1. Council Procedure

1.1 Haringey Council is committed to ensuring the health, safety and welfare of all its employees at work, of students while they are engaged in activities in our schools, contractors with whom we partner to deliver services, as well as members of the public who live within or access our properties.

1.2 It is recognised that every department and school will have items of work equipment, some of which present a high risk. It is therefore council policy that suitable controls are maintained in relation to the purchase, location, operation and maintenance of all work equipment, so that associated risk levels are both acceptable to avoid harm and to ensure legal compliance. It is mandatory that all employees of all departments and schools adhere to this safety procedure.

2. Scope of Procedure

2.1 This document aims to provide instruction and guidance for all employees on the standards adopted by the council and to be followed by all employees (including agency and temporary staff, students and volunteers) for the purchase, operation, maintenance, inspection and use of work equipment.

2.2 Work equipment is almost any equipment used by a worker while at work, including:

- Machines such as circular saws, drilling machines, photocopiers, mowing machines, tractors, dumper trucks and power presses;
- Hand tools such as screwdrivers, hand saws and knives;
- Lifting equipment such as lift trucks, elevating work platforms, vehicle hoists, lifting slings and bath lifts;
- Other equipment such as ladders and water pressure cleaners.

3. Key Terms & Summary Information

3.1 Key Terms

PUWER	The Provision and Use of Work Equipment Regulations 1998.
Work equipment	Any equipment, machinery, appliance, apparatus, tool or installation for use at work.
Use of work equipment	'Use' includes, starting, stopping, programming, setting, transporting, repairing, modifying, maintaining, servicing and cleaning.
Guard	Physical barrier preventing people gaining access to a danger zone.
Danger zone	Any zone in or around machinery in which a person is exposed to a risk to health or safety from contact with dangerous parts of machinery or a rotating stock-bar.
Stop control	Control that brings work equipment to a safe condition in a safe manner; control that brings work equipment to a complete stop.
Emergency stop	Rapid response to dangerous, unforeseen event to close down the operation of equipment.

3.2 PUWER applies to all equipment used in the workplace. The general requirements are that work equipment is:

- Suitable for the tasks for which it is to be used;
- Safe for use;
- Maintained in a safe condition;
- Where required, inspected to ensure that it remains in a safe condition;
- Used only by people who have received adequate information, instruction and training;
- Where intrinsically hazardous or safety critical equipment/systems are in use, users are assessed as competent before being authorised to use such equipment unsupervised;
- Accompanied by suitable safety measures such as protective devices, markings and warnings.

Equipment will perform better, be safer for use and maintain its value if scheduled maintenance is carried out.

3.3 Detailed information on specific work equipment can also be found in other council health and safety procedures.

4. Responsibilities for Implementation

4.1 Directors, Senior Directors and Headteachers

They are responsible for implementing and monitoring compliance with this procedure in their area or school.

4.2 Managers

4.2.1 Managers are responsible for implementing this safety procedure in their areas of responsibility and must, where appropriate, provide the necessary resources to others for its implementation.

4.2.2 Ensure that all staff who report to them are made aware of the content of this procedure.

4.2.3 Ensure that all risk assessments for areas under their control have due regard to the content of this procedure.

4.2.4 Equipment is assessed to determine what testing and maintenance schedules are required.

4.2.5 A systematic planned maintenance programme is in place to ensure that routine physical maintenance, inspections and testing (where applicable) of equipment is carried in accordance with manufacturer's instructions out by a competent person.

4.2.6 Adequate training, information, instruction and supervision is provided when permitting employees/operators to work with equipment.

4.2.7 Only approved persons use work equipment that poses a significant risk of injury e.g. ladders, drills, strimmer, etc., recorded in Equipment Authorisation Form (Appendix 3) and that appropriate measures are put into place to prevent unauthorised use e.g. lock out devices.

4.3 Employees

4.3.1 Employees are required to work in a safe manner and adhere to the content of this safety procedure.

4.3.2 Use equipment following manufacturer's instructions and training.

4.3.3 Not use equipment for which they have not been trained.

4.3.4 Carry out a visual inspection prior to using the equipment to check for defects, external damage, strange functioning or any other cause of concern.

