FIVE RIVERS Multi Academy Trust

POLICY FOR COMPLIANCE WITH THE PROVISION AND USE OF WORK EQUIPMENT REGULATIONS 1998

For compliance with the provision and use of work equipment regulations 1998, this policy will be regularly reviewed and updated.

Policy created: January 2017

Reviewed: January 2018 JC

January 2019 JC

January 2020 JC (no amends)

Next review due: January 2021

1. Introduction

The Provision and Use of Work Equipment Regulations 1998 (PUWER) implements the requirements of the European Community (EC) Directive 89/655/EEC. The Regulations are made under the enabling sections of the 1974 Health and Safety at Work Act and apply to all employers and the self-employed covered by that act in the UK.

This policy details the arrangements undertaken by the Trust to ensure all work equipment is safe and used safely as far as is reasonably practicable, and in so doing is compliant with PUWER regulations. The definition of work equipment is broad and has been debated at length in the legal profession, but is broadly anything that is not a fixture or fitting of a building. Any item provided for work purposes can be considered work equipment.

2. Purpose

- To detail the systems within the Trust that relate to obtaining, maintaining and using work equipment.
- To ensure awareness of the correct use, storage and possible additional hazards that may be a potential risk to staff.

3. Responsibility, accountability and duties

Facilities Manager

- is responsible for ensuring that this policy and procedures are implemented. The Facilities Manager in turn delegates this responsibility to the premises manager of each academy.

Premises Managers (Site Managers, Building Supervisors, Caretakers etc.)

- are responsible for ensuring that this policy and procedures are implemented, and that other managers and staff who are involved in obtaining, using or maintaining equipment are made aware of this policy and procedures, and implement appropriate actions as required.

Health and Safety Lead

- will as required, provide advice and guidance related to the PUWER Regulations.

Employees who use equipment

- will use the equipment in a manner prescribed in any approved documents, either manufacturers' operating instructions or derived instructions and training

from other competent sources. It is the responsibility of all staff who use work equipment to report any defects / malfunctions without delay. Any equipment that is considered unserviceable and that may put staff / service users at risk of injury should be taken out of use immediately after any problems are detected.

Employees who maintain work equipment

- will follow prescribed procedures and maintain appropriate records of tests and recalibrations, maintaining suitable log books associated with the equipment in any area where the equipment is located.

4. Procedure

Each Premises Manager will ensure that within their academy the premises team adhere to the following procedure:

Equipment Risk Assessment and Suitability

Each manager who is responsible for obtaining equipment shall, as appropriate to its nature, consult with staff who are intended to use it, staff who are intended to maintain it, and if required any specialist officer such as the Health and Safety Lead. In this manner the suitability criteria of construction, design or adaptation can be addressed.

Maintenance of Equipment, Log Books, Record Keeping

The Premises Manager who obtains equipment must ensure that the equipment is maintained in good condition and in efficient working order and repair. The Premises Manager should assess the maintenance requirements in terms of revenue costs, taking into account service/maintenance agreements and/or training for in-house maintenance where appropriate. Such costs should be included in annual budgeting preparations throughout the life of the equipment.

It is essential that where equipment has been provided with a log book, that entries at appropriate intervals are recorded. In this respect, managers should always ensure that equipment is uniquely identified and that this identification is specifically quoted during the recording of maintenance. It is not sufficient to have maintenance schemes which have general descriptions and intent. Where the academy has workshop facilities, items such as machine guards, interlocks, trip switches and emergency stops will require regular periodic test, adjustments and repair. The responsibility for ensuring that equipment is routinely maintained shall lie with the Premises Manager.

The frequency of maintenance activities should take into account the:

(a) intensity of use – frequency and maximum working limits;
(b) operating environment, for example outdoors;

(c) variety of operations – is the equipment performing the same task all the time or does this change?;
(d) risk to health and safety from malfunction or failure.

