

Work Equipment Policy

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Board Director Lead:	Michael Simpson, Director of Estates, Facilities & Sustainability
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DETAILS OF CHANGES MADE DURING THE REVIEW

1. Title Page – Change of Board Director Lead to Michael Simpson
2. Title Page – Change Trust Lead to Maryam Ghezelbash
3. References to Health and Safety Services team (HSS) amended to read Health and Safety Team
4. Change of Director from Medical Director to Director of Estates, Facilities & Sustainability

KEY WORDS

Provision and use of work equipment (PUWER)
Work Equipment
Clinical Management Group (CMG)
Health and Safety Team

1. Introduction

- 1.1 This policy is based upon the Provision and Use of Work Equipment Regulations 1998 (PUWER)
- 1.2 The PUWER regulations are aimed at safeguarding the health and safety of employees whilst using work equipment across all work activities. PUWER amplifies and makes more explicit the general duties on the employer to provide safe plant, machinery and equipment, whether it is new, second-hand, leased or hired. The overall requirement is for the employer to provide equipment which is suitable for its intended purpose, and which does not present an unacceptable risk to health and safety.

2. Policy Scope

- 2.1 This policy applies to all staff employed by the Trust, either directly or indirectly, and to any other person or organisation which uses Trust services or premises for any purpose. It will also apply to bank, temporary staff, volunteers, young workers, staff working from home and contractors working on Trust business. The principles of this policy shall apply to all Trust work activities, regardless of who has or who is supplying or providing them.

3. Definitions

The following definitions are used to interpret the requirements of the regulations:

3.1 Work Equipment

Covers almost any equipment 'for use at work' including but not limited to:-

- Medical Devices and Equipment
- Personal dosimetry and lead protective equipment for work with radiation
- Personal Protective glasses for use with Lasers
- Lifting equipment such as lifting slings, hoists, lift trucks, passenger and goods lifts, etc.
- Toolbox tools such as hammers, screwdrivers, spanners, saws etc.
- Single machines such as drilling machines, circular saws, photocopiers, washing machines, dishwashers, safety cabinets, centrifuges etc.
- Vehicles used for work, but not private transport.
- Other equipment: beds, computers, ladders, pressure washers, etc.

All clinical equipment and medical devices are covered by the above regulations and therefore by this policy.

Examples which are clearly NOT classified as work equipment include patients' properties, acids, alkalis, cement, waste, walls, stairs, roofs and employees' private transport.

Medical Devices and equipment are covered in more detail in the Trust Medical Devices policy and the Policy for the Donation and Loan of Equipment.

3.2 Use

In relation to work equipment, means any activity involving work equipment. This would include starting, stopping, erecting, installing, dismantling, programming, setting, using, transporting, repairing, modifying, maintaining, servicing and cleaning.

3.3 Danger Zone

Means any zone in or around machinery or other work equipment in which a person(s) is exposed to a risk to their health and safety from contact with a dangerous part of the machinery, or use of the equipment.

4. Roles and Responsibilities

4.1 The Director of Estates, Facilities, and Sustainability will be the Board level executive lead for the implementation of this policy.

4.2 Department Managers / Line Managers must ensure that:

4.2.1 All work equipment is suitable for the purpose for which it is used. Selection of work equipment must have regard to the working conditions and environment, and any additional risks posed by the use of the work equipment.

4.2.2 Work equipment must be used only for the purpose for which it is designed and intended.

4.2.3 Any hazards associated with the use of the equipment must be risk assessed in accordance with the UHL Health and Safety Policy **A17/2002**

4.2.4 Equipment is to be used only by those persons given the task of using it. Some work equipment will require staff to receive training or instruction and to be assessed as 'competent' in its safe use.

4.2.5 Staff are provided with adequate and appropriate training, information and instruction for the safe use of work equipment, the risks to be avoided and the need to report any defects. A 'safe system of work' and policy information should be available to the employee at all times.

4.2.6 Work equipment is properly maintained, and the maintenance log up-to-date (where one is kept). Where maintenance or repairs have to be performed, then suitably trained personnel are given the task.

4.3 Staff Responsibilities

Only use equipment they have been trained and authorised to use.

