

ESTATES OPERATIONS

HEALTH & SAFETY DOCUMENT
DOCUMENT TITLE

CODE OF PRACTICE
PROVISION & USE OF
WORK EQUIPMENT;
LIFTING OPERATIONS &
LIFTING EQUIPMENT
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Please Note – the guidance provided in this Code of Practice pertains only to the Estates Operations Group and its activities. For Imperial College's Health & Safety policies and Codes of Practice go to: <https://imperial.ac.uk/safety>.

INTRODUCTION

This Code of Practice sets down the standards for the provision and use of work equipment as required for staff in Estates Operations to effectively carry out their roles. It is intended to assist in meeting the requirements of current legislation and sets out procedures on how to achieve safe systems of work.

Over and above the general duty of care owed by the College to its staff, students and others under the Health and Safety at Work etc. Act 1974, all work related equipment is legislated by The Provision and Use of Work Equipment Regulations 1998 (PUWER). Equipment provided such as hoists and lifting devices will also have safe operating requirements as set out in The Lifting Operations and Lifting Equipment Regulations 1998 (LOLER).

This Code of Practice provides the following:

- A definition and the scope of the applicable Regulations
- The duties Imposed on the employer/employee/other
- Inspection and maintenance guidance
- Responsibilities of duty holders and employees
- Competence

1. Overview and Introduction to Plant and Equipment

Provision and use of Work Equipment Regulations 1998 (as amended) places duties on any person who uses, supervises, manages or has any control of equipment used for work purposes. The regulations state that every employer shall ensure that work equipment is so constructed or adapted as to be suitable for the purpose for which it is used or provided.

Every employer shall ensure that work equipment is used only for operations for which, and under conditions for which, it is suitable. The regulations require that work equipment is maintained in an efficient state, in efficient working order and in good repair and any maintenance carried out is recorded. The regulations also require suitable inspections at regular intervals if machinery is likely to suffer from deterioration or if work equipment depends on the installation conditions.

Lifting Operations and Lifting Equipment Regulations 1998 (as amended) places duties on any person who uses, supervises, manages or has any control of equipment used for

lifting or lowering loads at work (either objects, persons or animals). The regulations state that lifting equipment must be positioned and installed so as to be safe. It must be of adequate strength and stability and clearly marked with its safe working load. In addition, any load parts or attachments used in the lifting operation must also be of adequate strength and marked with any information necessary to ensure their safe use. The regulations require that all lifting operations must be properly planned by a competently trained person, appropriately supervised and carried out in a safe way.

2. Duties Imposed on the Employer/Employees/Others

The Provision and Use of Work Equipment Regulations 1998 (PUWER) require the risks to people's health and safety from equipment that they use at work, to be prevented or controlled. Generally any equipment which is used by an employee at work is covered by the regulations. Examples of uses of equipment which are covered by the regulations include starting or stopping the equipment, repairing, modifying, maintaining, servicing, cleaning and transporting. To this end Estates Operations should appoint a suitably competent person(s) to carry out the actions below.

Estates Operations shall ensure that;

- A suitable and sufficient risk assessment is carried out on any work equipment which carries any significant hazards and risks.
- Any work equipment provided is suitable for use, and the purpose and conditions in which it is used.
- Work equipment is maintained in a safe condition for use so that people's health and safety is not at risk.
- All work equipment is inspected to ensure that it is, and continues to be, safe for use.

3. Inspection and Maintenance Guidance

The level of inspection and maintenance required will depend upon the type of work equipment being used, its use, and the conditions to which it is exposed. This will be determined through the risk assessment process and the use of manufacturer's guidelines and recommendations.

Any inspection and maintenance should concentrate on the safety-related parts which are necessary for the safe operation of the work equipment. Further guidance is provided in *Appendix 2 & 3* of this Code of Practice, however in summary the types of inspections required include:

- Visual checks before use (e.g. electric cable condition on hand-held power tools, functional testing of brakes, lights on mobile machinery)
- Weekly/monthly inspections (e.g. presence of guarding, function of safety devices, tyre pressures)
- More extensive thorough examinations (e.g. general condition of a ladder, close examination of a safety harness, portable appliance testing)

Thorough examinations will need to be undertaken by a competent person. The definition of what constitutes a 'competent person' is identified in Section 5 below. Such an inspection will involve a systematic and detailed examination of the work equipment. To determine the extent of any thorough examination, the competent person will assess the risks, considering factors such as where the work equipment is used, frequency of use, and its age and condition.