Special Inherent Equipment Risks

Some equipment will have a specific risk associated with it, and the Premises Manager must ensure that use of that equipment is restricted to those individuals who have been trained and are given the task of using it, for example:

- Chain saws, powered grass cutters, rotavators, lathes, gas and electric welding equipment, drills, milling machines, grinders;
- Tugs, trailers, forklift trucks, tractors and equipment;
- Specialist access equipment etc.

Repairs, modifications, maintenance and servicing of such equipment must also be restricted to those persons specifically designated and trained to perform such operations. In many cases this will be external specialist agencies as opposed to academy employees.

Provision of Information

Premises Managers will ensure that all persons who are expected to use the work equipment have available adequate health and safety information, and, as appropriate, written instructions pertaining to use of the equipment. Premises Managers will also need to take into account supervisors of such persons and ensure that they are given the same information. The information should include any foreseeable abnormal situations and should be comprehensible to all, including being presented in appropriate languages.

General Information on the acquisition of any work equipment

Each academy will ensure that however work equipment is obtained, be it either purchased new, purchased second-hand, received through donation from other organisations, or from any individual, it will comply with the requirements of the Provision and Use of Work Equipment Regulations 1998.

To enable the academy to meet these legal requirements, where the equipment being obtained is not of a simple construction where hazards are obvious and the means to avoid them simple, the academy will require that discussion takes place between staff obtaining the equipment, staff using it, and specialist officers such as the Health and Safety Lead.

In this way the requirements of the Regulations can be considered and addressed prior to the equipment being accepted on site. Premises Managers should ensure that the equipment being used complies with any Enactment which implements in the UK any of the EU Community Directives. Where appropriate, managers should

ensure that the equipment bears a CE mark, and if necessary request a copy of the EC Declaration of Conformity. Unfortunately the definition of 'work equipment' contained within the guidance to the Regulations is fairly wide. For the Trust any item that is not part of the fixtures of the building, i.e. walls, stairways, windows and roof, can be considered as work equipment.

Reporting faults, design flaws

In the cases of equipment being found to have inherent faults or design flaws, Premises Managers should immediately remove the item from use and report the fault to the Facilities Manager.

5. Training

Premises Managers will ensure that training is given to all persons who are involved with the work equipment. The training needs to include health and safety, methods of use and any risks which may result during use, adjustments or servicing. If the demonstration is given by in-house staff it should be formally recorded.

6. Monitoring

Maintenance of Equipment, Risk assessments, Log Books & Record Keeping will be carried out by the Premises Manager. This will be audited on an annual basis by the Facilities Manager within the Trust; this will then be included within a report to the governors within each academy.

7. References

- EC Use of Work Equipment Directive 89/655/EEC
- The Provision and Safe Use of Work Equipment Regulations Safe Use of Lifting Equipment and Lifting Operations Regulations
- The Management of Health and Safety at Work Regulations
- The Personal Protective Equipment at Work Regulations

Appendices:

- **PUWER (Provision of Work Equipment Regulations) Safety Check List**
- **PUWER hand tool assessment**

PUWER (Provision of Work Equipment Regulations)
Safety Check List

Machine Description	Serial Number	Location

General Condition of Machine:
Visual Inspection (mechanical):
Visual Inspection (electrical):
Emergency stop buttons:
Fitted: Yes / No
Guards:
Available: Yes / No Fitted: Yes / No
Interlocks:
Machine modifications:
Risk assessment (to include COSHH for any lubricants etc.):
Date completed:
Action required

