



Somerset
Council

HSG 24 Work Equipment



Organisation	Somerset Council
Title	HSG 24 Work Equipment - Guidance
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Owner	The Health and Safety Service
Protective Marking	Official - Unclassified
Primary Legislation	<u>The Management of Health and Safety at Work Regulations 1999</u> <u>Provision and Use of Work Equipment Regulations 1998 (PUWER)</u>

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Purpose of this Guidance

This Guidance is designed to assist Somerset Council employees to carry out their duties, in line with Policy, HS024 'Work Equipment'.

Introduction

Somerset Council sets a minimum standard of legal compliance for the use of equipment in the workplace.

The Provision and Use of Work Equipment Regulations 1998 are the primary Regulations concerning work equipment in the UK.

It should be noted by all persons to whom the policy has relevance to, there are other regulations which state legal requirements for work equipment.

For example:

- The Working at Height Regulations sets requirements for the inspection of work equipment where the safety of work equipment depends on how it is installed, assembled, maintained, or monitored throughout its use.
- Lifting Operations and Lifting Equipment Regulations (LOLER) set requirements that all equipment used for lifting is suitable, this includes arrangements for formal inspection.
- The Control of Substances Hazardous to Health Regulations (COSHH) include the requirement that the initial selection process for all tight-fitting facepieces should include face-fit testing to ensure the wearer has a correctly fitting device.

There is also other legislation outside of the Health and Safety at Work Act which places requirements on work equipment, for example The Regulatory Reform Fire Safety Order (RRFSO) states that any non-automatic fire-fighting equipment provided is easily accessible, simple to use and indicated by signs.

Definitions (PUWER 1998)

Work Equipment

“...any machinery, appliance, apparatus, tool or installation for use at work (whether exclusively or not).” This includes an assembly arranged and controlled to function as a whole (e.g. bottling plant); equipment provided by an employer and equipment brought in by employees (but excludes privately owned vehicles). Work equipment is not only equipment provided by Somerset Council.

Use

“...any activity involving work equipment...includes starting, stopping, programming, setting, transporting, repairing, modifying, maintaining, servicing and cleaning.”

Summary

Incidents involving work equipment can occur in Somerset Council (SC). Injuries resulting from work equipment related incidents could range from minor cuts to fatalities.

The policy details a system for prevention, which is based on an assessment of risk from different pieces of work equipment. The assessment is based upon the suitability of equipment for:

- Intended use.
- Persons intended to use it.
- The environment in which it is used.

What is not covered by the policy?

- Driving for Work is dealt within its own policy in: [HS 014](#)
- Electrical equipment is dealt within its own policy in: [HS 023](#)
- Display Screen equipment is dealt with in its own policy in: [HS 030](#)
- Working at height equipment is dealt with in its own policy in: [HS 027](#)

Section 1 – Guidance

Assessing the risk from equipment

Equipment that needs to be assessed.

Not all equipment in SC needs to have a specific PUWER assessment. To determine what equipment needs to be assessed, a competent person must evaluate whether the equipment poses any serious risk of injury to users.

Equipment that presents minimal risk to users may be assessed by way of including the equipment in a risk assessment for the activity. In this circumstance the risk assessor will identify suitable controls for the equipment used in the activity, e.g. inspection, maintenance, information, instruction, training, supervision, etc.

Other types of work equipment may be of a higher risk to the employee, e.g. abrasive wheels, circular saws, chop saws, fret saws, equipment, spindle moulders, belt sanders, lifts, etc. The [HS F24](#) PUWER Assessment document can be used by the assessor to ensure the equipment is suitably evaluated to meet the requirements of the Provision and Use of Work Equipment Regulations.

It is intended that the F24 will form part of an overarching risk assessment for the activity. An example of this could be a DT Workshop within a school, the overarching risk assessment for the workshop would reference that all equipment which presents a serious risk of injury receives a specific PUWER assessment.

Additionally, health hazards associated with the equipment are not addressed within the F24. For example, manual handling, dust, fumes, noise, hand arm vibration etc.

Risk may be from hazards such as:

- Powered equipment.
- Equipment that lifts or transports goods or persons
- Moving parts of machinery whether rotating, sliding or reciprocating.
- Noise generated by the equipment.
- Vibration generated by the equipment.
- Dust, fume or gas generated by the equipment.
- Radiation generated by the equipment.
- The power supply to the equipment e.g. electricity, air pressure.
- Hazardous substances are needed to operate e.g. petrol.

