



# Provision and Use of College Work Equipment Policy

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## Revision history

Version	Type (e.g. replacement, revision etc)	Date	History (reason for changes)

## Monitoring and review

This policy will be reviewed at least every two years by the Health & Safety team.

## **This policy contains the following:**

1. Introduction
2. Arrangements
3. Selection and Suitability
4. Protection Against Specified Hazards
5. Controls and Control Systems
6. Maintenance
7. Maintenance Operations
8. Inspections and Examinations
9. Conformity with Community Directives
10. Dangerous Parts of Machinery
11. Isolation from Energy Sources
12. Stability
13. Temperatures
14. Lighting
15. Marketing/Warnings
16. Mobile Work Equipment
17. Roll Over Protection
18. Portable Appliance Testing (PAT)
19. Training

### **1. Introduction**

This document sets out the College's Policy for the provision and use of college work equipment. It conforms to the Health and Safety at Work Act 1974. The Provision and Use of Work Equipment Regulations 1998 (PUWER) and The Supply of Machinery (Safety) Regulations 2008

The College recognises that it has a duty to provide machinery, equipment and other plant that is safe and without risks to health and must maintain them in that condition and is committed to providing an environment that is free from uncontrolled risks to the health and safety of all users of college premises and persons who may be affected by its undertakings, so far as is reasonably practicable.

Although a college-wide approach has been established, detailed arrangements for controlling and managing risks to staff and students caused by the Provision and Use of Work Equipment remain the responsibility of individual departments.

All college staff are responsible for ensuring compliance with this policy as it applies to all work equipment within their respective work areas. If in doubt as to the application of the Provision and Use of Work Equipment Regulations 1998 (PUWER) a particular piece of equipment (after reading the Health and Safety Executive (HSE) definition contact the Health and Safety Manager.

### **2. Arrangements**

The risk assessment of work equipment can be made as part of, or as an extension of, the more general risk assessment duties placed on the College by the Management of Health and Safety at Work Regulations 1999.

When assessing the risks, use must be made of all the information available about what the equipment will be used for.

All work equipment must be logged on the central asset management system within one week of delivery.

### 3. Selection and Suitability

The safety and suitability of work equipment must be assessed from three aspects:

- Its initial integrity;
- The place where it will be used;
- Its intended purpose.

When selecting equipment, particular attention must be given to its suitability by design, construction or adaptation for the actual operation it is to be used for. If it is adapted it must still be suitable for the operation it is to be used for and comply with the requirements of The Supply of Machinery (Safety) Regulations 2008.

The location where it is to be used must be assessed to take account of the risks that may arise, for example, use of electrical equipment in a hazardous environment. The use of work equipment may also cause risks to health in particular situations which would otherwise be safe eg ergonomic considerations of work stations.

The particular process and working conditions under which the equipment will be used must also be considered, for example, a hoist where a person is lifted in a bathroom. Similarly, it may be inappropriate to use portable power tools for operations which should preferably and effectively be carried out by specialist machinery with appropriate guarding.

### 4. Protection Against Specified Hazards

As part of the risk assessment, specific hazards associated with the use of the work equipment must be assessed to ensure that the risk of injury due to these hazards is prevented. Examples include:

- Materials falling from equipment;
- Materials being thrown out of, or ejected from the equipment;
- Parts of equipment coming apart;
- Overheating and fire;
- Explosion of the equipment due to pressure build up;
- Explosion of the equipment due to chemical reaction.

Where there is a specific and significant risk to health and safety the use of equipment should be restricted to specified persons, who should be adequately trained.

### 5. Controls and Control Systems

Control systems for operation of work equipment should be:

- Easy to operate, recognisable, visible and able to safely start and stop the equipment.
- Emergency stops are installed where appropriate in appropriate locations around the equipment that enable the equipment to be stopped when an irregular event occurs bringing the equipment to a stop safely under control.
- Positioned to prevent inadvertent contact.
- Positioned as not to expose the operator to additional hazards.
- Maintained in a good working order.

All access to start keys and starter devices must be controlled, to ensure that equipment is only used by authorised people.

## 6. Maintenance

Each college area must ensure all work equipment is used in accordance with manufacturer's recommendations, properly maintained in efficient working order and good repair and where provided, an up-to date maintenance recording log must be available.

