

Equipment Safety Policy

Policy Statement

The purpose of this policy is to ensure Step by Step meets the legal requirements that are required to prevent, so far as is reasonable practicable, harm from the operation of work equipment to users or other affected parties.

Background

The Provision & Use of Work Equipment Regulations 1998 (PUWER) and other associated regulations and guidance such as the Electricity at Work Regulations 1989 describes the management requirements required to operate work equipment safely.

It is a requirement that all work equipment used on school premises or during school trips is:

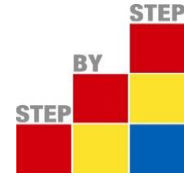
- Suitable for the intended use.
- Maintained.
- Positioned or installed to prevent the risk of injury.
- Inspected.
- Only used by staff that have had appropriate information instruction and training.

For the purpose of this policy Work Equipment is: any machinery, appliance, apparatus, tool or installation for use at work.

The following key steps are required to operate equipment safely.

Selection/Purchase

The school shall ensure that work equipment is so constructed or adapted as to be suitable for the purpose for which it is used or provided. In selecting work equipment, full regard to the working conditions and to the risks to the health and safety of persons which exist in the premises or working with the equipment will be considered. It is important to ensure that work equipment is used only for tasks/operations for which it was designed and under conditions for which it is suitable.



Risk Assessment

All equipment should be risk assessed prior to use. See Appendix 1 for Risk Assessment template that can be used to assess simple equipment. More

complex or potentially hazardous equipment will require specialist assessment during installation.

The use of extension leads should be limited and the use of 'daisy chaining' (adding extension leads into extension leads) should be avoided due to the lowering of the effectiveness of safety devices and the increased risk of fire.

Where the use of multiway extension leads is unavoidable consideration should be given to:

- Ensuring the combined electrical load falls within the rating of the extension lead and socket
- Possibly installing additional sockets in the area.

Staff should only use equipment that they are competent to use. This involves not only training but also time to get used to the equipment to build up the necessary experience/competence.

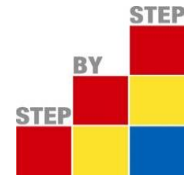
During risk assessment attention should be paid to damaged equipment and warning signs such as scorch marks caused by overloading electrical sockets. Appendix 2 outlines basic checks that can be undertaken on electrical equipment.

The risk assessment should consider the frequency of use, and associated wear and tear, and any adverse environmental conditions such as equipment that is used by the pupils.

Staff should not bring any personal equipment into the school unless it has been suitably tested and authorised for use.

All equipment should be suitably labelled, especially if routine testing is required. To assist with the management of equipment we keep an electronic asset register. We also keep comprehensive lists of all electrical equipment with the dates of PAT testing and renewal dates.

Any defective equipment should be removed from service immediately and a review undertaken as to the cause of the fault. Possible causes include a design flaw, equipment not suitable for the environment used or mishandling by the user.



Maintenance operations can be extremely hazardous situation, as the normal safeguards such as covers may have been removed. They should only be undertaken by qualified staff and for complex equipment a Permit to Work (PTW) may be required.

Wherever possible live working on electrical equipment should not be allowed.

Visual Checks

All equipment must have a visual check before use.

All visual checks should pay attention, where relevant, to:

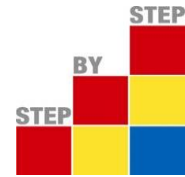
- damage
- scorch marks
- damaged sockets
- fraying cables
- regulatory labelling
- weight limits
- instructions for use

Any equipment found to be defective must not be used and must be removed from service immediately.

Training

Staff should not use any equipment unless they are competent to do so. The level of training will be dependent on both the complexity of the equipment and the severity of any consequences should it fail.

As well as understanding the normal functions of the equipment staff should be aware of any abnormal situations and how to deal with them, such as the jamming of a printer.

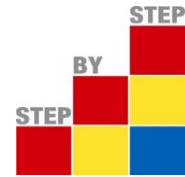


Monitoring

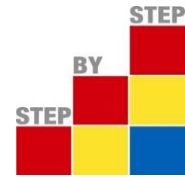
Equipment will be suitably risk assessed.

All relevant equipment (such as playground swings) will be on a Planned Preventative Maintenance (PPM) Programme or Service/Inspection Contract.

Electrical equipment will be tested at either 12 or 24 month intervals dependant on risk.



Policy	Equipment Safety
Statutory requirement?	No
Approved	March 2019
Responsible Officer	GA/CE
Responsible Governor/s	JM
Date of previous version	March 2017
Frequency of Review	Every 2 years



Appendix 1

User Checks and Portable Electrical Equipment Testing Guidance

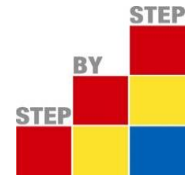
All electrical equipment presents fire and electrocution hazard, the associated risks are often not recognised as the use of such equipment is common place. The following guidance is intended to assist with sensible planning to minimise the risks from portable electrical equipment.

What is portable electrical equipment? The easiest way to view this is anything with its own plug is portable.


User checks-operation

Prior to use electrical equipment should be inspected, this is not intended to be an exhaustive inspection, but a simple quick common-sense check prior to use.

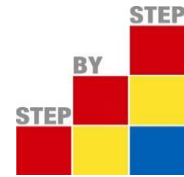
Has the item got any of the following problems?



Having decided the equipment is safe to use it is important that the socket is not overloaded, equipment such as, fan heaters, kettles etc must be plugged directly into wall sockets. Lower power items such as computers, desk fans, computers, phone chargers etc may be connected to an extension lead with multiple outlets (if in doubt check with the Health and Safety Officer).

Any 2 to 3 pin adapters or transformers used must have British kitemark , BS or CE markings.

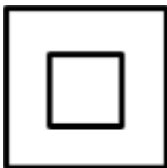




Items that are not in use should be switched off and unplugged, equipment such as computers, TV/audio-visual equipment, mobile phone chargers may be left connected to a power supply, but should be switched off/shut down when not in use. Care should be taken with items such as laminators/kettles etc that may not have warning lights to show that they are on or still hot. Injury can easily be caused by picking up hot appliances, and they present a fire hazard.

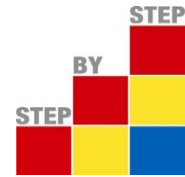
The risk of fire from hot equipment should be considered during use and especially while an item is cooling down (possibly unattended!).

Each piece of electrical equipment must have a separate plug, which must have the correctly rated fuse. All portable items of electrical equipment should be clearly marked by the manufacturer with the relevant BS or CE marking. Some double insulated items that show the appropriate symbol but not the BS standard, or CE marking, may be acceptable if checked by the Health and Safety Officer).



Symbol for
double
insulation

Long trailing wires are dangerous, especially across open floor space, and should be avoided.



Prohibited Equipment

The following equipment is prohibited because of reported near miss experiences within various organisations

- Portable “clip-on” lamps.
- Filament type Fairy or Christmas lights strung around the room.
- Halogen desk lamps.

All of the above have caused fire near misses, alternative solutions are available on request.

PAT Testing

The legal requirements relating specifically to the use and maintenance of electrical equipment are contained in the Electricity at Work Regulations 1989. The Regulations require that electrical equipment must be maintained, so far as reasonably practicable, to prevent danger. Step by Step will test all portable equipment once it is 12 months old and at 12 or 24 monthly intervals dependant on risk.