4.3.5 Not use personal portable electrical equipment at work, except in the case of necessity, in which case the equipment must be maintained to prevent danger, e.g. through combined inspection and portable appliance testing (PAT) by a competent person prior to use. The only equipment that would be an exception to this are USB cables used to charge small items (mobile phones), providing the cables are plugged into PAT tested Council/school provided equipment e.g. desktop PC, laptop, etc.

4.3.6 Only use equipment for the purpose that it was manufactured, supplied or provided.

4.3.7 Not tamper or interfere with any safety equipment, devices or guarding.

4.3.8 Not remove any equipment guarding, unless they are competent and authorised to carry out its maintenance.

4.3.9 Not remove or add any additional parts to the equipment unless it is specifically designed and approved for that purpose.

4.3.10 Always use the personal protective equipment advised by the manufacture/supplier, the safe system of work (risk assessment, method statement, direct instruction) or as displayed on the equipment.

4.3.11 Report any unsafe or faulty equipment to their Manager and take measures to prevent further use.

5. Specialist Advice

5.1 The council provide specialist advice by employing competent qualified health and safety practitioners, who are part of the Corporate Health and Safety Team. They can be contacted by telephone or email: 020 8489 4589, health.safetyadvice@haringey.gov.uk.

6. Other documents you may need to consider

6.1 Legislation and Guidance

- HSE publication - Using Work Equipment Safely INDG229
- HSE publication - Provision & Use of Work Equipment Regulations 1998 - Approved Code of Practice L22

7. Action to Take

7.1 Identify and assess existing work equipment within the area under your control to ensure its suitability with respect to the equipment's integrity, the place where it is used and its specific purpose.

7.2 Prior to the purchase of new equipment it should be assessed for its suitability with respect to its integrity, the place where it will be used and its specific purpose. You should satisfy yourself that the equipment does not pose an unacceptable level of risk and adequate controls can be maintained without incurring unsustainable cost.

7.3 All new work equipment brought into the workplace must bear a CE marking or be accompanied by a certificate or declaration of conformity as required by EC product Directives. However, a CE mark is only a claim by the manufacturer that the machinery is safe and they have met the relevant supply law – the owning department still need to assess the equipment to make sure it is safe.

7.4 An asset list should be prepared by the responsible person for the area, which should include as a minimum all:

- Portable electrical appliances;
- Items of lifting equipment;
- Pressure systems;
- Local exhaust ventilation (including fume cupboards and welding extraction);
- Gas systems and appliances (both mains and compressed gas);
- Other significant items of high risk equipment (e.g. compactors, fork lift trucks etc.).

7.5 It is the responsibility of the responsible person for the area to ensure all work equipment is subject to an appropriate maintenance regime and for the keeping of records in relation to that regime.

7.6 Certain items of work equipment are required by statute to have independent inspections at prescribed frequencies. These include certain:

- Lifting equipment;
- Pressure systems;
- Local exhaust ventilation systems.

The above list is not exhaustive.

The Insurance Team has a contract in place for these engineering inspections and manage a central database for the inspection reports, however each department and school retains responsibility to ensure an up to date compliant report is available for any assets under their control that require such inspections. Where items are identified or newly purchased that require such inspections, the insurance department should be informed by emailing: insurance@haringey.gov.uk

7.7 In addition to independent inspections required under law, certain equipment and installations must be inspected to support the requirement to ensure it is maintained in a safe condition. Specific best practice inspection regimes can be found via the Health and Safety Executive and Industry specific guidance.

7.8 In buildings/areas under the direct control of the Council, the Corporate Contract, Commissioning and Client (Corporate Landlord) provide a service to support such inspections, including portable appliance testing. However, it remains the responsibility of the responsible person for the area to provide asset lists indicating the equipment they require to be inspected and to make that equipment available for inspection. Additionally, the responsible persons must ensure suitable reports are received and filed appropriately.

7.9 All asset registers and inspection reports should be held locally for your department or school, or in a central repository accessible to responsible persons.

