

POLICY STATEMENT

The following points outline the rationale behind equipment checks.

POLICY RATIONALE

The rationale for this policy is to ensure that all employees understand what equipment checks are required and what their responsibilities are before using equipment.

GLOSSARY OF TERMS

CROSS REFERENCES and other RESOURCE MATERIAL

[Equipment Training Policy](#)
[Equipment Training Record](#)
[Equipment Check Record](#)

Prepared by:	Department:	Authorised:	Review Cycle:	Issue Number:
D. Reid	Administration	Directors	Bi-Annual	01-07-2004
05-2004				Issue 1

BACKGROUND

The Health and Safety at Work etc. Act places general duties employers in relation to the provision of safe plant and equipment,

The Provision and Use of Work Equipment Regulations amplifies and makes more explicit the general duties on employers, the self employed and person in control to provide safe plant and equipment.

The prime duty for ensuring health and safety rest with the employer but employees have legal duties too, particularly under Section 7 and 8 of the Health and Safety at Work etc. Act. They include:-

- a) Taking reasonable care for their own health and safety and that of others who may be affected by what they do or don't do;
- b) Co-operating with their employer on health and safety;
- c) Not interfering with or misusing anything provided for their health, safe and welfare.

These duties have been supplemented by regulation 11 of the Management of Health and Safety at Work Regulations 1999. One of the new requirements is that employees should use correctly all work items provided by the employer in accordance with the training and the instructions they receive to enable them to use the item safely.

Whilst the company has a duty towards those employed it also has a duty towards ensuring the safety of the students who may use or come into contact with any work equipment provided. To this end the following guidance has been prepared which outlines the need for regular and systematic inspection and maintenance of all work equipment.

POLICY STATEMENT

The company will undertake to operate and maintain a system of inspection and maintenance for all work equipment within its establishments.

Inspection and maintenance of equipment will take place on three different levels dependant upon the competence factor required to ascertain if the equipment has developed a health and safety risk, together with where practicable, a visual inspection prior to use.

Where new equipment is purchased it shall be installed by the supplier or competent person and suitable training and instruction shall be provided prior to use.

Where defects are found within the inspection (either visual or planned maintenance) then the piece of equipment shall be taken out of use and if necessary, the defect reported to the directors who will arrange for repair.

QUALITY STANDARDS

In order to implement the policy the following standards shall be maintained:

1. A list of all equipment.
2. Records of maintenance of all equipment shall be kept.
3. Records of employee training in the use of equipment.

COMPETENT PERSON

For the purposes of this policy, the term Competent Person means an employee of a specialist firm awarded a maintenance contract for equipment, or an employee, suitably trained and experienced in the aspect of inspection maintenance under consideration.

GUIDELINES

In order that establishments manage the health and safety of work equipment the following levels of maintenance and inspection of equipment have been drawn up. Within each level the listing of equipment is non-exhaustive and serves to guide when determining within which category their equipment should be placed.

VISUAL INSPECTION

All equipment within each defined level should be visually inspected prior to use, for obvious signs of wear and tear, leak, breakage's etc.

Level 1

Inspection by: Planned maintenance programme, using a competent person.

There are certain statutory requirements for regular inspection and maintenance These have been highlighted thus *

The other inspection frequencies are desirable but not a statutory, requirement

Work Equipment	Inspection/maintenance (months)	Statutory Requirement
Hoists	14	*
General Plan	12	
Kitchens Equipment (Gas Cooker)	12	*

Level 2

Inspection by: Caretaker/Technician

Frequency: Visual inspection at time of use

Maintenance: by competent person

Work Equipment	Inspection/Maintenance (months)	Statutory Requirement
Any portable electrical equipment	6 - 12	*(inspection only)
Workshop hand tools	6 - 12	
Kitchens- small domestic items	6 - 12	
Manikins	6 - 12	

Level 3

Inspection by: Directors / Instructors Frequency : each time it used (visual)

Maintenance by: Directors

Work Equipment	Inspection/Maintenance (months)	Statutory Requirement
General furniture (Chairs, step ladders, desk etc.	12	

TRAINING

All employees shall receive suitable training in the maintenance of equipment. Any employee who supervises or manages the use of work equipment shall be provided with adequate health and safety information and where appropriate, written instructions pertaining to the use of the work equipment.

MONITORING

In order to measure the effectiveness of the policy, regular audits of equipment will be conducted to establish the existence of.

- (a) Maintenance records or logs
- (b) Equipment listings

Examples of visual checks to be carried out on equipment include:**Cables and plugs**

- Signs of mechanical damage, overheating or corrosion
- Hardening of outer insulation
- Kinking of cable
- Coiling of long lengths of cable
- A situation where future mechanical damage or corrosion is likely
- Signs of mechanical damage or corrosion
- Signs of overheating, e.g. discolouration or distortion
- Wires connected to correct terminals and of the correct length
- Uninsulated ends of wires completely covered by the screws
- Securing screws suitably tight and cable clamp holding cable securely
- Fuse of correct rating fitted

Equipment

- Casing damaged
- Grommet, or other protection at place where cable passes through the casing, damaged or missing
- Plastic casing of double insulated equipment damaged
- Damaged or defective switches

Manikins

- Defective mouthpieces, lungs etc
- Cracks, eroded plastics