The frequency of maintenance activities will depend on:

- Intensity of use – frequency and maximum working limits.
- The environment in which it is used eg outdoors or indoors.
- The variety of operations – is the equipment performing the same task continuously or does it change.
- Risks to health and safety from malfunction or failure.

## 7. Maintenance Operations

When maintenance work is carried out it must be done:

- With the equipment stopped and isolated wherever possible.
- Where the equipment cannot be stopped and isolated additional controls such as temporary guards, limited movement controls, crawl speed operated by hold to run controls etc are adopted.

Only competent persons must carry out maintenance operations.

## 8. Inspections and Examinations

In addition to any pre-use checks by operators, certain work equipment must be formally inspected where its safety of it depends upon its condition, installation, or where the environment could cause deteriorations and result in a dangerous situation. Such inspections would include, as appropriate, visual checks, functional checks and testing for the purposes of safety.

Equipment must be inspected:

- After it is assembled or installed.
- If moved to a new site/location.
- As often as necessary to ensure safety (and in particular to make sure that any deterioration can be detected and remedied in good time).
- Following exceptional circumstances, ie a major accident.

Any lifting equipment covered by the Lifting Operations and Lifting Equipment Regulations 1998, is inspected and thoroughly examined in compliance with the regulations.

Any pressure systems and/or vessels covered by the Pressure Systems Safety Regulations 2000 is inspected and thoroughly examined in compliance with the regulations.

No work equipment identified as requiring a suitable inspection must leave the College to another organisation or, (if obtained from another organisation) be used by the College, unless it is accompanied by physical evidence that the last inspection required has been carried out. Such physical evidence may be a copy of the inspection record, in the case of large items, or may be tagging, labelling etc for smaller items.

Inspections must be carried out by a competent person and records of inspections must be produced and retained.

Where more than one of the same items exists, each item should be easily identifiable for the purpose of inspection and use.

## **9. Conformity with Community Directives**

All new, second-hand or donated work equipment taken into use must carry a CE marking; and be accompanied by relevant certificates or declarations, together with adequate operating instructions, and information about residual hazards such as noise and vibration.

Equipment should also comply with the Supply of Machinery (Safety) Regulations 2008 and all other relevant legislation such as, but not limited to the Control of Vibration Regulations 2005.

## **10. Dangerous Parts of Machinery**

Access to dangerous parts of work equipment/machinery must be prevented and wherever practicable the movement of any such part must be stopped before injury can take place. It must not be possible to by-pass or disable any of the preventative measures that have been installed.

The hierarchy of control which must be applied to the extent that it is practicable is:

- Provision of fixed guards; then
- Other guards or protection devices; then
- Jigs, holders, push-sticks or similar protection appliances; then
- Information, instruction, training and supervision.

## **11. Isolation from Energy Sources**

Where appropriate, powered work equipment should be provided with suitable means to isolate it from sources of energy, to allow it to be made safe for maintenance or if an unsafe condition develops, eg overheating. Emergency stop buttons and other means of isolating equipment from energy sources must be clearly identifiable and readily accessible. For some equipment, isolation can be achieved by removing the plug from the electrical supply socket; other equipment may require an isolating switch or valve.

Reconnection once isolated must not expose people to any risks.

## **12. Stability**

All fixed work equipment must be installed correctly to ensure its stability during use.

All equipment which may fall over, collapse, or overturn, must be adequately secured in place. This should be achieved by fixing equipment to the floor by bolting, tying, fastening or clamping. Stability of mobile equipment must employ the use of outriggers as necessary.

## **13. Temperatures**

Steps must be taken to prevent people coming into contact with work equipment, components and articles or substances, which are likely to burn, scald or sear.

## **14. Lighting**

Lighting within the work place should be suitable and sufficient for the operation of work equipment. If tasks involve perception of detail, additional local lighting should be provided. Temporary lighting for use when carrying out maintenance operations or repairs may also be necessary e.g. use of portable lamps, torches.

## **15. Markings/Warnings**

All work equipment must have clearly visible markings, where appropriate, and any warnings or warning devices appropriate to ensure safety eg a reversing beacon. Warnings or warning devices must be unambiguous, easily perceived and easily understood.

Any markings must conform to BS 5499 or the requirements of the Health and Safety (Safety Signs and Signals) Regulations 1996.