7.10 All work equipment should be covered by a risk assessment, with those items presenting a high risk having an individual risk assessment e.g. strimmer. The checklist at Appendix 2 can be used to check the status of individual pieces of equipment. This check must be carried out at least annually.

7.11 The responsible person for the area shall ensure adequate information and instruction is provided to all employees and pupils regarding the safe use of equipment, which shall include information in relation to the significant risks posed by the use of the equipment and the controls in place to minimise those risks. This information will come from having undertaken risk assessments.

7.12 It is essential that regular monitoring checks are undertaken to ensure that the controls identified in the relevant risk assessments are suitable and sufficient, implemented and maintained as necessary to ensure safe use of the work equipment. This may include guards, danger zones, stop controls and emergency stops.

7.13 Where the need for the provision of suitable personal protective equipment for users has been identified, monitoring checks should be in place to ensure it is maintained in suitable condition and used as instructed. Personal Protective Equipment (PPE) will be issued free of charge to employees.

7.14 In addition to information and instruction, adequate training shall be provided. A training needs analysis should be prepared identifying specific training needs for certain work equipment in the area. All records in relation to specific training undertaken shall be maintained on file by the responsible person.

7.15 Certain equipment will require supervised use prior to independent working. The duration of the supervision will be dependent both on the nature of the equipment and the abilities of the individual. There will be items of equipment that you will identify as only suitable for use under supervision.

7.16 Certain items of equipment will be restricted to designated named users. No person under the age of eighteen years should operate restricted use or high risk equipment.

7.17 Work experience placements must be closely supervised and detailed risk assessments undertaken prior to the commencement of the placement, including specifics of any work equipment they may or may not use. Work experience placements are prohibited from using any items of restricted use/high risk equipment.

7.18 There are some items of work equipment where there is a legal requirement for the user to have a certificate of competence or specialist training. This includes but is not limited to: chainsaws, fork lift trucks and abrasive wheels.

7.19 In certain areas it will be necessary to display rules on notice boards for the safe use of certain work equipment. In compiling these rules for your area, consideration should be given to the need to reference items such as not wearing loose clothing, ties and jewellery, and that long hair is tied back; not allowing the consumption of alcohol, non-prescription drugs and certain prescription drugs.

7.20 It is essential that good records are maintained of all inspection reports, service visits, PPE provided and its use monitored and training conducted etc.

The flow chart at Appendix 1 summarises the action the responsible person should follow in relation to work equipment.

8. Basic Requirements for LOLER

8.1 Employers must ensure that the work equipment provided meets the requirements of the Lifting Operations and Lifting Equipment Regulations 1998 (LOLER). In doing so, you should ensure that it is:

- Strong and stable enough for the particular use and marked to indicate safe working loads;
- Positioned and installed to minimise any risks;
- Used safely, i.e. the work is planned, organised and performed by competent people; and,
- Subject to ongoing thorough examination and, where appropriate, inspection by competent people.

8.2 Lifting equipment includes any equipment used at work for lifting or lowering loads, including attachments used for anchoring, fixing or supporting it. The Regulations cover a wide range of equipment including, cranes, fork-lift trucks, lifts, hoists, mobile elevating work platforms, and vehicle inspection platform hoists. The definition also includes lifting accessories such as chains, slings, eyebolts etc.

8.3 You need to ensure that in using any lifting equipment, the requirements of LOLER are met. For example, you should ensure that all lifting equipment is:

- Sufficiently strong, stable and suitable for the proposed use. Similarly, the load and anything attached (e.g. timber pallets, lifting points) must be suitable;
- Positioned or installed to prevent the risk of injury, e.g. from the equipment or the load falling or striking people;
- Visibly marked with any appropriate information to be taken into account for its safe use, e.g. safe working loads. Accessories, e.g. slings, clamps etc, should be similarly marked.

