug it before moving it.
11. Keep the heater clean to minimise the build-up of dust.