

<b>CONTENTS</b>	<b>Page</b>
<b>01 INTRODUCTION .....</b>	<b>1</b>
<b>02 POLICY STATEMENT .....</b>	<b>2</b>
<b>03 DEFINITIONS .....</b>	<b>2</b>
<b>04 ORGANISATION AND MANAGEMENT .....</b>	<b>3</b>
<b>05 SUITABILITY OF EQUIPMENT .....</b>	<b>4</b>
<b>06 RISK ASSESSMENT .....</b>	<b>5</b>
<b>07 MAINTENANCE .....</b>	<b>6</b>
<b>08 THOROUGH EXAMINATION .....</b>	<b>6</b>
<b>09 INSPECTIONS .....</b>	<b>6</b>
<b>10 MONITORING, AUDIT &amp; REVIEW .....</b>	<b>7</b>
<b>11 FURTHER INFORMATION .....</b>	<b>7</b>

## **01 INTRODUCTION**

---

Many businesses and self-employed workers use a range of equipment at work on a daily basis. The exact type and amount of equipment in any business will vary according to the kind of work carried out.

There are many hazards involved in the use of workplace equipment, examples of some risks involved in using work equipment include the following:

- Puncture wounds and cuts caused by sharp equipment such as scissors, needles, paper guillotines, knives, chisels, saws, planes and screwdrivers are the most common risks.
- Cutting equipment or equipment with moving parts may cause serious injuries if there are insufficient safeguards in place.
- Equipment that uses heat, such as ovens and grills in catering businesses, could cause injuries ranging from minor scalding to disfigurement and serious burns.

Therefore, it is imperative that employers provide work equipment that is:

- suitable for the intended use.
- safe for use, maintained in a safe condition and inspected to ensure it is correctly installed and does not subsequently deteriorate.
- used only by people who have received adequate information, instruction and training.
- accompanied by suitable health and safety measures, such as protective devices and controls. These will normally include emergency stop devices, adequate means of isolation from sources of energy, clearly visible markings and warning devices .
- used in accordance with specific requirements, e.g. for mobile work equipment and power presses.

These issues are covered within the Provision and Use of Work Equipment Regulations 1998.

Some work equipment will also be subject to other health and safety legislation in addition to PUWER. For example, lifting equipment must also meet the requirements of the Lifting Operations and Lifting Equipment Regulations 1998 (LOLER), and any pressure systems must meet the Pressure Systems Safety Regulations and personal protective equipment must meet the PPE Regulations.

## Purpose

The purpose of this policy is to ensure work equipment is provided, maintained, and used safely in accordance with standards set out in the Provision and Use of Work Equipment Regulations 1998 (PUWER) and other regulations so as to minimise the risk of injury to the people we support, staff, visitors and others.

## Scope

This policy is applied to all members of staff employed/working within the organisation.

## 02 POLICY STATEMENT

---

Lancaster City Council is committed to protecting the health, safety, and welfare of its employees. It is the organisations policy therefore to ensure, as far as is reasonably practicable, that all required tasks and activities are carried out with the minimum of risk to our employees, the residents we support and others. To this end, it shall be ensured that all work equipment and machinery be suitable for its intended purpose and maintained on a planned basis.

The organisation recognises that work equipment can present hazards and risks to all our employees, not just those using it. Control measures will therefore be implemented to ensure that the risks associated with the use of work equipment are minimised.

It will also be ensured that all employees are provided with adequate information, supervision and training to use work equipment safely.

**Implementation:** It is the responsibility of line managers to ensure that staff members are aware of and understand this policy and any subsequent revisions.

## 03 DEFINITIONS

---

### Work Equipment

"Work Equipment" has a very wide meaning. Work equipment is almost any equipment used by an employee while at work. It is any "machinery, appliance, apparatus, tool or installation for use at work (whether exclusively or not)" for example hammers, knives, ladders, drilling machines, power presses, circular saws, photocopiers, lifting equipment (including lifts), dumper trucks and motor vehicles.

Similarly, if you allow employees to provide their own equipment then it will also be covered by PUWER, and you will need to make sure it complies.

### Lifting Equipment

Lifting equipment is any work equipment for lifting and lowering loads, and includes any accessories used in doing so (such as attachments to support, fix or anchor the equipment). This would include hoists, lifts, hydraulic tail lifts on vehicles as well as passenger lifts.

### Lifting Accessories

Lifting accessories are pieces of equipment that are used to attach the load to lifting equipment, providing a link between the two. Any lifting accessories used between lifting equipment and the load may need to be considered in determining the overall weight of the load e.g. slings, hooks, shackles.

**“Use”**

"Using" work equipment includes starting, stopping, programming, setting, transporting, repairing, modifying, maintaining, servicing and cleaning, as well as operating the equipment.