- Self-propelled work equipment.
- Drivable work equipment.
- Equipment with sharp blades or cutting bits (even if non powered) including hand tools.
- Equipment with known cases of injury resulting from its use i.e. ladders.

Hazards arising from the operation of machine equipment are generally divided into:

- Mechanical hazards – arising from direct interaction with the machine.
- Non mechanical hazards – associated with the machines use, in respect of the environment, the materials used and other aspects of operation.

Mechanical hazards

- Crushing – The body is trapped between two moving parts or one moving part and a fixed object.
- Shearing – A part of the body is trapped between two parts of a machine, one of which is quickly past the other. The effect is like a guillotine, shearing off the trapped body part.
- Cutting or Severing - A moving, sharp-edged part is touched.
- Entanglement – Loose items of clothing or hair get caught on a rotating part of a machine and the person is drawn onto the machine.
- Drawing-in or Trapping – A part of the body is caught between two moving parts and drawn into the machine.
- Impact – A person is struck by a power-driven part of the machine when it moves.
- Stabbing or Puncture – Sharp parts of a machine or materials in, or ejected from, a machine penetrates the body.
- High Pressure Fluid Injection – Hydraulic fluid ejected, often from a burst hose, can penetrate the skin.
- Friction or Abrasion – Parts of the body (usually hands) contacting moving equipment such as a conveyor or drive belts.

Examples of non-mechanical hazards

- Electricity, noise, vibration, hazardous substances, non-ionising radiation

Equipment that does not need to be assessed

Equipment that does not pose any significant risk need not be assessed. Such equipment may not pose a significant risk because:

- It is non-powered equipment or manually operated equipment.
- It is small scale fixed equipment that normally requires little or no human interaction. E.g. wall clocks, light fixtures etc.
- It is equipment with no moving parts.
- It is equipment that is used in everyday life away from the workplace e.g. scissors, pens, and pencils.

Please note equipment may not need to be assessed, however, the process may do. For example, a hammer and chisel will require visual inspection but will not require a PUWER assessment. The process/activity will require an

assessment to identify hazards associated with that activity such as the production of dust, flying objects etc.

Specified hazards

Regulation 12 of PUWER covers measures which employers are required to take in order to prevent, control or minimise the effects of specified hazards. The type and nature of the measures taken must be based on the assessed risks in each case.

Specified hazards are:

- a) any article or substance falling or being ejected from work equipment
- b) rupture or disintegration of parts of work equipment
- c) work equipment catching fire or overheating
- d) the unintended or premature discharge of any article or of any gas, dust, liquid, vapour or other substance which, in each case, is produced, used or stored in the work equipment
- e) the unintended or premature explosion of the work equipment or any article or substance produced, used or stored in it

Regulation 12 does not apply where Regulations are produced specifically for the reduction of risks to a person's health and safety. For example:

- a) the Ionising Radiations Regulations
- b) the Control of Asbestos Regulations
- c) the Control of Substances Hazardous to Health Regulations
- d) the Control of Noise at Work Regulations
- e) the Control of Lead at Work Regulations
- f) the Control of Vibration at Work Regulations

Further guidance can be found <http://www.hse.gov.uk/pubns/books/puwer.htm>

Assessing the suitability of equipment to its purpose

When assessing the suitability of equipment to its purpose, the following must be considered:

- Is the equipment capable of doing the intended job?
- Can another piece of equipment be used to do the job more safely?
- Is the equipment of suitable power to do the job? Equipment that is too powerful or not powerful enough increases the risk of injury.
- Is the durability of the equipment suitable for the amount of use (duty) it will be put to?
- Can the hazards introduced by the equipment be adequately controlled? Hazards introduced can include but are not limited to electricity, vibration, noise, dust, smoke, hazardous substances.
- Are the hazards introduced by the equipment itself, kept to the minimum practicable?

There is sometimes a temptation to buy a single piece of equipment to perform many functions in order to save cost. In such cases, the cost benefit of doing this must be weighed against the compromises and hence increased risk inherent in multi-purpose tools. This decision should be made in consultation with the persons who will be using the equipment as far as possible.

Statutory hazards

Equipment producing hazards which have Regulations stipulating workplace exposure values must be identified and suitably controlled by management. An example of this would be a hammer drill, this will produce noise and vibration. Further information on the actions values and Regulations relevant to noise and vibration can be found within the CHSU policies [HS028](#) (Noise) and [HS036](#) (Hand arm Vibration).