- Only use equipment for the purpose and in the manner for which it is intended.
- Not use any equipment that they have not received the required training, information, instruction on as required and/or they are unfamiliar with using correctly.
- Not use any equipment that has any fault, defect or damage and ensure that this is taken out of use immediately.
- Bring any problems or defects with any piece of work equipment promptly to the attention of their line manager.

- Report incidents, accidents and near misses to the manager's attention and using the trust's Datix incident reporting system
- Must participate in training or instruction and familiarise themselves with information as appropriate.

5 POLICY IMPLEMENTATION AND ASSOCIATED DOCUMENTS

- 5.1 University Hospitals of Leicester NHS Trust, will take all reasonable and practicable steps to ensure:
- The safety of all staff working with equipment provided for work purposes
 - The safety of others who may be affected by the use of work equipment.
 - All equipment is suitable and fit for the purpose for which it is being used.
 - Arrangements are in place for the inspection, maintenance and repair of equipment as necessary.
 - Arrangements are in place for thorough examination of equipment by a competent and qualified person where specified by statutory provisions.
 - Appropriate training, information, instruction and supervision is provided to staff required to use equipment, commensurate with the level of knowledge and skills necessary to safely use the equipment and in accordance with the manufacturers/suppliers instructions.
- 5.2 A guidance note for managers and staff is provided at Appendix 1 of this document.
- 5.3 A Work Equipment risk assessment template is provided at Appendix 2 of this document to assist managers and staff.

6 EDUCATION AND TRAINING REQUIREMENTS

- 6.1 **Managers** must provide their staff with adequate and appropriate training, information and instruction for the safe use of work equipment, the risks to be avoided and the need to report any defects. A 'safe system of work' and policy information should be available to the employee at all times.
- Where necessary close supervision should be provided until the person is deemed to be competent.
- 6.2 Employees **must participate in training and instruction and familiarise themselves with information as appropriate.**
- 6.3 Information, instruction and training will only be deemed suitable if it is understood by the person receiving it. Training should include theoretical and practical elements.

7 POLICY MONITORING TABLE

Element to be monitored	Lead	Tool	Frequency	Reporting arrangements
Staff are following the arrangements	Line manager	Observations	As set by local manager. This may be influenced by concerns or incidents reported.	Notify any concerns to individual staff members / team. Report concerns with CMG or Trust implications to H&SS Team and CMG Board Ongoing concerns to be reported to the H & SS Team and the Estates and Facilities Health, Safety and Compliance Team
Policy arrangements are in place, applied and effective	Health and Safety Team	Health, Safety & Environment Audit	Annually	Annual report to CMGs
Policy arrangements are in place, applied and effective	Local Managers Estates and Facilities Health, Safety and Compliance Team Health and Safety Team	Investigation of concerns, incidents and near-miss events Investigation of RIDDOR reportable events	Annually	Report findings from incident analysis Datix. Feedback to individual/staff group RIDDOR report including recommendations to interested parties, including CMGs, Corporate Directorates and Director of Estates, Facilities and Sustainability

8 EQUALITY IMPACT ASSESSMENT

- 8.1 The Trust recognises the diversity of the local community it serves. Our aim therefore is to provide a safe environment free from discrimination and treat all individuals fairly with dignity and appropriately according to their needs.
- 8.2 As part of its development, this policy and its impact on equality have been reviewed and no detriment was identified.

9 SUPPORTING REFERENCES, EVIDENCE BASE AND RELATED POLICIES

- 9.1 This policy was developed with reference to the Provision and Use of Work Equipment Regulations 1998 (PUWER) and approved code of practice and related regulatory good practice guidance.
- 9.2 The following documents are supporting policies that provide advice and guidance to managers and staff, to enable the safe management of services: This is not an exhaustive list and may be added to, as additional policies and guidance documents are created to meet identified needs:

UHL Risk Management Policy	A12/2002
Personal Protective Equipment Policy	B9/2004
Incident and Accident Reporting Policy	A10/2002
UHL Health and Safety Policy	A17/2002
Policy for the Donation and Loan of Equipment	B19/2004
Medical Devices Policy	B26/2005

10 PROCESS FOR VERSION CONTROL, DOCUMENT ARCHIVING AND REVIEW

- 10.1 This document will be uploaded onto SharePoint and available for access by Staff through the Policy and Guidelines Library on InSite. It will be stored and archived through this system.
- 10.2 The UHL Health and Safety Committee through the Health and Safety Team are responsible for reviewing this policy.
- 10.3 This policy will be reviewed every three years or sooner if there is a change of legislation or a significant change of equipment or working arrangements.