8.4 Additionally, you must ensure that:

- Lifting operations are planned, supervised and carried out in a safe manner by people who are competent;
- Where equipment is used for lifting people it is marked accordingly, and it should be safe for such a purpose, e.g. all necessary precautions have been taken to eliminate or reduce any risk;

- Where appropriate, before lifting equipment (including accessories) is used for the first time, it is thoroughly examined. Lifting equipment may need to be thoroughly examined in use at periods specified in the Regulations (i.e. at least six-monthly for accessories and equipment used for lifting people and, at a minimum, annually for all other equipment) or at intervals laid down in an examination scheme drawn up by a competent person. All examination work should be performed by a competent person;
- Put in place an effective maintenance program so that lifting equipment is maintained and it remains safe and that maintenance is carried out safely, and;
- Following a thorough examination or inspection of any lifting equipment, a report is submitted by the competent person to the employer to take the appropriate action.

9. Controlling the Risks

9.1 Hazards can be eliminated or controlled by taking a number of measures in relation either to the machine itself, or by following a safe system of work. Alterations or controls which affect the machine or equipment itself are usually referred to as "hardware measures". Controls which rely on the way people do things are called "software measures".

9.2 "Hardware measures" include:

9.2.1 *Guarding* - Controlling the risk often means guarding the parts of the machines and equipment that could cause injury:

- Fixed guards should be used wherever possible and should be properly fastened in place with screws or nuts and bolts which need tools to remove them.
- If employees need regular access to parts of machines and a fixed guard is not possible, use an interlocked guard for those parts. This will ensure that the machine cannot start before the guard is closed and will stop if the guard is opened while the machine is on.
- In some cases e.g. on guillotines etc, devices such as photo-electric systems or automatic guards may be used instead of fixed or interlocked guards.
- Check that guards are convenient to use and not easy to defeat, otherwise they may need modifying.
- Think about the best material for guards – plastic may be easy to see through but can be easily scratched or damaged. If wire mesh or similar materials are used, make sure the holes are not large enough to allow access to the danger area. As well as preventing such access, a guard may be used to prevent harmful fluids, dust etc. from coming out.
- Make sure the guards allow the machine to be cleaned safely.
- Where guards cannot give full protection, use jigs, holders, push sticks etc to move the work piece.

9.2.2 *Selection and Siting of Controls* - Some risks can be reduced by careful selection and siting of the controls for the machinery and equipment, for example:

- Position "hold to run" and/or two hand controls at a safe distance from the danger area.
- Ensure control switches are clearly marked to show what they do.
- Make sure operating controls are designed and placed to avoid accidental operation, e.g. by protecting any start or stop buttons/pedals/knobs etc with covers, flaps, specially designed control boxes, or by designing stop/start

functions to only operate when two hands are used e.g. on tube trains the controls are operated by the "dead man's handle" – it needs two hands on the controls for the tube to operate.

- Interlocked or trapped key systems for guards may be necessary to prevent operators and maintenance workers from entering the danger areas before the machine has stopped.
- Where appropriate, have emergency stop controls within easy reach, particularly on larger machines so they can be operated quickly in an emergency.

9.2.3 Before fitting emergency stop controls to machines that have not previously had them fitted, it is essential to check that they themselves will not become a risk. For example, some machines need the power supply to be on to operate the brakes. This power could be lost if the machine is stopped using the emergency stop control.

9.3 "Software measures" include:

9.3.1 *Use and Maintenance of Hand Tools* - Many risks can be controlled by ensuring that hand tools are properly used and maintained, for example:

- Hammers: avoid split, broken or loose shafts and worn or chipped heads. Heads should be well secured to the shafts.
- Files: these should have a proper handle and should never be used as levellers
- Chisels: the cutting edge should be sharpened to the correct angle. Do not allow the head of chisels to spread to a mushroom shape – grind off the sides regularly.
- Screwdrivers: never use these as chisels and never use hammers on them. Split handles are dangerous.
- Spanners: avoid splayed jaws. Scrap any which show signs of slipping. Have enough spanners of the right size. Do not improvise by using pipes etc as extension handles.