Assessing the suitability of equipment to environment

When assessing the suitability of equipment to the environment, the following environmental factors must be considered:

- Will the equipment be used outdoors?
- Will the equipment be exposed to moisture or water?
- Will the equipment be exposed to dust?
- Is it likely that the equipment will be dropped or subjected to impacts?
- Is the location adequately ventilated to allow for safe use bearing in mind the wastes produced by the equipment?
- Is the visibility of the equipment a hazard? For example, will a person be injured by inadvertently bumping into or otherwise coming into contact with it?
- Does the presence or use of the equipment require an access-controlled area?



Dangerous Parts of Machinery

Specific risks include dangerous parts of machinery. There is a duty on SC to take effective measures to prevent contact with these dangerous parts.

Such machinery should stop if persons enter the danger, i.e. where a person may be exposed to risks to their health and safety from contact with dangerous parts of the machinery.

Definition

Dangerous Parts of Machinery

Issued by: The Health and Safety Service

Issued Date: October 2024

Are those parts of a machine which may cause personal injury, including moving parts, sharp edges, etc.

Dangerous parts of machinery can be controlled by:

Fixed Guards

Fixed Guards are physical barriers which prevent access to dangerous moving parts. Some are designed to fit close to or onto the machine (enclosing guard) others act like a fence around it (perimeter guard). Some will require an opening to allow for passage of materials but must still prevent the operator from being able to come into contact with moving parts (distance guards).

Interlocked guards

Interlocked guards are designed to be easier to remove for the purpose of maintenance, setting, etc., these guards must still prevent access when the machine is running.

Trip Devices

Trip devices are protective systems that do not place a barrier between the user and the dangerous parts of equipment. Instead, a sensor will detect the presence of a person entering a danger area and stop or reverse the motion of the machine. There are different types of trip devices such as, trip bars, pressure mats, phot-electric devices.

Adjustable and Self-Adjusting Guards

These guards are used where complete access cannot be prevented or is required while a machine is in operation, e.g. feeding wood into a bench saw or grinding a chisel blade. These types of guards are commonly used on woodworking and metalworking machines in a site workshop.

Two hand controls

Where a machine operation requires an operator to put their hands into the equipment to insert or remove materials or products, most guards will not be practical. Instead, two hand controls are used. To start or run the machine, the operator must operate two button or switches at the same time. In doing this, they cannot put their hands in the danger area.

Hold to run controls

Many hand-held and bench mounted power tools require the operator to press and hold the control to operate it.

Emergency stop controls

Stop buttons or pull cords positioned close to the equipment, when activated these controls should stop the equipment operating.

Assessing the suitability of equipment to persons using it

When assessing the suitability of equipment to the persons using it, the following factors must be considered:

- Are there persons with disabilities who may need to use the equipment that need to be considered?
- What is the age or mental capacity of the persons using the equipment? For example, school pupils.
- What is the physical strength of the person using the equipment?
- What is the skill level of the user? More powerful equipment generally (but not always) requires a more skilled user.
- What is the effect of the equipment on young persons or new and expectant mothers? Refer to the appropriate policy.
- Are there any other factors or characteristics an individual may have, which could be a hazard to them by using the equipment.

Scheduling of Inspections and Maintenance

Frequency of Inspections and Maintenance depend on the following factors:

- Manufacturer's recommendations.
- How much the equipment is used.
- The findings of a risk assessment.

For the purpose of scheduling inspections and maintenance, time spent in storage is considered time in use. This is because some components deteriorate with time regardless of the time in actual use.

For equipment that is in use, scheduling is determined almost entirely by a risk assessment and manufacturers guidelines. However, inspections must be done:

- Prior to first use after equipment is installed/purchased
- After a change in operating environment or a new user takes over the equipment
- After any change in circumstances occur which could affect health and safety.

Performing Inspections

Inspections need to be carried out by a competent person. For work equipment, this person is normally:

- The user, if it is stated in the user manual that the user can perform inspections. If this is the case, then instructions will be clearly detailed in the user manual.
- A person appointed by the equipment manufacturer for more in-depth inspections.
- A person deemed independent and competent to complete a formal statutory inspection. For example, a competent person who will inspect lifting equipment issuing certificates of thorough examination to comply with requirements of the Lifting Operations and Lifting Equipment Regulations.

