

All Hampstead Hill School Policies are always to be read and considered in conjunction with Equal Opportunities, Race Equality and Inclusion Policies. This Policy of Hampstead Hill School applies to all sections of the school including the Early Years Foundation Stage.

# Hampstead Hill School

## Health and Safety Policy:

### Work Equipment



## Introduction

Managers are responsible for ensuring that:

- All work equipment is suitable for the purpose for which it is used or provided and only used under appropriate conditions
- Work equipment is properly maintained and, where maintenance logs are kept for high risk equipment, the log should be kept up to date
- Work equipment is inspected if its safety is dependent upon the installation conditions or it is likely to be exposed to conditions that could cause deterioration, resulting in dangerous situations
- People who use work equipment are given adequate information, instruction and training. This includes written and verbal instructions on the potential risks and precautions when using any type of work equipment.

Risk assessments will be required for those events listed above. When purchasing new equipment, this form should be completed prior to purchase.

## Suitability of Work Equipment

The selection of suitable work equipment for particular tasks and processes makes it possible to eliminate many risks in the workplace. The assessment should consider 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 the manufacturer's specifications and instructions. Ergonomic risks, such as working heights and reach distances, should be considered.

## European Conformity Directives

Any work equipment which was first used after 31 December 1992 must comply with any conformity directive concerning the safety of the product in question. One such directive is the Supply of Machinery Regulations 1992. These regulations require that most machinery supplied in the UK must satisfy essential safety requirements and carry CE marking and other information. When buying machinery managers should check for CE marking and ask for a copy of the Declaration of Conformity.

## Maintenance

It is important the 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 checks on basic equipment to detailed planned preventative maintenance for complex high-risk equipment.

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.

## Maintenance Operations

It should be remembered that different maintenance techniques have different benefits.

- Planned preventative maintenance involves replacing parts and making adjustments at pre-set intervals so that risks do not occur as a result of deterioration or failure of equipment.
- Condition based maintenance involves monitoring the condition of any safety critical parts and carrying out maintenance as necessary.
- Breakdown maintenance is only likely to be suitable in situations where failure is not likely to present a significant risk.

Work equipment should be constructed or adapted to ensure that maintenance operations involving a risk to health and safety can be carried out while work equipment is stopped. In situations where this is not possible, control measures must be in place to reduce health and safety risks.

## Inspection

After installation or assembly at a new site, work equipment must be subject to a suitable inspection by a competent person. The inspection should include any necessary testing and ensure that the equipment is correctly installed and safe to operate. The installer would usually carry this out. It is essential that managers ensure a commissioning procedure is implemented.

If there is likelihood that the equipment could deteriorate resulting in dangerous situations, inspections should be carried out at suitable intervals and each time exceptional circumstances

are liable to jeopardise the safety of the equipment, such as overload, collision or major repair. The frequency of inspection should be determined by a risk assessment to establish the likely periods in which deterioration could present a significant risk. Any manufacturer's guidelines should always be considered. In practice, inspection intervals should be reviewed in light of experience.

The extent of the inspection should be proportionate to the risk posed by the equipment. The inspection should always include appropriate testing and checks of safety-related parts, such as limit switches, interlocks and protection devices. Records of such inspections should be retained. If the equipment is moved to another site, records must be transferred. Records should normally include the type and model of equipment including identity marks, its normal location, the date and name of the inspector, any faults and actions taken, the name of the person to whom faults were reported and the date and details of remedial actions.

Suitable action should be taken to ensure that any **defective equipment** is not used. In the case of powered equipment, this is likely to involve an isolation procedure. Other examples of suitable measures might include storing the equipment, which should be labelled as defective, in a secure place until repairs are carried out.

## Information, Instruction and Training

All users, supervisors and managers of work equipment must be provided with adequate health and safety information and, where appropriate, specified written instructions relating to the use of such equipment. This can include information provided by manufacturers or suppliers, such as machine manuals, warning labels, training manuals and instruction sheets. These companies are required to provide information to enable the correct installation, safe operation and maintenance of work equipment. Staff should ask or check that they are provided. It may be necessary to produce in-house instructions.

