



Safe Use of Equipment Policy

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Definitions

Company	AAA Caring Caretaker
Responsible Person	Robert Stephenson

AAA Caring Caretaker Ltd recognises that work equipment presents many hazards. The company is committed to doing all that is reasonably practicable to prevent, reduce and control the risks to people's health and safety from the equipment that they use at work. This document details the Safe Use of Equipment policy implemented at AAA Caring Caretaker Ltd and will cover:

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1. Scope

- 1.1 This policy applies to all employees, volunteers, contractors and any others identified as being at risk within the risk assessment.
- 1.2 The purpose of this document is to:
- Enable AAA Property North East (the company) to ensure that it provides a safe working environment so far as is reasonably practicable
 - Ensure that the appropriate risk assessments and control measures are in place

2. Introduction

- 2.1 The company will ensure that all work equipment obtained will comply with the requirements of the Provision and Use of Work Equipment Regulations 1998.
- 2.2 To enable the Company 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 company will require that discussion takes place between staff obtaining, staff using and specialist officers such as Health and Safety Manager and Fire Officers. In this way the requirements of the Regulations can be considered and addressed prior to the equipment being accepted on site.
- 2.3 Unfortunately, the definition of work equipment contained within the guidance to the Regulations is fairly wide. For the company 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.

3. Legal Framework

- Health and Safety at Work, etc. Act 1974
- Management of Health and Safety at Work Regulations 1999
- Workplace (Health, Safety & Welfare) Regulations 1992
- Work at Height Regulations 2005
- Pressure Systems Safety Regulations 2000
- The Provision and Use of Work Equipment Regulations 1998 (PUWER)
- Lifting Operations and Lifting Equipment Regulations 1998 (LOLER)
- Personal Protective Equipment at Work Regulations 1992
- The Control of Noise at Work Regulations 2005
- Electricity at Work Regulations 1989

4. Responsibilities

4.1 It is the responsibility of Directors to:

- Take responsibility for the safe undertaking of all aspects of work under their control. Where actions to control risks are beyond the authority of managers.
- Directors must ensure there are adequate arrangements in place for such hazards and risks to be notified to them by the fastest possible means and that they are effectively managed and controlled.
- Directors must ensure that managers are adequately trained to identify hazards, assess risks, develop adequate control measures, and understand their responsibility and level of authority.

4.2 It is the responsibility of all managers to ensure that:

- Risk assessments are undertaken in relation to all work equipment in their areas of responsibility and that appropriate actions are taken to reduce the risks, so far as is reasonably practicable
- Risk assessments are reviewed in line with the company's Risk Assessment Policy
- Appropriate instruction & training is provided for staff

- Current good practice will be followed when introducing new or refurbished work equipment
- Contractors and sub-contractors are effectively monitored in order to reduce hazards which they create
- An effective planned preventative maintenance programme is in place

4.3 Employees

- All employees have a duty under health and safety legislation to take reasonable care for the health, safety and welfare of themselves and any other person who may be affected by their acts or omissions whilst at work.
- Employees, who use equipment, should ensure they use the equipment in a manner prescribed in any approved documents be they either manufacturers operating instructions or derived instructions from other competent sources.
- They must not interfere with or misuse anything provided in accordance with health & safety law for example the deliberate removal or overriding of guards and interlocks on machinery.
- Employees who maintain work equipment should ensure that prescribed procedures are followed and appropriate records of tests and recalibrations are recorded in suitable locations and log books associated with the equipment.
- To report any matters that present a serious and immediate danger or where there are shortcomings in the arrangements that have been made for health and safety.
- To co-operate with the employer in matters relating to health and safety, including the assessment process. This duty includes making use of the safe systems put in place as a result of the risk assessments to reduce the risk of harm from work activities.

5. Risk Assessment

- 5.1 The company will ensure that exposure to risk is identified and adequately controlled via the risk assessment process, in accordance with the company's Risk Assessment Policy so that appropriate action can be taken to reduce the risk so far as is reasonably practicable. Please refer to the Risk Assessment and Control of Substances Hazardous to Health Policies for guidance on the assessment process.
- 5.2 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. In this manner the suitability criteria of construction, design or adaptation can be addressed.