Guidance Note for Managers and Staff

1. Provision of Work Equipment

Managers

- Must ensure that all new, second hand and existing work equipment is suitable for purpose, safe for use and falls in line with legal requirements. To meet these requirements managers must carry out a **risk assessment** of the work activity for which the equipment is being used and making the necessary provisions for reducing any significant risks identified.
- Must be review Risk assessments yearly or sooner if anything changes. A form for completion of such risk assessment is included in Appendix 2.
- Must ensure that regular inspections of work equipment are completed and a record of such kept. If work equipment is transferred to another facility, then the records of inspection must also accompany the equipment.
- Must ensure any defects identified with work equipment are reported to the relevant people, and where there is a risk to employees' safety, the equipment is taken out of service, or rendered safe where practicable.
- Must ensure any safe systems of working with the equipment are designed in accordance with the manufacturer's recommendations and adequate training should be provided for all staff using the equipment.

2. Use of Work Equipment

Managers

- Must ensure that work equipment is used following the manufacturer's guidelines / instructions, following safe working procedures and the requirements of this policy.

Employees

- Must ensure they follow instructions and training given and must not misuse or abuse any work equipment. They must also follow the requirements of this policy.
- Must report any defects in their work equipment to their managers, following the standard Trust reporting guidelines.

- Must not attempt to repair equipment unless they are qualified and competent to do so and have been instructed by their manager to do so. Remember that it is dangerous and may mean you are not covered by insurance and could become personally liable for harm or damage.

3. Suitability and Selection of Work Equipment

Managers and staff

Must ensure the correct work equipment is provided for the task being carried out.

Staff should be familiar with the correct equipment to use for each task i.e. a chisel should not be used as a replacement for a screwdriver.

4. Maintenance

An inventory of all work equipment and maintenance requirements should be kept locally. Safety-critical components must have planned preventative maintenance programmes in place, in accordance with the manufacturer's recommendations.

The manufacturers or suppliers maintenance manual or instruction sheet should be available at all times for managers and staff using equipment to refer to.

Where equipment is hired long-term, responsibility for maintenance will be confirmed in writing with the hirer.

Maintenance of all powered equipment must only be undertaken after the equipment has been isolated.

Some maintenance work will be restricted to trained 'authorised employees' or 'approved contractors' in possession of a valid Permission to Work Certificate.

5. Inspections

Where the safety of work equipment depends upon correct installation an inspection by a competent person, who is familiar with the equipment, must be undertaken prior to putting the equipment into service for the first time.

All guards or protective devices must be suitable for their purpose, of good construction, sound material and adequate strength. When selecting the appropriate guards the following hierarchy of selection must be applied in the order given below:

- 1) Use of a fixed/enclosing guard;
- 2) Use of other guards and protection devices such as interlocking guards, infrared trip guards, pressure mats etc.
- 3) Protection appliances such as jigs, holders and push sticks etc.
- 4) Provision of information, instruction, training and supervision;

6. Risk assessment and Safe Working procedures

Wherever practicable, access to dangerous parts of machinery must be prevented by physical guards or protection devices.

As part of the risk assessment, specified hazards must be assessed to ensure that the risk of injury due to these hazards is prevented. Examples include:

Materials falling from the equipment

Material being thrown out of, or ejected from the equipment

Parts of the equipment breaking off and being thrown out of the machinery

Parts of the equipment coming apart

Overheating and fire

Explosion of the equipment due to a pressure build-up.

Explosion of the equipment due to a chemical reaction

Personal Protective Equipment (PPE) is provided as a last resort, where a risk remains that cannot be controlled or eliminated in some other way.

Where deterioration of safety-critical components leads to significant risk then routine inspection and testing will be carried out as necessary under guidance from the competent person e.g. complex automated equipment, hoists, lifts, autoclaves, compactors, printing machinery etc.

Where circumstances could affect the safety of the equipment for example: **serious damage, change of use, frequency, environment, modifications, refurbishment, or repairs.**

Appropriate records of the inspection must be kept.

