Title of Policy:	**Workplace Equipment**
Section:	**Health and Safety**

Purpose

This policy statement provides advice and guidance to employees of Carers Choices on the proper use and maintenance of equipment used in the workplace.

Statement

Work equipment includes any machinery, appliance, apparatus or tool and any assembly of components that, in order to achieve a common end, are arranged and controlled so that they function as a whole. Examples include lifting equipment, machinery, hand tools, protective equipment and computer hardware. The suitability of work equipment is controlled under the Provision and Use of Work Equipment Regulations (PUWER) 1998, which implement the requirements of the EC directive on the minimum health and safety requirements for the use of work equipment.

They set objectives, rather than establish prescriptive standards. The definition of work equipment is extremely wide but it may be accepted that almost any equipment used at work falls within the scope of the regulations. As a business, it is important to comply with the regulations surrounding work equipment because:

- it is an offence not to do so;
- they ensure the proper management of work equipment, which will significantly reduce the likelihood of incidents occurring that are caused by faulty equipment.

Many operatives see checklists and inspection sheets as simply paperwork exercises, but it is important to remember and reinforce that they are an integral part of safety management. The aim of this policy is to ensure, so far as is reasonably practicable,

the safe use, maintenance and inspection of our work equipment, and to comply with all relevant legislation, including the:

- Health and Safety at Work etc. Act 1974;
- Management of Health and Safety at Work Regulations 1999;
- Provision and Use of Work Equipment Regulations (PUWER)1998;
- Personal Protective Equipment at Work Regulations 1992.

Procedure and Guidance

To ensure that all work equipment provided is fit for purpose and that all necessary inspection and maintenance records are kept up to date, we will:

- identify all work equipment that we currently use in our activities;
- provide information, instruction, training and supervision on the safe use of work equipment;
- ensure machinery and equipment are maintained in a safe condition;
- carry out inspections periodically and record the results, where appropriate;
- ensure there is a clear procedure for the reporting of defects, faults and incidents;
- ensure that risks created by the use of the equipment are, by using the appropriate measures, eliminated or controlled, where practicable;
- review this policy at least annually, or more frequently if significant changes occur.

To fulfil our responsibilities as outlined above, we will:

- ensure existing or new equipment is clearly labelled with a Conformité European (French for 'European Conformity') marking, where appropriate. This is always abbreviated to a 'CE' marking;
- install equipment and ensure that it is located and used so as to minimise the risk to operators and others;
- identify all the equipment available for use;
- assess the risks created from the use of work equipment and eliminate or control them, where practicable;
- develop safe systems of work;

- provide the necessary information, instruction and training for employees who use work equipment and, where necessary, appoint them in writing;
- ensure that all work equipment provided is regularly maintained and tested under statutory requirements or manufacturers' instructions, where applicable, using competent contractors where necessary;
- communicate to all employees instructions for the reporting of defects and faults and ensure that they are adhered to and that any faulty equipment is removed from use and replaced as soon as possible;
- periodically assess accident records to identify any trends in work equipment accidents and ensure that serious injuries are appropriately reported.

CQC Registration and Inspection Compliance

Key Questions and Quality Statements applicable to this Policy	Care Quality Commission (Registration) Regulations 2009 applicable to this Policy
Safe • Safe Environments	

Legislative Compliance

Health and Social Care Act 2008 (Regulated Activities) Regulations 2014 applicable to this Policy	Other legislation relevant to this Policy
Regulation 12: Safe care and treatment	Health and Safety at Work etc. Act 1974

	Management of Health and Safety at Work Regulations 1999 **Provision and Use of Work Equipment Regulations (PUWER)1998** **Personal Protective Equipment at Work Regulations 1992**

Policy Reviewed on Date of Implementation by the Following Company Officer:

Full name:

Paul Ramsden

Job Title:

CEO

Signature:

P. Ramsden