6. Guidance

6.1 Maintenance of Equipment, Log Books, Record Keeping

Each manager who obtains equipment must ensure that the equipment is:

- Maintained in an efficient state, in efficient working order and repair. 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.
- If the maintenance operative carried out this work, how can the organisation be certain that all the equipment has been checked?
- What does the inspection and maintenance activity actually include?
- If at the time of inspection any of the equipment were in use away from the site would they be missed?
- If there was an accident with the equipment, associated with poor maintenance, could the company demonstrate that the individual piece of equipment had been maintained?

- Some equipment will require the inclusion in planned preventative maintenance schemes as a matter of course to ensure safety, for example all mobile vehicles will require pre-start checks, regular inspection of brakes, steering and lighting systems.
- Where the company has workshop facilities machine guards, interlocks, trip switches and emergency stops will require regular periodic test, adjustments and repair.

6.2 Special Inherent Equipment Risks

Some equipment has specific risks associated with it and managers 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 will also require being restricted to those persons specifically designated to perform such operations.

6.3 Provision of Training

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.

6.4 Technical Requirements for Machinery

Regulations 11-18 of the PUWER deal with specifics of machinery and managers should be aware of these requirements. It is not the intention of this policy to include all these regulations in full, but the following information should be taken as an indication of criteria that should be taken into account when work equipment such as machinery is being obtained.

Reference to the full text of the Regulations and guidance should be made prior to obtaining machinery.

- Reg. 11 Dangerous Parts of Machinery - prevent access to dangerous parts and any extending stock bar; measures may include guards, protection devices, interlocks, provision of jigs, holders push sticks.
- Reg. 12 Protection against Specified Hazards - by other means than supplying Personal Protective Equipment or information and instruction, hazards may include articles falling, being ejected from equipment, rupture or disintegration, equipment catching fire or overheating, unintended or premature discharge of any article, gas, dust, liquid or vapour produced or stored in the equipment.
- Reg. 13 High or Very Low Temperature - suitable protection against parts of equipment, substances stored within or produced by work equipment, becoming hot or very cold.
- Reg. 14-18 Covers, Controls and Control Systems - managers need to ensure these are provided.
- Reg. 14 Controls for Starting or Making Significant Change in Operation.
- Reg. 15 Stop Controls - must bring equipment to safe condition not necessarily stopped.
- Reg. 16 Emergency Stop Controls - depends on nature of hazards presented by machinery - again they must bring equipment to safe condition.
- Reg. 17 Controls - must be visible and identifiable.
- Reg. 18 Control Systems - must be safe - must not create an increased risk.

6.5 Means of Isolation of Equipment from Energy Sources

Managers must ensure that equipment that they obtain which requires installation into existing or new services, is provided with means of isolation from those sources of energy. Isolation in this instance means without risk of inadvertent electrocution. For some equipment this could be as simple as removing the plug from the socket, for others it means providing lockable electric isolators and valves.

6.6 Marking of Equipment Associated with Health and Safety Hazards

Managers who obtain equipment will ensure the equipment is marked clearly in respect of any aspect relating to Health and Safety.



7. Information and Training

Employees and others must be provided with all the necessary information, instruction, training and supervision to enable them to recognise the hazards and appreciate the risks relating to work equipment.

8. Policy Implementation

One essential ingredient of an effective policy is how it is communicated to staff.

Below are some of the channels, through which the policy will be communicated and implemented:

- Posted onto the company's shared drive / policy folder
- Introduced to new members of staff at their induction

9. Monitoring and Review

9.1 The Managing Director will be responsible for the monitoring and review of this policy.

9.2 This policy will be formally reviewed at least every three years.

9.3 This policy will also be reviewed where:

- a) There has been a significant change in the work activity or process. There has been any adverse event involving working at height.
- b) Information has evolved or new legislation is introduced.

10. Acceptance of the Policy

I have read and understood the policy and appendices. I understand the impact, implications and my responsibility in relation to this policy.

Name	Signature	Date