4. Responsibilities of Duty Holders and Employees

Estates Operations have a responsibility to ensure that all plant and equipment, which could result in injury, is assessed and adequately controlled. To this end the Estates Operations should appoint a suitably competent person to carry out the actions below.

PUWER

In summary, Estates Operations will ensure that:

- the work equipment is constructed or adapted to be suitable for the purpose it is used or provided for;
- work equipment is maintained in an efficient state, in efficient working order and in good repair;
- where a machine has a maintenance log, this is kept up to date;
- where the safety of work equipment depends on the manner of installation, it must be inspected after installation and before being put into use;
- all people using, supervising or managing the use of work equipment are provided with adequate, clear health and safety information. This will include, where necessary, written instructions on its use and suitable equipment markings and warnings;
- all people who use, supervise or manage the use of work equipment have received adequate training, which should include the correct use of the equipment, the risks that may arise from its use and the precautions to take;
- take measures to prevent or control the risks to people from parts and substances falling or being ejected from work equipment, or the rupture or disintegration of work equipment;
- the risks from very hot or cold temperatures from the work equipment or the material being processed or used are managed to prevent injury;
- work equipment is provided with appropriately identified controls for starting, stopping and controlling it, and that these control systems are safe.

Provision of new work equipment

When providing new work equipment for use at work, Estates Operations will ensure it conforms to the essential requirements of European Community law (for new machinery this means the Machinery Directive). Estates Operations will check that the new equipment:

- is CE marked;
- comes with a Declaration of Conformity;
- is provided with instructions in English;
- is free from obvious defects – and that it remains so during its working life;

Lifting Equipment

Guidance on the responsibilities of duty holders and employees with regards to lifting equipment is contained in the Estates Operations' Code of Practice the '[Management of Passenger Lifts and Hoists.](#)'

Further guidance can be found in *Appendix 3* to the rear of this Code of Practice.

5. Competence

A competent person is someone who has sufficient technical and practical knowledge of the equipment to be able to detect any defects or maintenance issues and assess how significant they are. It is also important that the competent person is sufficiently independent and impartial to allow them to make an objective assessment. For this reason, it is not advisable for the same person who performs routine maintenance to carry out the thorough examination, as they are then responsible for assessing their own work. Estates Operations will, where appropriate, utilise an external company to act as the competent person, ensuring they meet the above criteria. The competent person will understand what is meant by a 'thorough examination' and what the law requires.

Appendix 1 - Guidance Documents Available

Simple guide to the Provision and Use of Workplace Equipment Regulations

This guide provides information about the legal requirements of the Provision and Use of Workplace Equipment Regulations (PUWER) which came into force in 1998.

It gives a general indication of some of the main requirements of the Regulations. The guidance documents are available at the following link:

<http://www.hse.gov.uk/pubns/indg291.pdf>

For further guidance on the Lifting Operations and Lifting Equipment Regulations 1998 (LOLER), College staff are referred to the '[Estates Operations Code of Practice on the Management of Passenger Lifts and Hoists](#)'.

Further guidance is also available at the below link:

<http://www.hse.gov.uk/pubns/indg290.pdf>

Appendix 2 – Legislation Guidance

Provision and Use of Work Equipment Regulations 1998.

Guidance on the Regulations intended to ensure work equipment should not result in health and safety risks regardless of age, condition or origin. PUWER 98 apply to all such equipment including mobile and lifting devices and all workplaces and situations where the Health and Safety at Work etc Act.

This is addressed to anyone with responsibility (direct or indirect) for equipment and its use (e.g. employers, employees, self-employed and hirers).

Lifting Operations and Lifting Equipment Regulations 1998

For anyone with responsibility for work equipment and its use (e.g. employers, employees, self employed and hirers). The Approved Code and guidance reflect the Regulations applicable to all industry sectors and work activities. While documenting more obvious on-the-job issues covered by the Regulations, such as the strength and stability of lifting equipment, its positioning and installation, and the general organisation of operations, the Approved Code and guidance also acknowledge the required ancillary duties to maintain and consider, including thorough examination and inspection, reports, defect matters and good information keeping.