---

## **04 ORGANISATION AND MANAGEMENT**

### **Chief Executive Officer**

The Chief Executive has overall responsibility for ensuring that the Company meets its statutory obligations and that effective arrangements for the management of health and safety are put in place.

The Chief Executive has executive responsibility to manage Health and Safety including compliance with Health and Safety at Work Act, etc. 1974 and other relevant legislation, best practice guidance and Company policies to meet legal and organisational requirements.

### **Chief Officers**

Chief Officers are responsible for ensuring the arrangements in relation to provision and use of work equipment are in place and for ensuring that the company's policy is implemented and monitored within their respective services.

### **Health and Safety Team**

The Health and Safety Team is responsible for advising on appropriate measures to meet legal and organisational requirements as required and for regularly monitoring and reviewing any accident/incidents that involve work equipment to ensure that the provisions of this policy were/are implemented.

### **Line Managers**

Line Managers are responsible for ensuring that:

- Adequate and suitable risk assessments are carried out in the workplace prior to purchasing new equipment and on equipment already in use within the organisation to ensure compliance with the PUWER regulations by ensuring that:-
  - The working conditions are safe and appropriate.
  - The most appropriate items of equipment are selected for the job.
  - The equipment is safe to use.
  - The equipment is used correctly by staff who have been adequately trained.
  - The equipment is adequately maintained.
- When new equipment is purchased it meets with CE standards.
- That all electrical equipment and any other work equipment which poses significant risk to staff or other people is checked prior to use.
- An initial inspection is carried out prior to use to ensure correct installation where there is significant risk to staff. An example of would be where safety is critically dependent on the installation conditions include those where guarding is provided by presence-sensing devices.
- Suitable inspections of work equipment are undertaken where there is significant risk to staff resulting from deterioration or exceptional circumstances and that inspection records of at least the last inspection are kept. An example would be a circular saw.
- Staff are provided with adequate information, instruction, training and supervision to ensure safe use of equipment where appropriate, written instructions pertaining to the work equipment. A record of training is kept.
- Equipment is maintained, in good working order and safe to use.

- Records are kept of maintenance checks.
- Manufacturer's instructions are kept for as long as the equipment is on site and are always readily available to staff.
- Advice is sought if the manager is unsure.
- Employees will only use equipment that has been provided by the Company.
- Accidents/incidents and near misses are reported using the My Compliance System.

## **Employees**

Employees are responsible for ensuring that:

- They take reasonable care of themselves and of others who may be affected by their activities.
- Instruction and training is undertaken as deemed necessary.
- Work equipment is used in accordance with manufactures instructions, risk assessment and procedure, instruction, and training.
- Any problems, defects, concerns or potential hazards they encounter with work equipment are reported to their line manager as soon as practically possible.
- They check work equipment prior to use.
- They must not knowingly, wilfully or recklessly use work equipment which is faulted, or use work equipment other than its intended use.

## **Contractors**

Contractors are responsible for providing equipment that is maintained and in good working order and using said equipment in accordance with instructions and training.

## **Health and Safety Trade Union Representatives**

Health and Safety / Trade Union Representatives have certain responsibilities and duties and are able to audit and complete inspections where required.

A health and safety representative is a fellow worker who represents other union members to look after the health and safety at work of people they work with.

Health and Safety Representatives have the right to:

- Take an active part in workplace risk assessments.
- Investigate potential hazards and 'dangerous occurrences' and examine the accident data.
- Investigate members' complaints.
- Carry out inspections of the workplace in work time, at least every three months.
- Be consulted on new working practices and new technology.
- Receive safety information from their employer (such as inspectors' reports, hygiene surveys and risk assessments).

## **05 SUITABILITY OF EQUIPMENT**

---

The selection of suitable work equipment for particular tasks and processes makes it possible to eliminate many risks in the workplace, therefore an assessment should be undertaken which considers the safety of equipment in respect of:

- Its initial integrity – it should be installed and located in such a way as to reduce any risk to users and others, such as ensuring there is sufficient space between moving parts of machinery. All forms of energy and substances used or produced by equipment should be considered. For example, it may be necessary to provide additional ventilation in the workplace.
- The place where it will be used – some equipment may be unsuitable for the working environment in a particular location because of environmental risks, such as wet or flammable atmospheres and confined spaces.
- The purpose for which it will be used – in practice this means that equipment should be used in accordance with the manufacturer's specifications and instructions. Ergonomic risks, such as working heights and reach distances, should be considered.

### **European Conformity Directives**

Since 1995 (amended 2006) all new machinery in scope of the Machinery Directive has to be designed and constructed to meet common minimum European requirements for safety. The outward signs of compliance are CE marking on the equipment and a document (Declaration of Conformity) issued by the Responsible Person (normally the manufacturer) declaring the product's conformity. To achieve compliance the Responsible Person must undertake a conformity assessment process to meet the Directive's obligations. This includes meeting all relevant essential health and safety requirements (EHSRs) for the product, producing comprehensive user instructions, and showing how compliance has been achieved in the technical file. For certain higher risk products, the conformity assessment process will normally require the use of an independent Notified Body.

