Ormiston Academies Trust

Ormiston SWB Academy
Work Equipment policy

Policy version control

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Author	Keith Burgess (Health and Safety Consultant)
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Contents

1. Introduction and context

Ormiston Academies Trust (OAT) is committed to providing a safe place of work, including the provision of safe work equipment. The arrangements within this policy are based on the results of a suitable and sufficient risk assessment carried out by the school / academy in regards to all work equipment used by staff and pupils.

2. Scope

This procedure is aligned to the requirements of the Provision and Use of Work Equipment Regulations 1998 (PUWER). It applies to all work equipment including mobile and lifting equipment, hand tools, ladders and applies to all workplaces and work situations where the Health and Safety at Work Act 1974 applies.

The primary objective of PUWER is to ensure that work equipment should not result in health and safety risks, regardless of its age, condition or origin.

3. Definitions

3.1 Work equipment: Any machinery, appliance, apparatus, tool or installation for use at work.

The scope of 'work equipment' is extremely wide. It covers almost any equipment used at work, including:

- Tool box tools i.e. hammers, spanners, screwdrivers, etc.
- Single machines such as circular saws, milling machines, photocopiers
- Laboratory apparatus
- Lifting equipment such as hoists, Mobile lifting equipment, mobile scaffold towers
- Other equipment such as ladders, etc.

The following are not classified as work equipment:

- Substances (for example, acids, alkalis, cement, water)
- Structural items (for example, walls, stairs, roofs, fences)
- Private cars

4. Responsibilities

4.1 Principal

The Principal is responsible for:

- Determining policies and procedures for the proper maintenance and use of all work equipment
- Ensuring that staff are appropriately trained

4.2 Headteacher and Senior Members of Staff

Responsible for:

- Implementing the policy
- Ensuring that relevant staff are appropriately trained
- Ensuring that appropriate equipment is purchased
- Ensuring that work equipment is properly maintained
- Ensuring that appropriate records are kept; and
- Reporting equipment defects to the Principal.

4.3 Maintenance Staff

Maintenance staff will:

- Never remove, make inoperative or reduce the effectiveness of any equipment or machinery guard
- Never operate any equipment or machinery when it is functioning improperly or at any time when its use would be hazardous. Such equipment will be taken out of commission until repair or replacement is implemented.

4.4 All Staff

Staff using equipment will ensure that:

- It is maintained in an efficient state, in efficient working order and in good repair
- Suitable records of equipment and maintenance will be kept.

5. Procedure

5.1 Suitability of work equipment

Work Equipment must be fit for its intended purpose and must only be used for the operations for which, it is suitable

New or modified work equipment is subject to risk assessment.

5.2 Maintenance

Work equipment should be maintained in an efficient state, in efficient working order and in good repair.

5.3 Inspection

Items of work equipment are covered by the following:

- Hand tools – Subject to pre use inspection by user
- Personal Protective Equipment (PPE) – Subject to pre use inspection by user
- Lifting Equipment – Subject to pre use inspection by user and also Statutory Inspection
- Mobile Plant and other vehicles – Subject to pre use inspection by user and maintained by trained personnel

5.4 Competent Persons

Personnel who determine and carry out maintenance and inspections on work equipment will be competent and have the necessary knowledge and experience to do so:

5.5 Information, Instruction and Training

All persons who use, operate, maintain, modify or test work equipment will have received adequate health and safety information, instruction and training.

5.6 Risk Assessment

A risk assessment must be carried out on all machinery to ascertain that all hazards, mechanical and non-mechanical, are listed and assessed according to the specific use of the machinery.

The risks generated by any machinery must be assessed whether they occur during installation, operation, adjustment, maintenance, cleaning, repair or transport. The risk assessment must also consider situations where anyone apart from the operator may be affected by the machinery.

Safe systems of work must be designed for installing, operating, adjusting, maintaining, cleaning, repairing or transporting machinery.

As a result of the risk assessment, actions must be implemented to eliminate, reduce or control the risk generated by the equipment.

In all cases, the limits indicated by the designer or/and manufacturer regarding the equipment must be adhered to.

Wherever possible, risks should be controlled using the following hierarchy:

- Eliminating the risks
- Taking engineering measures to control the risks such as the provision of guards
- Taking appropriate management measures to deal with the remaining risk, such as following safe systems of work and the provision of information, instruction and training.

5.7 Emergency Stop Controls

Where it is appropriate to have one, based on the risk assessment, an emergency stop should be provided at every control point and at other appropriate locations around the equipment so that action can be taken quickly.