FIVE RIVERS Multi Academy Trust

PUWER Equipment Safety Checklist

Information, Instruction and Safe Use

1.	Are there written instructions covering a. any unusual hazards or complicated features? b. where appropriate, emergency shutdown?	Y Y	N N	N/A N/A
2.	a. Has instruction in readily comprehensive form (written or verbal) on **all** hazards been passed on to **all** those who use the equipment? b. Have any written instructions provided by the manufacturer been passed on to users?	Y Y	N N	N/A N/A
3.	a. Have **all** users of the equipment been given adequate training in correct use, risks and precautions? b. Is a training record kept which verifies this?	Y Y	N N	N/A N/A
4.	Is the equipment being used in accordance with the manufacturer's instructions?	Y	N	N/A
5.	If it has been adapted, is the adaptation suitable and safe?	Y	N	N/A
6.	Is the equipment used in an appropriate environment? (Consider e.g. ventilation, damp, flammable conditions).	Y	N	N/A
7.	If the equipment may be moved, is the weight known?	Y	N	N/A
8.	a. Are the start and stop controls clearly marked? b. Are other operating controls, and the contents of any containers, clearly marked?	Y Y	N N	N/A N/A
9.	Are there clear warning notices or markings (e.g. to wear personal protection, restrictions on use, list of authorised users) where appropriate?	Y	N	N/A

Maintenance

10.	What are the appropriate intervals for checking: a. electrical safety? _____ b. any safety devices? _____	Y Y	N N	N/A N/A
11.	*If* inadequate maintenance could cause the equipment, guards, or other protection to fail in a dangerous way, is there a system of planned preventive maintenance, including where appropriate the periodic replacement or refurbishing of items before they reach the end of their usual life?	Y	N	N/A
12.	Have clear maintenance instructions been given to those responsible for maintaining the equipment?	Y	N	N/A
13.	Is the equipment and system of maintenance designed to minimise the risks which may arise during maintenance?	Y	N	N/A

Specific Hazards

14.	Is protection adequate in relation to a. items falling from the equipment? b. items being ejected? c. overturning? d. collapse? e. overheating or fire? f. disintegration? g. explosion?	 Y Y Y Y Y Y Y	 N N N N N N N	 N/A N/A N/A N/A N/A N/A N/A
15.	Is the equipment made stable where appropriate by bolting, clamping or tying?	Y	N	N/A
16.	Is there sufficient general and (where necessary) local lighting?	Y	N	N/A
17.	Is there protection against contact with hot or very cold temperature, so far as appropriate?	Y	N	N/A
18.	In the case of pressurised equipment, is there a written scheme of examination?	Y	N	N/A
19.	If gas fume or dust is released when the equipment is used, is there a. a local exhaust ventilation, tested annually? or b. a COSHH specific assessment	 Y Y	 N N	 N/A N/A

Dangerous Parts of Machinery

20.	Are all parts of dangerous machinery guarded?	Y	N	N/A
21.	Are all guards sound and in good working order?	Y	N	N/A
22.	Do they permit an adequate view of the operation where this is necessary?	Y	N	N/A
23.	Is it difficult to bypass or disable them?	Y	N	N/A
24.	Can the machinery only be started when a specific labelled start device is used: (NB. the normal cycle of automated machinery is exempt from this requirement)	Y	N	N/A
25.	Is it impossible to start the machine just by resetting a safety device?	Y	N	N/A
26.	Is there a readily accessible stop device which stops the machinery in a safe way?	Y	N	N/A
27.	Where appropriate (i.e. where in a foreseeable emergency it could help) is there a prominent easily accessible emergency stop device?	Y	N	N/A
28.	Can controls be operated safely and easily?	Y	N	N/A

29.	Is there a system of work which ensures that nobody is in a dangerous position when machinery is about to be started?	Y	N	N/A
30.	Does the start device need to be activated to restart the machine if a. the power fails? b. a control or safety device fails or trips out?	 Y Y	 N N	 N/A N/A
31.	If the power is isolated does the machinery come to rest safely without the possibility of access to dangerous parts?	Y	N	N/A
32.	Can the equipment be securely isolated from power to prevent inadvertent reconnection a. by removing a plug from a socket which is easily visible to the person at risk? b. by locking it off?	 Y Y	 N N	 N/A N/A

Summary

Action to be taken in order of priority:

_____

_____

_____

_____

Date by which action to be taken: _____

Date for review (maximum interval 5 years): _____

FIVE RIVERS Multi Academy Trust

PUWER hand tool assessment

Tool description	Condition	Pass/Fail	Comment	Date	Next review date