## **16. Mobile Work Equipment**

No person must be carried by mobile work equipment unless it is suitable for carrying people. For vehicle designed primarily for travel on public roads, compliance with Road Vehicles (Construction and Use) Regulations 1986, will be sufficient to comply with this.

## **17. Roll Over Protection**

Mobile work equipment must protect staff from roll over risks, via stabilisation of equipment, or with structures, which either ensure that it does no more than fall on its side, or provides sufficient clearance to anyone being transported.

## **18. Portable Appliance Testing (PAT)**

Bradford College completes an annual Portable Appliance Testing (PAT) schedule. Once Portable Appliance Testing (PAT) testing is completed, stickers will be placed on all appliances and a Portable Appliance Testing (PAT) Register will be provided to the Facilities team.

New items do not need PAT Testing immediately and will be covered in the next annual test schedule. Second hand and/or donated items will require PAT Testing before they are used.

Bradford College has staff who are able to complete PAT Testing on an ad-hoc basis. This will include items such as hair dryers, hair straighteners etc. If items are required to be PAT tested, staff are to inform the Health and Safety team immediately.

Students are allowed to bring their own devices into Bradford College. These devices can only be laptop chargers and phone chargers. Staff are allowed to inspect the chargers and ask students to stop using these if they see any damaged.

Staff and students are discouraged from charging e-cigarettes and battery pack on Bradford College premises. If these items do require charging the user must supervise the item at all times. If staff find any unattended items, these will be unplugged and handed in to lost property.

## 19. Training

All users of work equipment and their Heads of Departments must be competent having received adequate health and safety information, instruction, supervision and training and where appropriate, specified written instructions relating to the use of work equipment.

This must provide information about safe working methods, the risks arising and the precautions to be taken.

Training may include:

- Recognition of hazards both mechanical and non-mechanical.
- Causes of risk.
- Equipment limitations.
- Safe Systems of Work.
- Accident procedures and what to do in the event of an emergency.

Records of training must be maintained by each college area and refresher training must be given at intervals.

## Appendix 1

### Checklist for buying new equipment

Tell the supplier where the machine will be used, what you want to use it for and who will be using it, particularly if it is a complex or custom-built machine.

Ask the supplier the following:

- What health and safety risks might there be when using the equipment?
- Are there any dangerous parts and what guards will be provided?
- Will it need emergency stop controls and how will it be isolated?
- How do the controls and control systems work?
- Will dust or fumes, etc be produced by the equipment? If these are likely to be in significant quantities, can an existing extraction system be adapted to cope with the new equipment or will you have to buy a new system?
- Has the equipment been designed to minimise the noise and vibration levels produced?
- Are there any extremely hot or very cold parts of the equipment, and can they be insulated or protected?
- Are there any lasers or thickness gauges, and can any exposure to radiation be eliminated? If not, what precautions are there to stop any exposure to radiation?
- What has been done to eliminate the risk of electric shock particularly during maintenance work, when covers or control panels may be open? Are there risks from other sources of energy such as hydraulic or pneumatic?
- Is there clear information about installation, maintenance and breakdown procedures?
- Will college be informed if problems arise with similar equipment bought by other users?

In addition, it is good practice for the supplier or manufacturer to have a service back up or help line, so that college can get further information as it is needed. Check what is to be provided before buying.

## Post-delivery of new equipment and pre-use

- Check that it has CE marking (where necessary) and ask for a copy of the EC Declaration of Conformity if one has not been provided.
- Check that the supplier has explained what the equipment is designed to be used for and what it cannot be used for (unless this is off the shelf equipment).
- Make sure a manual has been supplied which includes instructions for safe use, assembly, installation, commissioning, safe handling, adjustment and maintenance.
- Make sure the instruction manual is written in English. (The maintenance instructions may however be written in another language if specialised staff from the manufacturer or supplier will carry out maintenance).
- Make sure information has been provided about any remaining risks from the equipment, and the precautions you need to take to deal with them. These may include electrical, hydraulic, pneumatic, stored energy, thermal, and radiation or health hazards.
- Check that data about noise and vibration levels have been provided and, where necessary explained.
- Ensure that any warning signs are visible and easy to understand.
- For complex and custom-built equipment arrange for a trial run so that the safety features and how they work can be demonstrated.
- Make sure any early concerns about the safety of the equipment are reported to the supplier.
- Register the item(s) on the central asset system.

Remember - **Never** assume that equipment is safe just because it has CE marking.