The location of emergency stop controls should be determined as a follow-up to the risk assessment. Although it is desirable that emergency stops rapidly bring work equipment to a halt, this must be achieved under control in order not to create any additional hazards.

Emergency stops are provided to enable a rapid response to potentially dangerous situations, they should not be used to stop the equipment during normal operation.

If emergency stop controls are considered necessary, they should be easy to reach and easy to use.

6. Related Documents

- OAT Health and Safety Policy
- The Management of Health and Safety at Work Regulations 1999
- The Supply of Machinery (Safety) regulations 1992
- Workplace (Health Safety and Welfare) Regulations 1992
- Lifting Equipment and Lifting Operations Regulations 1998

Appropriate documents and records must be kept which include:

- Training courses attended
- Perrmit-to-work documentation
- List of authorised personnel
- Maintenance records
- Risk assessments

7. Monitoring and review

This policy is reviewed annually by the headteacher in conjunction with the governing body; any changes made to this policy will be communicated to all members of staff.

All members of staff are required to familiarise themselves with this policy as part of their induction programme.

Appendix 1.

General Safety Principles for use of Machinery

General:

- Use the equipment in as safe a manner as possible, following training received and making sure all of the control measures included in the risk assessment are in place.
- Only use the equipment for its intended purpose.

Before use, check:

- Emergency stops and other safety devices
- All fixed guards are fitted correctly and all other guards are working properly
- All materials to be used are kept clear of the machine's working parts
- The supervisor is told immediately if the machine is not working properly
- Correct protective clothing or equipment is worn as required.

Staff must not:

- Use a machine unless trained and authorised to do so
- Attempt to clear blockages, clean or maintain a machine that is in motion other than by using the agreed safe system of work
- Wear dangling chains, loose clothing, gloves, rings or long hair that could get caught up in moving parts
- Distract other operators while using machines.

Appendix 2

Play Equipment

The Royal Society for the Prevention of Accidents (RoSPA) states:

There is no specific legal responsibility to provide inspection and maintenance programmes, but such procedures are recommended by the Department for National Heritage (as of 1997 called the Department for Culture, Media and Sport) and the Welsh Office, the British Standards Institute, the Health and Safety Executive (HSE), Insurers and RoSPA. Playground managers have a legal and moral responsibility of care to children using the site – and at the same time they need to meet the expectations of parents.

RoSPA recommends a number of inspections to ensure a school's play equipment is safe, these are:

Routine inspections – these look at the equipment's basic condition, especially faults due to recent any recent vandalism – these can be carried out by the school's caretaker or another member of staff and should be recorded.

Operational inspections – these are a more thorough check than a routine inspection, including looking at minor wear, such as padding on swing sets; similar to routine inspections, these can be carried out by the school's caretaker or another member of staff.

Annual inspections – these should be carried out by a specialist, who isn't connected to the school. This inspection should look at vandalism, minor and major wear, long-term structural problems, changes in standard compliance and design practice, and relevant risk assessments.

Quality control – where inspections are carried out by commercial companies it is helpful to have a random check by an independent organisation, e.g. RoSPA. This is especially necessary for inspections which are contracted out, e.g. to a landscape contractor.

Maintenance – all inspections must include a section for repairing faults and replacing parts. A system should exist for recording and checking repairs.

Manufacturer's instructions – all playground equipment should be purchased with details of inspection and maintenance requirements. RoSPA recommends keeping track of the equipment's age and carrying out a thorough inspection before the expiry of the warranty.

Surfacing – surfacing should be carefully checked to ensure its quality. RoSPA offers 'economic impact absorbency tests' as part of their annual inspection, where required.

Post-installation inspections – new equipment and playgrounds should be carefully checked for compliance with claims, specifications and installation procedures before being accepted. If only one piece of equipment is on site, e.g. a sandpit, it may be considered 'uneconomic' to carry out a post-installation inspection. Inspecting this equipment can be carried out as part of annual inspections, as this will fall within the equipment's warranty period.

Appendix 3

Stepladder Safety Checklist

Employers need to make sure that any ladder or stepladder is both suitable for the work task and in a safe condition before use, and is compliant with the Work at Height Regulations 2005.

Use this checklist to conduct a check on your stepladders at 6-month intervals, after suspected damage (through breakage or improper storage), prior to use and in accordance with the manufacturer's instructions.

Quick checks should be carried out by the user, and less frequent, more thorough checks should be done by a 'competent person' – someone who has a good understanding of health and safety. This person should also keep an up-to-date record of their detailed visual inspections.

