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For latest information from DCYP please visit:

<https://www.gov.uk/government/groups/directorate-children-and-young-people>.

For latest information from SCE please visit:

<https://www.gov.uk/government/collections/service-childrens-education>.

**LEAFLET 12 TO
PART 3 TO SHEF MANUAL**

MACHINERY AND WORK EQUIPMENT

1. The Provision and Use of Work Equipment Regulations (PUWER) amplify and make more specific the general duty of employers under Section 2 of the HASWA to provide and maintain safe plant and safe systems of work.

2. The aim of PUWER is to ensure the provision of safe work equipment and its safe use. Regulations 1 to 10 deal with general requirements, eg operational or management functions such as risk assessment, selection, inspection, maintenance, training and provision of information and apply to all equipment from 1 January 1993. Regulations 11 to 24 deal with the physical aspects and cover the guarding of dangerous parts of work equipment, the provision of appropriate stop and emergency stop controls, stability, suitable and sufficient lighting and suitable warning markings or devices. Regulations 25 to 30 deal with certain risks from mobile work equipment. Any advice over and above this leaflet can be obtained from the SCE SHEF Advisor.

3. Work equipment includes all machinery, appliances, apparatus, tools (not just electrical tools) or component assemblies so arranged as to function as a whole unit.

4. Regulation 4 requires employers to ensure that any equipment provided for work is suitable for its intended purpose. In SCE that responsibility sits with Head teachers in schools and heads of Music Centres (although they are likely to delegate the responsibility to another member of staff). In the case of non-educational SCE establishments the responsibility is delegated to line managers.

5. All equipment in the workplace/school is to be assessed using the form at Annex A.

Purchasing

6. To ensure that any equipment purchased meets legal requirements all personnel with the responsibility for obtaining it should go through the Commercial Department, their host/parent unit Defence Infrastructure Organisation (DIO) Facilities Manager, or use authorised catalogues where provided. It is tempting to shop locally but sometimes difficult to ensure that the items purchased meet legal requirements, particularly overseas. This includes play equipment, as equipment designed and produced for the home environment is not necessarily suitable for schools and the numbers of children who will be using it.

Installation

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7. All fixed equipment must be installed by the supplier or other authorised/competent persons. The Facilities Manager can advise. If equipment is installed by the supplier, the DIO must be informed so that it can be taken onto the 'books' and a planned, formal, inspection and maintenance regime initiated by them if the equipment requires it.

Maintenance

8. Lack of proper maintenance is one of the most common contributory causes of accidents involving equipment. Some parts of equipment such as safety control, limit devices and guards are in obvious need of planned preventative maintenance and in some cases statutory examination. However, other parts that may need a similar maintenance regime are often overlooked. The unexpected failure of these parts can result in serious risks to health and safety. The manual provided with the equipment will provide maintenance requirements and must be complied with.

9. Where appropriate, maintenance logs should be kept up to date.

Training

10. In the case of new machinery training must be provided to the main user eg wood work teacher etc. This must be conducted by a competent person, often the supplier. Any other users eg pupils, other members of staff must also be instructed in the safe use of the equipment and this is usually done by the main user. Safe systems of work must also be in place. This does not have to be a complicated procedure. An example of this is a list of 'do's and don'ts' placed on a wall above a photocopier.