Adequate training covering particular work methods, any risks likely to arise and precautions to take must be provided. Training needs are likely to be greatest on recruitment. However, training may also be required if there are changes in the system of work or risks to which people are exposed, such as when new technology or equipment is introduced. Refresher training should also be provided, particularly for infrequent users of equipment. Special consideration should be given to the training and supervision of young persons to whom a greater duty of care is owed.

In general, it is necessary to evaluate the competence of employees to operate the full range of equipment they use and ensure the competence they need to manage and supervise the use of equipment. Training should be used to make up any shortfall in competence to ensure work is carried out with due regard to health and safety. Account should be taken of the circumstances in which the employee works, such as the degree of supervision. Training should take place within working hours.

## Dangerous Parts of Machinery and Specified Hazards

Managers should ensure that risk assessments are used to identify the hazards presented by machinery and that the nature, severity and likelihood of injuries are evaluated. This will help to determine whether the level of risk is acceptable or identify if risk reduction measures are needed.

## Dangerous Parts of Machinery

There is an absolute requirement to prevent access to dangerous parts of machinery. It is therefore essential that suitable risk reduction measures are employed to ensure this. The preventative measures listed below are ranked in the order they should be implemented where it is practical to achieve an adequate level of protection.

The levels of protection are:

- Fixed enclosed guards
- Other guards and protective devices, such as interlocked guards and pressure mats
- Protection appliances, such as jigs
- The provision of information, instruction, training and/or supervision.

## Specific Hazards

It is necessary to take steps to prevent exposure to certain specified hazards by means other than the provision of personal protective equipment or of information, instruction, training and supervision. These specified hazards are:

- Any article or substance falling or being ejected from equipment;
- Rupture or disintegration of equipment parts;
- Work equipment catching fire or overheating;
- Unintended or premature discharge of any article, gas, dust, liquid, vapour or substance which is in each case used or stored in the equipment;
- Unintended or premature explosion of the equipment or any article or substance produced, used or stored in it.

## High or Very Low Temperatures

It is also necessary to take steps to prevent the risk of injury from contact with hot or cold equipment, articles and substances. Again, engineering methods should also be applied in preference to personal protective equipment or organisational measures, such as warning signs.

## Equipment Stability

Risk assessments should also consider the stability of equipment. There are many types of work equipment that might fall over, collapse or overturn unless suitable precautions are taken. Most machines used in a fixed position should be bolted down or fixed securely. Ladders should be set

at the correct angle and tied or footed. Some mobile equipment requires the use of stabilisers or outriggers during use to increase its stability. It is essential that this equipment is always used correctly within the limits of its stability. Where balancing or counterbalancing is used on portable equipment the stability of the equipment should be re-appraised each time it is repositioned.

## Lighting

Any place where a person uses work equipment should be suitably and sufficiently illuminated. The lighting should be adequate for the task at hand. Special lighting may be required if the task involves the perception of detail.

## Markings and Warnings

Wherever appropriate for reasons of health and safety, work equipment must be appropriately marked or incorporate warning signs, systems or devices. Many examples of such controls are required by specific legislation. Examples include visual or audible warnings, the marking of maximum safe working loads and signs informing users to wear personal protective equipment, such as goggles, while using the equipment in question.

## Control Systems

Control systems for work equipment must be appropriately located, used and correctly identified. Examples of control systems include start and stop controls and emergency stops.

It should only be possible to start equipment by using appropriate controls. It should not be possible to re-start the equipment simply by re-setting a protective device. Controls should also be designed and positioned so as to prevent inadvertent or accidental operation of the equipment.

When risk assessments identify the need for emergency stops they should be easily reached and actuated. Common types are mushroom-headed buttons, bars, levers, kick plates or pressure sensitive cables.

Where appropriate, equipment should also be provided with suitable means to isolate it from all forms of energy. This is to allow the equipment to be made safe under certain circumstances, such as when maintenance is carried out. The means of isolation should be clearly identifiable and readily accessible. For some equipment, it may be suitable simply to remove a plug. For other equipment, an isolating handle, switch or valve may need to be locked in the off or closed position to prevent unsafe reconnection.

## Mobile Work Equipment

The safety of self-propelled work equipment must also be guaranteed by ensuring that equipment cannot be started unintentionally, that it is fitted with devices to prevent crushing and that it stops safely when out of operator range.

There are some situations detailed in the guidance where it is not reasonably practicable to retrofit the new controls required such as ROPS and restraining systems. If the risks associated

with the use the equipment are high, it may be necessary to provide alternative equipment that complies fully.