These requirements have been implemented in the UK by the Supply of Machinery (Safety) Regulations 2008, as amended by the Supply of Machinery (Safety) (Amendment) Regulations 2011 (Further amendments expected August 2024). In addition to machinery these requirements also apply to interchangeable equipment, safety components placed independently on the market, lifting accessories, chains, ropes and webbing, removable transmission devices and partly completed machinery.

When buying machinery managers should check for CE marking and ask for a copy of the Declaration of Conformity. Further information on this subject is contained within the HSE publication INDG271 'Buying New Machinery'.

## **06 RISK ASSESSMENT**

A risk assessment will be carried out where the hazards from using the work equipment are significant. Control measures will be implemented and communicated to all users.

The following control measures will be considered/implemented where necessary:

- Restrict the use of equipment where specific risks have been identified.
- Control access to dangerous parts of work equipment.
- Provide suitable protection against specified hazards.
- Provide protection against high or low temperatures as required.
- Ensure that all controls, including controls for starting or making a significant change in the operating condition, stop controls and emergency stop controls, are provided where necessary, and are suitable for the equipment and location.
- Ensure that all control systems are safe.
- Provide suitable means of isolating the work equipment from sources of energy.
- Provide suitable environmental conditions for the safe use of work equipment.
- Provide all necessary markings and warnings.

## Information, Instruction and Training

Information, instruction and training for the use of work equipment will be provided where necessary.

## 07 MAINTENANCE

---

It is important that work equipment does not deteriorate to the extent that it puts people at risk. The extent and complexity of maintenance can vary substantially from simple visual checks on basic equipment to a detailed programme of planned preventative maintenance for complex high-risk equipment.

Work equipment will be maintained on regular basis, however the frequency at which maintenance activities are carried out should take into account the risk to health and safety posed by malfunction or failure. Factors that affect this likelihood could be the intensity of use or the operating environment.

Maintenance should only be carried out by people who are competent to do the work.

An inventory of all work equipment and maintenance requirements should be kept locally. Safety-critical components must have planned preventative maintenance programmes in place, in accordance with the manufacturer's recommendations.

The manufacturers or suppliers' maintenance manual or instructions must be available at all times whilst the equipment is on site and available for managers and staff using equipment to refer to.

Where equipment is hired long-term, responsibility for maintenance will be confirmed in writing with the hirer. Maintenance of all powered equipment must only be undertaken after the equipment has been isolated/locked off.

Lifting equipment falls within the definition of work equipment but is the subject of specific additional legislation - the Lifting Operations and Lifting Equipment Regulations (LOLER).

## 08 THOROUGH EXAMINATION

---

Lifting equipment and Accessory for lifting must be thoroughly examined on initial use or following installation, and regularly in service by a competent person. Unless there is an 'examination scheme' specifying other intervals, thorough examinations should be conducted as detailed below:

- 6 months, for lifting equipment and any associated accessories used to lift people.
- 6 months, for all lifting accessories.
- 12 months, for all other lifting equipment.

Lifting equipment and Accessory for lifting must be examined following 'exceptional circumstances', e.g. if it is damaged or fails, is out of use for long periods, or if there is a major change in how it is used which is likely to affect its integrity.

Lifting equipment will also need to be inspected at suitable intervals between thorough examinations. These inspections would normally include visual and functional checks and will be recorded.

## 09 INSPECTIONS

---

Where the safety of work equipment depends upon correct installation an inspection by a competent person, who is familiar with the equipment, must be undertaken prior to putting the equipment into service for the first time.

All guards or protective devices must be suitable for their purpose, of good construction, sound material and adequate strength. When selecting the appropriate guards, the following hierarchy of selection must be applied in the order given below:

1. Use of a fixed/enclosing guard.
2. Use of other guards and protection devices such as interlocking guards, infrared trip guards, pressure mats etc.
3. Protection appliances such as jigs, holders, and push sticks etc.
4. Provision of information, instruction, training and supervision.

Inspections will be undertaken by relevant persons, at intervals, stated in section 04.

## **10 MONITORING, AUDIT & REVIEW**

---

The Health and Safety Team will regularly monitor and review any accidents/incidents that involve work equipment to ensure that the provisions of this policy were/are implemented.

This policy will be reviewed as part of the regular reviews, unless changing circumstances require an earlier review.

## **11 FURTHER INFORMATION**

---

Further information is available through the HSE website (see link) or industry standards.

- <https://www.hse.gov.uk/work-equipment-machinery/>