

Safety Management Standard

Work Equipment

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1.0. Introduction

University Hospitals of Derby and Burton NHS Foundation Trust recognises its duties under the Health and Safety at Work Act 1974 (HASAWA), The Provision and Use of Work Equipment Regulations 1998 (PUWER) and the Lifting Operations and Lifting Equipment Regulations 1998 (LOLER).

This Safety Management Standard (SMS) works in conjunction with UHDB Trust's Health and Safety Policy. Where equipment is classed as a medical device reference should be made to the Trust Policy for the Management of Medical Devices.

2.0. Purpose and Outcome

The Trust will provide a safe working environment by minimising avoidable accidents or incidents relating to the use of work equipment, its misuse, or inappropriate use as is reasonably practicable. This applies to permanent staff, agency workers, locum, bank staff, contractors, members of the public and patients attending UHDB.

3.0. Definitions Used

Equipment	Any machinery, appliance, apparatus or hand/power tool used on Trust sites or in connection with the Trust's undertaking e.g., laboratory equipment, medical devices, surgical instruments, office equipment, vehicles, catering and engineering tools and equipment etc.
Use	Includes starting, stopping, erecting, installing, dismantling, transporting, maintaining, servicing, operating, using, cooking, cleaning, lifting, carrying, the general use of any equipment, and or other similar terms.
Lifting Equipment	Work equipment for lifting and lowering loads such as forklift trucks, lifts, hoists, mobile elevating work platforms. This includes lifting accessories and attachments used for anchoring, fixing or supporting the equipment.

4.0. Law

The Health and Safety at Work Act 1974 (HASAWA) places a duty on employers to ensure the health and safety of employees and others who may be affected by their work activities.

The Management of Health and Safety at Work Regulations 1999 place a duty on employers and self-employed people to assess risks to health and safety from their undertaking. The duty holder must also identify what measures are needed to comply with health and safety requirements and make arrangements to manage these measures effectively.

The Provision and Use of Work Equipment Regulations 1998 (PUWER)

The regulations, lay down health and safety requirements and place duties on people and companies who own, operate or have control over work equipment.

PUWER is concerned with the work equipment and machinery used every day in workplaces: factories, offices, shops, hospitals, construction sites, farms – wherever equipment and machinery are used at work. The PUWER Regulations aim to make working life safer for everyone using and coming into contact with equipment: employers and employees, contractors, suppliers, and others.

For further reading please visit:

[Provision and Use of Work Equipment Regulations 1998 \(PUWER\) \(hse.gov.uk\)](https://www.hse.gov.uk/PUWER/)

Lifting Operations and Lifting Equipment Regulations 1998 (LOLER)

The LOLER regulations place duties on people and companies who own, operate or have control over lifting equipment. This includes all businesses and organisations whose employees use lifting equipment, whether owned by them or not.

LOLER requires that all lifting operations involving lifting equipment must be properly planned by a competent person, appropriately supervised and carried out in a safe manner. Equipment used for lifting should be fit for purpose, appropriate for the task, suitably marked and, in many cases, subject to statutory periodic 'thorough examination'.

In order to verify that lifting equipment and accessories remain safe for use, and to detect and remedy any deterioration in good time, thorough examinations are required throughout the lifetime of the equipment.

Before use for the first time - unless the equipment has a Declaration of Conformity less than one year old and the equipment was not assembled on site.

After assembly and before use at each location - for equipment that requires assembly or installation before use.

Regularly, while in service. Unless there is an 'examination scheme' specifying other intervals, thorough examinations should be conducted every:

- 6 months, for lifting equipment and any associated accessories used to lift people
- 6 months, for all lifting accessories
- 12 months, for all other lifting equipment

Following exceptional circumstances - liable to jeopardise the safety of lifting equipment, which may include:

- damage or failure
- being out of use for long periods
- major changes, which are likely to affect the equipment's integrity (e.g., modifications, or replacement / repair of critical parts)

Records must be kept of all thorough examinations and any defects found must be reported to both the person responsible for the equipment and the relevant enforcing authority.

For further reading please visit:

[Lifting Operations and Lifting Equipment Regulations \(LOLER\) \(hse.gov.uk\)](https://www.hse.gov.uk/loler/)

Portable Appliance Testing (PAT) / Electricity at Work Regulations 1989

There is currently no legal requirement to PAT test, however, doing regular PAT testing is still highly recommended as it helps to address several regulations where specific safety standards must be met.

The Electricity at Work Regulations 1989 require that electrical systems and equipment must be maintained, so far as reasonably practicable, to prevent danger. This requirement covers all items of electrical equipment including fixed or portable equipment.

The Health and Safety Executive (HSE) provide Portable Appliance Testing guidance for those who have control over or use portable electrical equipment, such as managers, electricians, technicians and users. It gives sensible advice on maintaining portable electrical equipment to prevent danger and putting people at risk.

For further reading please visit:

[Maintaining portable electrical equipment \(hse.gov.uk\)](https://www.hse.gov.uk/electrical/equipment.htm)

[The Electricity at Work Regulations 1989 - HSR25 \(hse.gov.uk\)](https://www.hse.gov.uk/electrical/1989.htm)

5.0. Key Responsibilities / Duties

Employers' Responsibilities

UHDB has a responsibility to make effective the safety of employees and also the safe management of the work equipment used by employees within the Trust as outlined in the Trust Health and Safety Policy.