7. Further Advice and guidance.

All work equipment must be fit for the purpose for which it is being used. Where managers or staff have concerns about the suitability of any equipment in use, or proposed for use, they should seek advice and support from:

1. The Health and Safety Team
2. The Medical Physics team.

Work Equipment Risk Assessment Form



University Hospitals
of Leicester
NHS Trust

Health & Safety Team
Estate and Facilities
December 2023

CMG/ Directorate:	Specialty:	Department:
Assessment Date:	Assessor:	
	Manager:	
Name/Description of Work Equipment:		
Site:		
Location:		
Function of Work Equipment:		
Describe any modifications made:		

1. Safety Features	Y	N	n/a
• Are all dangerous parts of machinery guarded?			
• Are all machine guards and protection devices suitable for the purpose and of good construction sound and of adequate strength?			
• Are they maintained properly and in good working order?			
• Do they create any additional hazards for the user?			
• Is it possible to by-pass or disable the guarding mechanism?			
• Are they sufficiently far from the danger zone to prevent access or injury?			
• Do they restrict the view of the operating cycle of the machinery?			
• If so, does this restriction create additional/unnecessary hazards/risks?			
• Is there access for maintenance only?			

2. Information and Training	Y	N	n/a
• Has everyone (staff and supervisors) received training in the safe use of the equipment?			
• Are written instructions for the safe use of the equipment available?			
• Have staff maintaining the equipment been trained?			
• Are training records available?			

3. Specific Hazards	Y	N	n/a
• Is the use of the equipment restricted to those staff trained to use it?			
• Is a list of authorised persons available?			
• Is the equipment suitable for purpose?			
• Where necessary, is the equipment made stable, e.g. by clamping?			

• Are existing systems of work adequate to protect against the following:			
• Article or substance falling off or being ejected from the machine?			
• Rupture or disintegration?			
• Overheating or fire?			
• Discharge of dust, gas, liquid, vapour or other substance? (either early or unintentional discharge)			
• Any high or low temperature parts of the machine?			
• Does the equipment or articles used, produced or stored generate excessive heat?			
• Any other hazards?			

4. Maintenance and Inspection	Y	N	n/a
• Is maintenance of the equipment, including guards and protection devices, carried out and are sufficient records kept?			
• If a maintenance log is required, is it up-to-date?			
• Can maintenance be carried out without risk to health and safety?			
• Is the repair, modification or servicing of the equipment restricted to those staff designated to carry this out?			
• Is the equipment shut down during maintenance operations?			
• If the equipment is not shut down during maintenance, are there procedures in place for this to be carried out safely?			
• Are inspections of the equipment carried, out and are sufficient records kept?			
• If local exhaust ventilation (LEV) is installed is it tested as necessary (eg. at least once every 14 months) and are sufficient records kept?			
• If the equipment is pressurised, is there a written scheme of examination as required by the Pressure Systems Safety regulations 2000?			

5. Safe Use	Y	N	n/a
• Is the equipment only used in an appropriate environment?			
• Adequate lighting?			
• Adequate temperature?			
• Adequate seating?			
• Adequate space around the machine to allow safe and easy access?			
• Is storage of machine parts and special tools required?			
• Are fire extinguishers needed close to the machine?			
• If so, record what type			
• Do the controls (eg. start/stop) operate in a safe manner?			
• Are the controls clearly marked and visible?			
• Where a person other than the operator may be exposed to risk when the controls are operated, are there safeguards in place e.g. Systems of work, audible or visible warnings?			
• Are the emergency stop controls located at appropriate and accessible points which will bring the equipment to a complete stop in a safe manner?			
• Will the emergency stop controls switch off all sources of energy after stopping?			
• Will the emergency stop controls override any other which might start/change the operating conditions of the equipment?			
• If Personal Protective Equipment (PPE) is required, are operators informed and know how the PPE should be worn?			
• Is local storage of Personal Protective Equipment necessary and provided?			
• Is Personal Protective Equipment subject to routine maintenance?			

6. Safety Signs and Warnings		Y	N	n/a
	• Where necessary, are there appropriate warning signs, e.g. Noise warnings, restrictions on use, prohibited actions, etc?			
	• Are notices (e.g., warnings of maximum speeds of abrasive wheels and safe working loads) clearly visible and marked on the equipment?			

Name of Assessor:	Signature:	Date:
Manager's Name:	Signature:	Date:

7. Reviews			
Next Review Date	Reviewed By	Signature	Date