Performing Maintenance

Work equipment must be maintained in an effective state, ensuring it is working order and in good repair. It is essential that any maintenance be done competently and safely. This can be accomplished as follows:

- Many minor maintenance tasks are meant to be performed by the user. Such tasks will be explicitly stated in the equipment manual as being suitable to be done by the user and will be accompanied by instructions. A competent person must be nominated to perform these duties. For this purpose, a competent person will be someone who has read, understood and is capable of carrying out the instructions given in the manual.
- For all other maintenance, only competent persons must perform these procedures. In most cases, this would only be persons appointed by the manufacturer of the equipment. These persons would be aware of the risk involved in maintenance work and would have completed risk assessments. Some requirements such as isolation may be required before maintenance is performed.

Purchasing new equipment

When purchasing new equipment, prospective equipment must undergo the risk assessment processes as described in 2.1 to 2.6, before any purchase is made.

Where more than one option is available, the results of the risk assessment must be considered as an important part of the process of deciding which equipment to purchase.

Wherever possible, the equipment that carries the lowest risk should be purchased.

The potential users of the new equipment should be consulted when purchasing work equipment.

Provisions for First Aid

Provisions for first aid must be made for any injuries that are identified by the risk assessment.

For further information refer to [HS 012 First Aid](#)

Delivery of training

A risk assessment will determine the training requirements and varies depending on the level of risk.

Training should cover:

- Safe and unsafe ways to use the equipment.
- Foreseeable hazards.
- Possible injuries and the best way to deal with them.
- Any other information that will reduce the risk.

Training is essential when:

- New employees are recruited.
- New equipment is introduced.
- There are changes to the work system.
- There are changes to the work equipment.
- Periodically, as determined by the risk assessment to refresh knowledge and skills.

Responsibilities of Users

Users of work equipment within SC must use equipment safely, adhering to any procedures put in place by their management.

Golden Rules for general use of equipment

- Use the equipment only for the purpose for which it was intended, and in the way, it is intended to be used.
- PPE requirements should be followed.
- Equipment should not be used under the influence of drugs or alcohol, including certain types of medication.
- Do not engage in horseplay.
- Always read and follow the user manual.
- Follow safe systems of work set by management.

- Don't take shortcuts.
- Keep equipment clean.
- Ensure regular checking and servicing of equipment.
- Report faults
- If you have any individual characteristics where your health or wellbeing could be compromised by the use of any particular work equipment, you should discuss this with your manager or supervisor before attempting to use the equipment.

Conformity



CE marking is a certification mark that indicates conformity with health, safety, and environmental protection standards for products sold within the European Economic Area. This will include products which are "new" to Europe, that is second-hand products from outside Europe, and which are put into service or placed on the market in Europe for the first time, and existing products which are substantially modified as to be considered "new". However, some work equipment, that is not powered or used to lift - such as hand tools, racking and ladders - does not currently come within the scope of any product safety Directive and so must not be CE marked.

CE marking is a visible sign that the product complies with all relevant product supply law, and its presence together with the Declaration of Conformity gives the product to which it is affixed presumption of conformity with relevant product safety Directives.

However, the CE mark is not a quality mark, nor a guarantee that the product meets all the requirements of relevant EU product safety law. Suppliers who install work equipment and users should make reasonable checks of any new products looking for obvious defects.

Managers and those with responsibilities towards purchasing work equipment must determine whether equipment requires CE marking.

CE mark only applies to those products that come under one of the relevant [product supply Directives](#) that require CE marking.

Section 2 – Arrangements

Equipment Risk Assessments

The policy sets to achieve risk reduction by conducting risk assessments where appropriate for:

- Suitability of work equipment for the task.
- Suitability of work equipment for the persons who must use it.
- Suitability of work equipment for the environment in which it is to be used.

Using the results from these assessments, risk can be reduced by:

- Providing suitable work equipment based on risk assessments.
- Maintaining work equipment.
- Inspecting work equipment.

See [section 1.1](#) for guidance on work equipment risk assessments.

Suitability of Work Equipment

Suitability of equipment provided for intended use

Any equipment that is provided for use by employees must be fit for the intended use meaning that:

- The equipment can be used for its intended purpose without risk of injury or risk to health to employees or members of the public.
- Any hazards associated with the use of the equipment must also be considered. This may include the weight of the equipment, the power requirement (electrical etc), waste generated, dust, noise, vibration, and risk to the public whilst in use and so on.
- Equipment suited to a particular purpose must not be used for any other purpose or adapted or modified in any way.

