



Safety, Health and Environment (SHE) Flash



Flash Date:	03/02/2022	Date to remove:	28/02/2022	Ref:	FY22 003 Overheating Laptop Batteries
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Audience:	Processing	Delivery	Collections	Distribution	PFW	Specific Work Area
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All Lap Top Users


Priority: Immediate

Overview:

There have been a number of incidents reported where lap top batteries have overheated causing the potential for fire.

Key Message

Each day before use, check your laptop for any signs of the keyboard or casing becoming domed, the seams starting to split apart, or the laptop no longer sitting flat on a surface.

Description	Visuals:
Laptops can overheat, due to prolonged use, batteries can warp and become damaged.	
<u>Issue</u>	
It is possible for fires to start if action is not taken when lap top batteries are continually used when faulty.	
<u>Impact/effect</u>	
Fires can result in mass destruction and damage to property.	

Learning Points

- Do not attempt to remove the battery yourself or force the case back together.
- Ensure that your device and its AC adapter/plug are PAT tested.
- Ensure that the vents on the case of the laptop are not obstructed during use and do not use the laptop on cushions or similar. Keep it well ventilated, where possible use a riser stand.
- Be mindful to the laptop or AC adapter becoming excessively hot beyond its usual temperature.
- If there is any smell of burning or 'hot electrics' then turn the device off immediately and arrange for replacement.
- Frequent 'blue screen' events would require investigation in any case however these can be a symptom of battery failure and as such should be reported promptly.

Key Activity

1.	If your machine is damaged, overheating or showing signs of the casing becoming domed, unplug it from the power source, leave the laptop switched on and monitor it until the battery runs flat (allowing it to cool). Report to IT helpdesk, do not use the machine or plug it into mains power
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SHE Flash

Date

Intended Audience: All managers and frontline employees

Managers' Brief

Your signature below confirms you understand this safety briefing.

Name (Print)	Personnel No.	Signature	Date
Forename, Surname			