9.4 Carry out maintenance work safely. Many accidents occur during maintenance work. Controlling the risk means following safe working practices, for example:

- Maintenance should be carried out, where possible, with the power to the equipment off and ideally disconnected or with fuses or keys removed, particularly where access to dangerous parts will be needed.
- Isolate equipment and pipelines containing pressurised fluid, gas, steam or hazardous material. Isolating valves should be locked off and the system depressurised where possible, particularly if access to dangerous parts will be needed.
- Support parts of equipment that could fall.
- Allow moving machines to stop.
- Allow components which operate at high temperatures to cool.
- Switch off the engine of mobile equipment, put the gearbox in neutral, apply the brake and where necessary, check the wheels.
- To prevent fire or explosions, thoroughly clean vessels that have contained flammable solids, liquids, gases or dust and check them before hot work is carried out. Even small amounts of flammable material can give off enough vapour to

create an explosive air mixture which could be ignited by a hand lamp or welding torch.

9.5. High or low temperatures

- Accessible surfaces of equipment or machinery, when hot or very cold, represent sources of burn or other injury such as frostbite. Examples include cooker hotplates, soldering irons and cold stores.
- The risk of contact should be reduced by engineering methods, for example, shielding, barriers, etc. wherever possible. Where this is not possible, personal protective equipment, use of warning signs, instruction and training and supervision may be used.

10. Purchasing Equipment

10.1. Equipment can only be purchased from a reputable company. The London Borough of Haringey will have a list of approved suppliers/vendors which have been appointed following procurement rules. Under no circumstance shall equipment be bought outside an approved suppliers list unless those on the list are unable to supply the equipment and the purchase has been approved in writing by the relevant Head of Service. In the case of community schools, the same LBH approved suppliers shall be used where applicable or in the case of specific educational equipment, existing suppliers already approved by recognised educational bodies, e.g. laboratory and workshop equipment via CLEAPSS approved suppliers.

10.2. The purchasing officer must consider the intrinsic hazards related to the equipment to be purchased and select, so far as it is reasonably practicable, the safer option taking in consideration the advance in technology. For example, the equipment producing the least noise, vibration or silica dust release.

10.3. The purchasing officer must also consider other hazards that the use of the equipment might bring to the workplace to ensure there are systems of work in place before the new equipment is used. For example, controlling the dust release for the operative and others that might be affected, which may require the purchase of additional equipment such as Local Exhaust Ventilation (LEV) as well as written procedures.

10.4. Equipment purchased must have the CE mark if they come under one of the relevant product supply Directives that require CE marking, for example:

- Machinery.
- Lifts.
- Pressure equipment.
- Low-voltage electrical equipment.
- Equipment for use in potentially explosive atmospheres.

Products that do not fall under these Directives - such as manually-powered machinery (except those used for lifting), tools and ladders - need not be CE marked, although it would be preferable if they were.

10.5. Equipment purchased must also come with a Declaration of Conformity, include the certificate of warranty and the instruction manual. The instruction manual must be written in English. The purchasing officer/responsible person must also check that the equipment purchased is free from any obvious defect (such as missing or damaged guards).

10.6. The manager must keep the certificate of warranty, the Declaration of Conformity and the instructions manual for future reference.

11. Hiring Equipment

11.1. Equipment can only be hired from a reputable company. LBH will have a list of approved suppliers which have been appointed following procurement rules. Under no circumstance equipment will be hired outside the approved suppliers list. In the case of community schools, the same LBH approved suppliers shall be used where applicable or in the case of specific educational equipment, existing suppliers already approved by recognised educational bodies, e.g. DfE, CLEAPSS, DATA, AfPE, etc.

11.2. Equipment hired will accompany a CE mark, the Declaration of Conformity, up to date testing and maintenance certificates and the instructions manual. The instruction manual must be written in English. The manager must keep copies for the duration of the hire.

11.3. Maintenance and testing will always be carried out by the hire company.

12. Monitoring and Review

12.1 A variety of monitoring systems must be utilised to ensure adherence with this procedure, including departmental monitoring checks.

12.2 This safety procedure must be reviewed every 26 months and revised as soon as practicable where changes in statute or industry best practice deem the content out of date.