See [section 1.2](#) for guidance.

Suitability of equipment provided for persons using the equipment

Equipment must be suited to the persons who are intended to use them. This means that the following must be assessed to determine if there is any increased risk arising from:

- The physical strength of the person who must use the equipment.
- The age or mental capacity of the person who must use the equipment.

- Any disabilities that may increase the risk from using the equipment.

See [section 1.6](#) for guidance.

Suitability of equipment provided for the environment in which it is used

The environment in which equipment is used plays a vital part in its continued safety. This is because parts can wear out more quickly in harsh environments. To ensure continued safety:

- If the equipment is to be used in environments where there may be water, condensation, dust, high or low temperatures then the equipment must be designed to be used in those conditions.
- Adverse environmental conditions such as temperature, sunlight, water, dryness, dust or intense light may affect the user's ability to control equipment. This risk must be assessed and adequately managed.

See [section 1.4](#) for guidance.

Maintenance of work equipment

Maintenance of work equipment is required to keep the equipment performing as it was meant to by the manufacturer including the requirement for the equipment to remain safe for use. An effective maintenance regime would consist of:

- **Planned Preventative Maintenance** – This involves the periodic replacement of parts that have a known lifespan. By replacing these parts before they breakdown, the safety of the equipment can always be maintained. The components to be replaced in this way as well as the replacement schedule are detailed by the manufacturer of the equipment.
- **Condition Based Maintenance** – This occurs as a result of an equipment inspection identifying a component that has been damaged or is about to wear out. Replacement of parts identified so that the equipment can be quickly returned to a safe state **BEFORE** an incident occurs.
- **Breakdown based maintenance** –. The only time this type of maintenance is required is when a part has failed unexpectedly. Breakdown based maintenance almost always results in lost time; loss of productivity, costly repairs and possibly an injury if a safety critical component has failed.

Equipment Inspections

Where there is no inspection frequency prescribed in legislation, Managers are responsible for setting the inspection frequency for equipment. The type of inspection required depends on a risk assessment taking into consideration the type of equipment used and the environment it is being used in. It can be as simple as a visual inspection or may require the equipment being dismantled. The equipment manual and manufacturers guidelines are good sources of information in determining the inspection type required.

Written Scheme of Examination

There is a statutory requirement placed upon SC as the owner of certain specific types of equipment; namely lifting equipment (e.g. lifts and hoists) and pressure systems (e.g. boilers and air compressors) to ensure that a “thorough examination” is carried out by a suitably competent person on all such items in accordance with a “written scheme” which complies with the relevant Regulations. This requirement is in addition to routine maintenance and inspection. Whenever new equipment that falls into this category is acquired, the appropriate arrangements must be made to ensure that the scheme is drawn up and implemented. The implications of this examination are potentially serious, any identified fault could prevent further use of the equipment until it is rectified, and the examiner is required to inform HSE as soon as possible of any fault regarded as critical.

Information, Instruction, Training and Supervision

All users will require information, instruction and training in order to use work equipment safely. This is particularly important where controls cannot eliminate the risk from using the equipment. Any instructions given by the manufacturer must always be adhered to. Manufacturer manuals are typically the most accessible source of information and instruction. The extent of the information, instruction and training given depends on the complexity of the equipment and the specific risks associated with its use. Line managers will need to supervise users to ensure control measures and safe systems of work are being correctly followed.

Safe use of equipment

Users also have a part to play in reducing the risk from using work equipment:

Users must:

- Follow instruction and training given.
- Follow systems of work put in place for their health and safety.
- Take reasonable care for their own health and safety and that of others.
- Inform their managers of dangerous situations or shortcomings in health and safety arrangements.

- Inform their managers of any change in work procedures or environment that is likely to affect the health and safety of them self or others.
- Never abuse or bypass systems put in place for their health and safety.
- Never use procedures other than those stipulated during training for any reason.
- Never use the equipment for anything other than its intended purpose.
- Never use the equipment anywhere other than the intended environment.

Hiring equipment

When deciding on work equipment that is to be hired, all the requirements laid out in this policy must be met as if the equipment is to be purchased by the council. See [section 1.10](#) for more guidance.