	Check	Action	✓
Checking the stepladder	**Locking bars**	Ensure any locking bars are engaged and functional. If they are bent or the fixings are worn or damaged the stepladder could collapse.	
	Feet	Check the stepladder's feet when moving from soft/dirty ground (e.g. dug soil, loose sand/stone, a dirty workshop) to a smooth, solid surface (e.g. paving slabs), to make sure the foot material and not the dirt is making contact with the ground. If the feet are missing, worn or damaged the stepladder could slip.	
	Platform	Ensure the platform is secure – if it is split or buckled the stepladder could become unstable or collapse.	
	Steps/treads	Ensure the steps are secure and sturdy. If they are contaminated they could be slippery; if the fixings are loose on steps, they could collapse.	
	Stiles	Make sure they are not bent or damaged, as the stepladder could buckle or collapse.	

	Rungs	Check all rungs are in good condition and secure. If they are bent, worn, missing or loose the stepladder could fail.	
	General condition	Check that all parts of the equipment are in working order, the stepladder is stable and that there is no significant damage/wear/rust – there should be no visible defects.	
General	**Fit for purpose**	Assess whether the stepladder is suitable for the intended use – that it is strong and robust enough for the job.	
		Particularly after a change in position/environment, check that all four stepladder feet are in contact with the ground and the steps are level and are on firm ground.	
	Storage	Ensure the stepladder is maintained and stored in accordance with the manufacturer's instructions.	

Appendix 4

Hand Tools Risk Assessment

This risk assessment is focused on the use of hand and power tools by a school. The risk assessment identifies the various risks associated with different types of tools and types of work, and details the control measures that can be put in place to mitigate these risks.

Assessment conducted by:	Job title:	Covered by this assessment:
Date of assessment:	Review interval: Annually	Date of next review:

Related documents
Health and Safety Policy, First Aid Policy, Site Safety Checklist, Risk Assessment Policy, Lone Worker Policy

Risk rating		Likelihood of occurrence		
		Probable	**Possible**	**Remote**
Likely impact	**Major** Causes major physical injury, harm or ill-health.	High (H)	H	Medium (M)
	Severe Causes physical injury or illness requiring first aid.	H	M	Low (L)
	Minor Causes physical or emotional discomfort.	M	L	L

Areas for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
All work with tools						
General		• The employee is medically fit and suitable to work. • A first aid kit is on hand at all times. • Ensure there is adequate communication in an emergency. • The workplace/task is risk assessed and suitable for the task. • Reporting and recording arrangements are made where appropriate. • The whereabouts of the site manager is known whilst they undertake jobs with tools. • Appropriate instruction and training is in place, where necessary. • Suitable training is undertaken before the site manager is permitted to use certain tools and equipment. • Any loose clothing, ties, long hair etc., liable to become entangled in equipment or machinery, are adequately secured. • Aprons and personal protective equipment (PPE) are used – overalls or coats and gloves are worn where appropriate and rings, watches and loose jewellery are removed. • PPE is suitable for the intended use, maintained in good condition and correctly stored.				

Areas for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
Work space		• The working space is safe and clear of debris. • The working space is well ventilated. • Access to water is readily available. • All electronic devices and power outlets are checked and comply with Health and Safety Policy before work starts.				
Working with tools at heights		• Any access equipment that is used is up to standard and is checked regularly to ensure there are no faults. • Only the safest equipment is used. • The site manager is competent using the access equipment. • The site manager is competent working at heights and has experience of working at heights previously. • Where required, additional ladder safety equipment is used, e.g. ladder stabiliser, rubber mats. • Working at heights risk assessment is consulted and reviewed before work begins. • The site manager informs a colleague of the time they are starting and expecting to finish the job. • Weather conditions that could compromise safety are taken into account.				
Portable power tools						
Electric shock		• Condition of leads and plugs are checked before use.				

Areas for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		• For heavy duty electrical equipment, a 110v, battery tools or a residual current device are used where practicable. • Areas are checked for hidden/buried cables before drilling etc. • Work is not undertaken where water is present without specialist advice. • A qualified person tests all portable electrical hand tools at least annually.				
Burns/fire/explosion		• Equipment is checked to make sure that it isn't broken or too worn. • Equipment is inspected to identify any frayed electrical cords or any cracks in the equipment. • Heat generating equipment, e.g. a wallpaper stripper, is not used without a hot work permit. • Work is not undertaken near flammables, compressed gases, in explosive atmospheres or confined spaces without specialist advice. • Prior approval is gained from the relevant authority before using flammable fuel or gas powered equipment. • Appropriate PPE is worn for the job, e.g. overalls and facial protection.				
Moving/rotating parts – entanglement		• Loose clothing, jewellery and long hair are kept clear of moving parts. • Guards are used where appropriate.				