Work equipment must be:

- Suitable for the intended use
- Inspected after installation and before being put into use
- Maintained by a competent person in a safe condition
- Inspected to ensure it does not subsequently deteriorate in safety and where required is subject to statutory periodic 'thorough examination'
- Used only by people who have received adequate information, instruction and training
- Accompanied by suitable health and safety measures, such as protective devices and controls such as guarding, emergency stop devices, adequate means of isolation from sources of energy, clearly visible markings and warning devices
- Used in accordance with specific requirements

Managers Responsibilities

- Responsible for ensuring that the areas under their control are managed effectively to prevent or adequately control the potential for exposure to hazards occurring from the use of work equipment
- Ensure that risk assessments are carried out for work activities under their supervision and are recorded
- Communicate the findings of risks assessment to staff and others under their management
- Ensure appropriate control measures are adhered to
- Ensure information, training is provided
- Review processes and control measures if anything changes
- Report any hazards or faults and situations that present a serious and imminent risk

Employees Duties

- Take care of their own health and safety and that of others
- Co-operate to help comply with health and safety legislation
- Follow any instructions and health and safety training provided
- Always operate machinery or equipment properly in accordance with the manufacturer's instructions for the safe use of equipment
- Perform a user safety check before use
- Wear appropriate personal protective equipment as required
- Report any hazards or faults and inform the supervisor/manager about any work situations that present a serious and imminent risk

6.0. Standards

The following standards must be adhered to:

- In the first instance when equipment is identified and required to be purchased, the Purchasing Department has responsibility for ensuring that equipment is purchased from a reliable supplier and has been through an appropriate and robust approval process in terms of its suitability.
- All newly purchased equipment should be legally compliant. Compliant equipment will be marked with the UKCA conformity marking.
- When work equipment is first installed, and when it is moved or relocated, it must be inspected to make sure that it has been correctly installed and is operating safely by a qualified and competent person and safety checks are carried out before first use.

- When determining the suitability of work equipment, ensure that where appropriate:
 - all forms of energy used or produced; and
 - all substances used or producedcan be supplied and/or removed in a safe manner.

- Work equipment must be used only for tasks that it is fit for and in conditions for which it is suitable.
- Persons who supervise or manage the use of work equipment must be adequately trained and competent to do so
- Ensure that all persons who use work equipment have received adequate training for purposes of health and safety, including training in the methods which may be adopted when using the work equipment, any risks which such use may entail and precautions to be taken.
- Risks must be assessed in the conditions that exist and ensure that the choice of work equipment does not pose any added risk to staff, patients, visitors or contractors.
- Equipment should be checked frequently to ensure that safety-related features are functioning correctly.
- Equipment must be inspected, repaired, serviced and maintained in a safe condition by competent persons.
- Where work equipment has been provided with a logbook, this should be used and kept up to date.
- All work equipment including mobile and lifting equipment must be examined for risks to health and safety, including electrical and mechanical hazards and ergonomic factors.
- Any equipment found to be faulty or damaged must be removed from clinical use or other designated use. It must be reported to either estates or clinical engineering and a Datix completed, if required.

For further guidance, please see Safe Use of Work Equipment, Provision and Use of Work Equipment Regulations 1998, Approved Code of Practice:

<https://www.hse.gov.uk/pubns/priced/l22.pdf>

7.0. Risk Assessment

A thorough risk assessment must be completed before carrying out any work tasks using work equipment, which may expose a person to harm. Any control measures found necessary from the risk assessment must be implemented and kept under review.

You should ensure that, wherever possible, risks are always controlled by:

- Eliminating the risks, or if that is not possible
- Taking engineering (physical) measures to control the risks such as the provision of guards; but if the risks cannot be adequately controlled
- 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

Further guidance on the risk assessment procedure is available in the Risk Assessment Safety Management Standard.

8.0. PAT Testing

When new equipment is purchased, it shall be visually inspected by the user prior to it being put into service. A PAT testing request must be logged with Estates as soon as possible and it must be tested within 12 months of use, labelled with a pass status of safety inspection and given a Trust identity number.

Extension leads are temporary, and managers are to have permanent electrical sockets fitted within 6 months.

9.0. Information, Instruction, Training and Supervision

University Hospitals of Derby and Burton NHS Foundation Trust shall provide initial and continual training for employees on equipment that falls under this SMS.

All staff who use any work equipment will be provided with suitable and sufficient health and safety information including, where appropriate, written instructions for

use of the equipment. The information should be comprehensible to all users, giving special consideration to staff with language difficulties or disabilities.

Adequate supervision will be in place as necessary to ensure, so far as is reasonably practicable, the health and safety at work of employees using work equipment taking into account factors such as competence, experience and maturity.

If any equipment poses an inherent risk, suitable signage indicating the risk must be installed on and around the equipment.

10.0. Monitoring & Review

This Safety Management Standard will be regularly monitored and reviewed by the Health and Safety Team to:

- Ensure it continues to comply with legislation
- Ensure that it is reasonably practicable to implement to all those concerned within the Trust

11.0. Further information

The Health and Safety Executive (HSE) has a range of information on work equipment. Information is available at: [Work equipment and machinery - Work equipment and machinery \(hse.gov.uk\)](http://www.hse.gov.uk/work-equipment-and-machinery/)

For information on specific risks consult one of our other health & safety management standards or use the search function at <http://www.hse.gov.uk/>

For further advice, please contact the Health and Safety Team.

We hope you find this SMS useful; if you require further information, please contact one of the Health and Safety Team:



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