Woodworking Machinery

Risk assessments must be made for all equipment used in connection with woodworking. When making these assessments, remember to consider.

- Non-standard use of the equipment for example cleaning and maintenance.
- Local exhaust ventilation and or other suitable dust extraction.
- Task specific Personal Protective equipment.
- Additional Training requirements.
- Risk assessments must also determine whether braking devices are required for the machinery.

See sections [1.1](#) & [1.2](#) for more guidance.

Mobile Work Equipment

As with woodworking, each piece of mobile work equipment used must undergo its own risk assessment. This risk assessment must consider.

- The different environments where the equipment is likely to be used. The use of the equipment must then be limited to these environments.
- If mobile equipment is meant to carry persons, it must be fit for purpose.
- The possibility of injury caused by roll over of equipment.

Employees Own Work Equipment

Equipment not provided by the employer, used in the workplace, in some circumstances may be deemed work equipment. Such equipment can be provided by an employee or a third party.

For example:

If a ramp is provided by a third-party organisation to an SC owned/occupied building for use by service users even though not purchase/installed by the Council, it is still deemed work equipment and would have to be maintained as if it had been purchased by the Council.

Personal equipment can be used in the workplace. Specific policy guidance is available for the use of personal equipment within SC.

- Phone and ICT equipment - Bring your own device (BYOD) & Corporate Device Acceptable use/user Acceptance Policy
- Driving for Work Policy [HS014](#)
- Electrical Equipment policy [HS023](#)
- Display Screen Equipment policy [HS030](#)

Disposal of Work Equipment

Work equipment will eventually wear out and need to be disposed. When disposing of work equipment, observe the following:

- Any guidelines given by the manufacturer for disposal
- Local regulations for disposal of equipment
- Availability of recycling facilities in the area

Records

Records of the following must be kept:

- Any risk assessment carried out.
- Details of any interventions made as a result of a risk assessment.
- Any information, instruction or training that was provided to users.
- Attendance of any training provided.
- Any incidents or near misses involving work equipment.
- Maintenance and service records and kept up to date
- Inspection reports
-

(If users suspect or detect any fault in electrical equipment, stop using it at once and inform the appropriate manager/supervisor).

- Daily/weekly check sheets

See the document HR Policy on '*Retention of Records*' for further information.

Appendix 1

Governance Arrangements

Policy Compliance

If any employee is found to have breached this policy, they may be subject to SCC's [disciplinary policy](#).

Where it is considered that a criminal offence has potentially been committed, the Council will consider the need to refer the matter to the police.

If you do not understand the implications of this policy or how it may apply to you, contact CHSU.

Review and Revision

This Guidance will be reviewed as it is deemed appropriate, but no less frequently than every 36 months. Policy review will be undertaken by rolling programme established by the Health and Safety Service and agreed by the Health, Safety, and Wellbeing Steering Group.

Version History

Revision Date	Author	Version	Description of Revision
09/10/2024	Ben Smith	V01	New Guidance

References and links

Internal References and Links

[HS F24](#) - **PUWER Assessment Form**

[HS 004](#) - Risk assessment

[HS F04](#) - Risk Assessment Form

[HS 012](#) - First Aid

[HS014](#) - Driving for work Policy

[HS023](#) - Electrical Policy

[HS030](#) - Display Screen Equipment

[HS027](#) - Working at Height

[HS028](#) - Noise

[HS036](#) - Hand Arm Vibration (HAV)

[Corporate Retention of Records Policy](#)

External References and Links

Health and Safety Executive - L22 - Safe use of work equipment

<http://www.hse.gov.uk/pubns/books/puwer.htm>

Health and Safety Executive - L114 - Provision and Use of Work Equipment Regulations 1998 (as applied to woodworking machinery). Approved Code of Practice and guidance

<http://www.hse.gov.uk/pubns/books/l114.htm>

Health and Safety Executive – indg271 - Buying new machinery

<http://www.hse.gov.uk/pubns/indg271.htm>

Health and Safety Executive – indg291 - Providing and using work equipment safely

www.hse.gov.uk/pubns/indg291.htm

Bring Your Own Device (BYOD) & Corporate Device Acceptable use/user Acceptance Policy

[BYOD.docx \(sharepoint.com\)](#)

Health and Safety Executive - indg 229 – Using Work Equipment Safely.

www.hse.gov.uk/pubns/indg229.pdf