Appendix 3 – Further Guidance

PUWER

Estates Operations will ensure that:

- the work equipment is constructed or adapted to be suitable for the purpose it is used or provided for;
- take account of the working conditions and health and safety risks in the workplace when selecting work equipment;
- ensure work equipment is only used for suitable purposes;
- ensure work equipment is maintained in an efficient state, in efficient working order and in good repair;
- where a machine has a maintenance log, this is kept up to date;
- where the safety of work equipment depends on the manner of installation, it must be inspected after installation and before being put into use;
- where work equipment is exposed to deteriorating conditions liable to result in dangerous situations, it must be inspected to ensure faults are detected in good time so the risk to health and safety is managed;
- ensure that all people using, supervising or managing the use of work equipment are provided with adequate, clear health and safety information. This will include, where necessary, written instructions on its use and suitable equipment markings and warnings;
- ensure that all people who use, supervise or manage the use of work equipment have received adequate training, which should include the correct use of the equipment, the risks that may arise from its use and the precautions to take;
- where the use of work equipment is likely to involve a specific risk to health and safety (e.g. woodworking machinery), ensure that the use of the equipment is restricted to those people trained and appointed to use it;
- take effective measures to prevent access to dangerous parts of machinery. This will normally be by fixed guarding but where routine access is needed, interlocked guards (sometimes with guard locking) may be needed to stop the movement of dangerous parts before a person can reach the danger zone. Where this is not possible – such as with the blade of a circular saw – it must be protected as far as possible and a safe system of work used. These protective measures should follow the hierarchy laid down in PUWER regulation 11(2) and the PUWER Approved Code of Practice and guidance or, for woodworking machinery, the safe use of woodworking machinery: Approved Code of Practice and guidance;
- take measures to prevent or control the risks to people from parts and substances falling or being ejected from work equipment, or the rupture or disintegration of work equipment;
- ensure that the risks from very hot or cold temperatures from the work equipment or the material being processed or used are managed to prevent injury;
- ensure that work equipment is provided with appropriately identified controls for starting, stopping and controlling it, and that these control systems are safe
- where appropriate, provide suitable means of isolating work equipment from all power sources (including electric, hydraulic, pneumatic and gravitational energy);
- ensure work equipment is stabilised by clamping or otherwise to avoid injury;

- take appropriate measures to ensure maintenance operations on work equipment can be carried out safely while the equipment is shut down, without exposing people undertaking maintenance operations to risks to their health and safety.

LOLER

Estates Operations will ensure:

- that lifting equipment is of adequate strength and stability. This adds to the general obligations under PUWER regarding the suitability of work equipment.
- Lifting equipment will be positioned or installed in such a way as to reduce the risk, as far as reasonably practicable, of the equipment or load striking a person, or of the load drifting, falling freely or being unintentionally released.
- All lifting equipment, including accessories, will be clearly marked to indicate their 'safe working loads' (SWL) - the maximum load the equipment can safely lift.
- Where the SWL of any equipment or accessory depends on its configuration, the information provided on the SWL must reflect all potential configurations (for example, where the hook of an engine hoist can be moved to different positions, the SWL should be shown for each position). In some cases, the information should be kept with the lifting machinery, eg the rated capacity indicator fitted to a crane, showing the operator the SWL for any of the crane's permitted lifting configurations.
- Accessories will be marked to show any characteristics that might affect their safe use. This may include the weight of the parts, where their weight is significant.

All lifting operations involving lifting equipment will be:

- properly planned by a competent person;
- appropriately supervised, and
- carried out in a safe manner.

Lifting equipment will be thoroughly examined in a number of situations, including:

- before first use (unless there is a valid Declaration of Conformity made less than 12 months earlier);
- where it depends on installation, or re-installation / assembly at another site;
- where it is exposed to conditions causing deterioration, liable to result in danger.

Records of thorough examinations will be made and, where defects are identified, will be reported to both the person using the equipment (and to any person from whom it has been hired or leased), and the relevant enforcing authority (HSE for industrial workplaces; local authorities for most other workplaces).