13. Approval of the Procedure

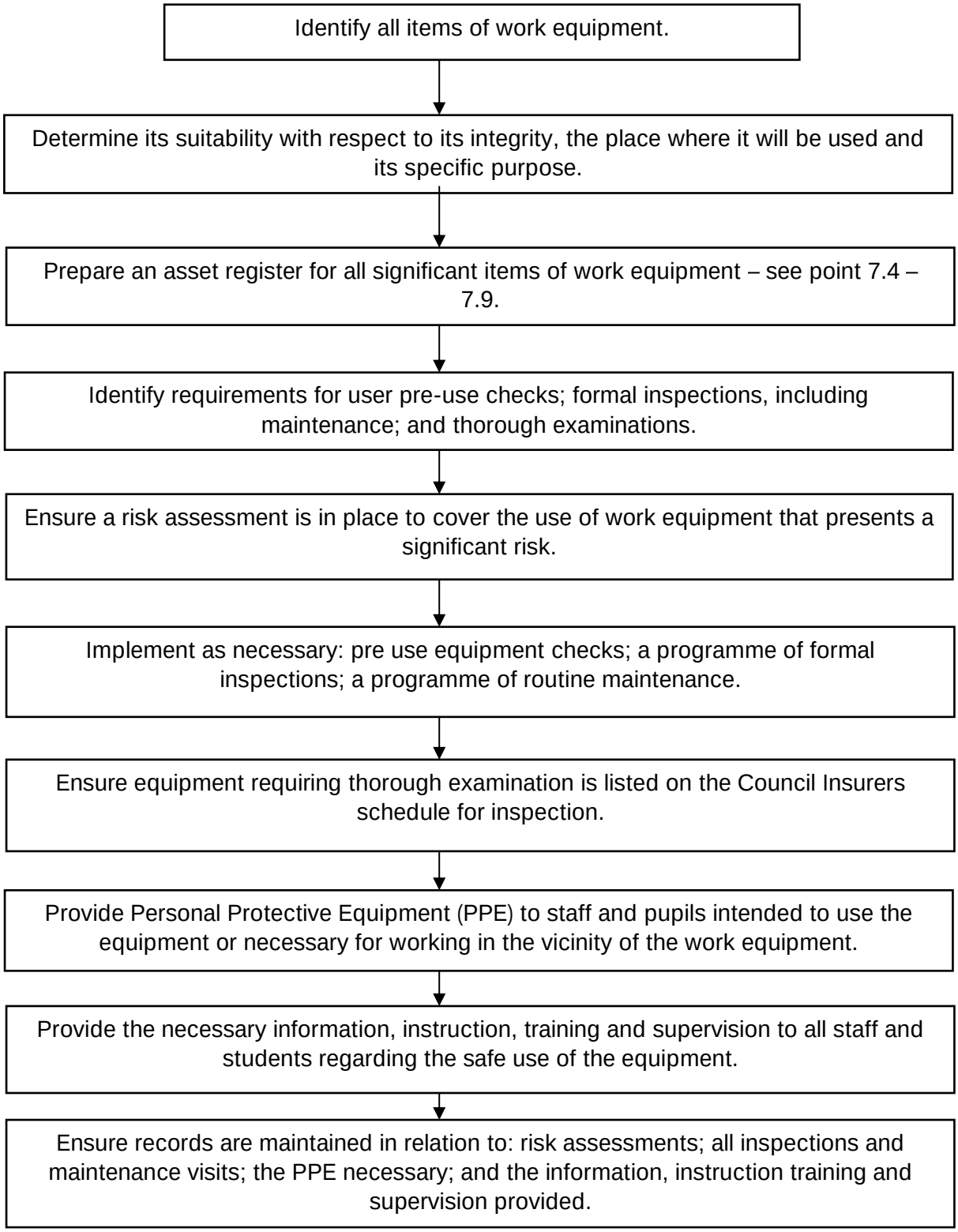
13.1 This safety procedure was reviewed by the Corporate Health, Safety and Wellbeing Board and approved by the Council's Head of Organisational Resilience on 18th December 2020. Any required variations from this safety procedure should be brought to the attention of the Council's Head of Organisational Resilience.

