

**HEALTH & SAFETY POLICY: SECTION 4**

**EQUIPMENT**

**Date: 1 October 2017**

**Review date:1 October 2018**

Omega Care Group’s procedures are informed by the requirements of the Provision and Use of Workplace Equipment Regulations 1998 (PUWER).

The PUWER Regulations set out minimum standards for the protection of individuals from risk related to work equipment and the use of such work equipment.

‘Work equipment’ and ‘use’ of such has a wide definition and for practical purposes should be viewed as **any** equipment used in the workplace and its operation. This includes any machinery, appliances, apparatus, tool or installation in use within the working environment.

**Examples:**

1. Machinery: food processor
2. Appliances: ovens/microwaves, domestic appliances, computers, w/machines
3. Apparatus: cooking equipment, ladders, cleaning equipment
4. Tools :hand tools (saw, hammer etc), power tools (drill, sander etc)
5. Installations: heating systems, electrical wiring, plumbing systems.

**Existing Equipment**

All existing equipment must comply with the PUWAR Regs. That is, it must be fit for use for the purpose intended and comply with current relevant legislation relating to equipment of that type.

Before using equipment any user should:

1. Carry out a visual check to see if it is in working order and safe to use.
2. Carry out a visual check on any cables and plugs.
3. If appropriate, refer to any written instructions for use.
4. Refer to any relevant Risk Assessments eg: COSHH, use of ladders.
5. Ensure that any appropriate PPE is used.

**Purchasing Equipment**

**All** equipment purchased must conform to the relevant safety standards as dictated for that equipment at time of use. Any equipment safety information should be retained within the unit Health and Safety file and instructions for use stored within the Equipment file.

**Defective Equipment**

Defective or unsafe equipment must be clearly marked as such and stored safely until repaired by a competent person or disposed of (disposal should reflect the Ethical and Environmental Policy).

Any failures or defects in equipment should be reported to the unit Manager along with the action taken. This should be recorded in the Handover Book and the unit Health and Safety file.

**Instruction**

Instruction in the safe use of equipment will be given by demonstration and/or the use of manufacturer guides. If further instruction is required staff should reference a competent colleague.

**All** equipment should be used only for its intended purpose and as per instructions. Equipment should **not** be used if it is defective.

**Portable Appliance Testing (PAT)**

A competent specialist will carry out PAT inspections in accordance with the specified timetable i.e. annually. All electrical equipment will be inspected and outcome records and inspection date maintained within the unit Health and Safety file.

**Equipment from ‘uncontrolled sources’**

Omega Care Group actively discourages equipment being brought in from ‘uncontrolled’ sources. Any such equipment should be logged – this includes where practicable young peoples’ electrical equipment. Every effort should be made to include equipment belonging to young people in the PAT testing inspection regime.

**Any staff using specialist equipment must be able to demonstrate that they possess sufficient and appropriate knowledge and training in its use.** If using such equipment on behalf of the organisation, the organisation will provide all necessary PPE.

**Mains electrical testing**

Mains electrical testing will be carried out on a 5 yearly inspection programme. This will be undertaken by a competent, suitably qualified person, and findings and outcomes will be maintained within the unit Health and Safety file and actioned as is appropriate.

Responsibility for the arrangement of mains testing will rest with the director or their nominated representative. Omega Care Group will make arrangements directly in all properties owned by the organisation, and liaise with the landlord(s) in the case of rented properties. Individual leases will define responsibility for the arrangement and payment of the tests.

**Installations**

Heating/water supply systems and any other installations will be subject to an annual inspection, to be carried out a competent, qualified person. Findings and outcomes will be maintained in the unit Health and Safety file and actioned as is appropriate.

In all properties in the direct ownership of Omega Care Group a gas installation check will be undertaken annually by a Gas Safe registered engineer, all certification and reports to be held in the unit Health and safety file.

In the case of properties that the organisation leases, the landlord has the legal responsibility to provide an annual safety check on all gas appliances provided. This is recorded in the Landlord’s Gas Safety Record, a copy of which must be provided to the organisation. This documentation should be held in the unit Health and safety file.