Areas for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
Flying debris/swarf – eye, hand or facial injury		• Protective eyewear or face shields are used. • Guards are used where appropriate. • Protective gloves are worn where appropriate. • Nearby persons are advised of hazard. • Areas are isolated with barriers, tape etc. where necessary.				
Hearing damage from exposure to excessive noise		• The site manager wears hearing protection when exposed to noises above 80 decibels or if the noise is uncomfortably loud (request assessment if in doubt). • Nearby persons are advised of hazard. • The site manager is aware of the risks associated with being exposed to noise.				
Vibration – hand/arm vibration syndrome (HAVS)/carpal tunnel syndrome		• Power tools with the lowest vibration levels are used where practicable. • The time spent continuously using the equipment is minimised (e.g. through job rotation/short breaks). • The vibration inducing tools is restricted to the recommended times (see manufacturer's instructions). • Tools are properly stored, maintained and used according to manufacturer's instructions. • The site manager is aware of the risks from vibration.				
Ergonomics (of tools and work space)		• Appropriate tools are used for the job. • There is adequate room to do the job safely. • The time spent continuously using heavy equipment is minimised (e.g. through job rotation/breaks). • Jigs and suspension systems are used to assist the handling of heavy equipment (e.g. large grinders).				

Areas for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		• Safety footwear is worn unless feet are protected by other means (e.g. sitting at a bench).				
Tool jamming or binding		• Only the site managers or other competent persons repair electrical tools. • Tools are maintained according to manufacturer's instructions.				
Inappropriate use		• Tools are checked to ensure they are appropriate for the job and are used in accordance with manufacturer's instructions. • Site managers are trained in the correct use of portable tools. • Inexperienced site managers are supervised by a competent member of staff, e.g. another member of site staff, or observed when first using unfamiliar equipment or in an unfamiliar environment. • Power tools are securely stored when not in use.				
Hand tools						
General safety/inappropriate use		• The site manager abides by five basic rules: - Use the right tool for the job - Make sure that it is in good condition - Use it in the correct way - Do not use tools you have not been trained to use - Ensure tools are well maintained • Hand tools are not left lying on surfaces, are secure from unauthorised use, and are stored in such a way that their serviceability is maintained.				

Areas for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
Knives – gouges, deep and surface cuts, scratches, splinters		• Any material that is cut is held firmly on a stable, flat surface. • Pencils or other relevant stationary, e.g. marker pens or rulers, are used to mark out cuts on material. • Appropriate knives, e.g. stanley knives, are selected for relevant tasks. • Knives are assessed before use to ensure they're fit for purpose. • Materials are cut away from the body and hands, and the users non-cutting hand is kept behind the blade at all times • Blades are covered/retracted and safely returned to their proper storage space after use. • Knives are not left unattended under any circumstances.				
Screwdrivers and electric drills – gouges, cuts, bruises/blunt force injury, splinters		• Only a screwdriver/drill that is appropriate to the screw head being is used, both in terms of size and shape. • The site manager ensures that the screwdriver/drill handle is clean and free of grease before use. • The site manager ensures that there is a firm attachment of the handle to the shank. • For small screws in softwood, a pilot hole is made by using a punch hole and a bradawl. For larger sized screws and all screws in hardwood, a pilot hole is drilled with a boring tool of some kind.				
Hammers – sprains, bruises/ blunt force injury, cuts, splinters		• Before use, hammers are inspected to ensure there is a firm attachment of the head to the handle. • Hammers are checked for splinters, loose wrapping or other defects in the handle before use. • The site manager replaces any handles that have defects.				

Areas for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		• Any wood that is to be hammered is placed against a hard surface. Hammering work is not undertaken on carpet or other soft surfaces. • The workspace is clear of other objects and, before the hammer is used, the surrounding area is checked to ensure it is free of hazards and nobody is standing too near.				
Saws – deep and surface cuts, splinters		• The material that is to be cut with the saw is marked out using a try square and scriber. • A saw with the correct blade for the material to be cut is selected – high speed steel blades are used for tough, resistant materials, whilst high carbon steel blades are used for general cutting. • The hacksaw is checked for any signs of wear or damage, including that the frame is securely attached to the blade and the teeth are not too blunt. • The saw with the correct number of teeth per inch is selected; the general rule is that at least three teeth should extend across the surface of the material to be cut. • If using a vice, sawing is carried out close to the jaws of the vice to ensure that the material does not flex under the force of the hacksaw and the sawing motion. • PPE is worn if necessary – e.g. gloves.				