Approved by (print name):

Andrew Meek, Head of Organisational Resilience

Signature:  **Date: 18.12.2020**

Appendix 1 - Flow chart for persons responsible for area to follow in relation to work equipment



Appendix 2 - Checklist for Work Equipment

This checklist may be used for all potentially hazardous equipment other than simple and straightforward items.

Location:……..

Type of equipment being assessed:……

Equipment identification:……

Name of assessor:…… Date:……..

Subject	Yes	No	N/A	Actions required
User competency				
Have all operatives received suitable information, instruction and training in correct use, risks and precautions?				
Are training records kept to verify this?				
Use of equipment				
Is there an instruction manual written in English?				
Is equipment being used in accordance with manufacturer's instructions, the company's safety policy and other safety procedures?				
Are all guards that should be used, in place?				
Are the start and stop controls clearly marked?				
Are operatives following the safe system of work and using appropriate controls?				
Does the use of the equipment pose any risk to the operative?				
Is noise controlled?				
Are any exhaust fumes, dust, etc. suitably controlled?				
Are suitable warning notices supplied on/and near the equipment (i.e. to wear suitable PPE, restriction on use, list of authorised users, etc.) and are they clearly visible to all users?				
Maintenance				
What are the recommended inspection intervals?				
What are the electrical safety inspection intervals?				
What are the safety devices inspection intervals?				
Are there suitable records to indicate the above has been complied?				
Is there a suitable system for planned preventative maintenance including, where appropriate, the periodic replacement or refurbishment of items before they reach the end of their useful life?				
Does any part of the equipment appear to be defective, e.g. broken guards, frayed leads, broken casings, etc.?				
Are operatives aware that they need to check maintenance records?				
Are there clear maintenance instructions for the equipment?				

Subject	Yes	No	N/A	Actions required
Specific hazards				
Is protection provided in relation to:				
• Items falling				
• Items being ejected				
• Overturning				
• Collapse				
• Overheating				
• Fire				
• Disintegration				
• Explosion				
• Unscheduled start				
Environment				
Is there adequate lighting?				
Is good housekeeping practiced?				
If gas, fume or dust is released when the equipment is used, is local exhaust ventilation provided and is this tested at least annually?				
Is the work area free from hazards?				
Is noise controlled?				
Is the work area overcrowded and are operatives at risk?				
Gas/electricity				
Does the equipment use gas or electricity?				
If yes, are procedures in place to ensure safety from gas release, carbon monoxide, etc. or electric shock?				
Fire safety				
Does the operation of the equipment pose any specific fire safety risk to the operatives or overall work area?				
Dangerous machinery				
Is the machine subject to specific legal requirements, e.g. LOLER?				
Are all dangerous parts of the machinery guarded?				
Are all guards of good construction, adequate strength and well maintained?				
Is it difficult to bypass or disable guards?				
Is there a readily accessible stop device which stops the machinery in a safe way?				
Does the start device need to be activated to restart the machine if: • The power fails? • A control or safety device fails to trip out?				
If the power is isolated does the machinery come to rest safely without the possibility of access to dangerous parts?				
Can the equipment be securely isolated from power, to prevent inadvertent reconnection: • By removing a plug at the socket which is easily visible to the person at risk? • By locking it off?				

Are young persons (anyone under the age of 18) prevented from using or cleaning dangerous or dangerous parts of machinery?				

Action summary

Describe in more detail the steps identified in "Actions required" which need to be taken to ensure that the equipment will be used safely. Indicate who should action any tasks and in what timescale.

Actions	By Whom	By When

Appendix 3 - Equipment Authorisation Form

This employee (full name) _____ has the necessary knowledge, training and experience to (use/maintain) _____ the following equipment:

Name:	Make:	Model:
Name:	Make:	Model:
Name:	Make:	Model:
Name:	Make:	Model:
Name:	Make:	Model:
Name:	Make:	Model:
Name:	Make:	Model:
Name:	Make:	Model:

Authorising Manager's Name:

Date: **Signature:**