It is likely that members of staff who have responsibilities for managing mobile work equipment will need to obtain specific guidance relating to the type of plant involved.

Date adopted: March 2013

Name: Andrea Taylor

A handwritten signature in black ink, appearing to read 'A Taylor', is positioned above the 'Signed:' label.

Signed:

# WORK EQUIPMENT CHECKLIST

Establishment:	Specific location:	Date:
Activity or process undertaken:		
Description of work equipment used:		

	Checklist Items	YES/NO	Comments
<b>1.</b>	<b>WORK EQUIPMENT</b>		
1.1	Does the work equipment have a system of identification?	YES/NO	
1.2	Is the equipment CE marked?	YES/NO	
<b>2.</b>	<b>SUITABILITY</b>		
2.1	Can the equipment be used/operated safely where located?	YES/NO	
2.2	Is the equipment only used for the purpose it was intended?	YES/NO	
2.3	Is the environment conducive to safe use/operation?	YES/NO	
2.4	Is the use of the work equipment to be restricted to trained and authorised personnel?	YES/NO	
2.5	Is the equipment produced to appropriate British and/or European Standards?	YES/NO	
<b>3.</b>	<b>MAINTENANCE</b>		
3.1	Is there a planned maintenance programme?	YES/NO	
3.2	Is there a maintenance record sheet and is it up to date?	YES/NO	
3.3	Is the work equipment maintained in an efficient state for health and safety purposes?	YES/NO	
3.4	Can <b>ALL</b> maintenance be carried out with the equipment shut down/isolated?	YES/NO	
3.5	If <b>NOT</b> , is a safe system of maintenance work laid down?	YES/NO	

## WORK EQUIPMENT CHECKLIST

<b>4.</b>	<b>INSTRUCTION AND TRAINING</b>		
4.1	Have the users of the work equipment been trained and informed about its safe operation?	YES/NO	
4.2	Have the users of the work equipment been informed of any risks arising from its use?	YES/NO	
4.3	Are there laid down instructions or operations manuals for the use of the equipment?	YES/NO	
4.4	Has all appropriate PPE been identified for the safe operation of the equipment?	YES/NO	
<b>5.</b>	<b>DANGEROUS PARTS OF MACHINERY</b>		
5.1	Are there effective measures in place to stop anyone approaching a moving part of a machine?	YES/NO	
5.2	<b>Can any safeguard/interlock be easily bypassed or disabled?</b>	YES/NO	
5.3	Are guard inspection programmes in place and documented?	YES/NO	
<b>6.</b>	<b>SPECIFIED HAZARDS</b>		
6.1	Are the hazards likely to arise from this equipment reduced to as low a level as is reasonably practicable without the use of PPE?	YES/NO	
6.2	Have specified hazards been addressed and measures taken, for example falling objects, articles being ejected, overheating, disintegration, noise, unintentional discharges of gas, vapour or dust?	YES/NO	
6.3	Have all parts of the equipment which could cause hot or cold burns or scalds been protected?	YES/NO	

## WORK EQUIPMENT CHECKLIST

<b>7.</b>	<b>CONTROLS</b>		
7.1	Are controls which will bring the equipment to a safe condition in a safe manner readily accessible?	YES/NO	
7.2	Are the emergency stop buttons marked and suitably positioned?	YES/NO	
7.3	Are all the controls clearly and legibly identified?	YES/NO	
7.4	Do all controls fail to safety?	YES/NO	
7.5	Can the equipment be readily isolated from all energy sources?	YES/NO	
<b>8.</b>	<b>STABILITY</b>		
8.1	Is the equipment secured to prevent movement?	YES/NO	
<b>9</b>	<b>. LIGHTING</b>		
9.1	Is there adequate lighting to carry out all tasks?	YES/NO	
<b>10.</b>	<b>WARNINGS</b>		
10.1	Is the equipment fitted with appropriate warning notices or warning devices?	YES/NO	
10.2	Are all warnings clear and easily understood?	YES/NO	

# WORK EQUIPMENT CHECKLIST

ACTIONS/RECOMMENDATIONS	BY WHOM	DATE

**CHECKS MADE BY:**

**NAME:** ..... **SIGNATURE:** .....