

Work Equipment Policy

The University recognises that the 'Provision and Use of Work Equipment Regulations 1998' (PUWER) are relevant to all activities carried out on the University campus, or by University staff and students where work equipment is used. The regulations set minimum standards for the protection of individuals from risks related to the use of work equipment, which includes any machinery, appliance, apparatus, tool or installation for use at work (whether exclusively or not). This includes equipment which employees provide for their own use at work. The scope of work equipment is therefore extremely wide.

The 'use of work equipment' is also very widely interpreted and '...means any activity involving work equipment and includes starting, stopping, programming, setting, transporting, repairing, modifying, maintaining, servicing and cleaning'.

This Policy is supported by arrangements, instructions, and guidance on the selection, procurement and management of work equipment, which are available on the University's Health, Safety and Wellbeing web pages.

Under the provisions of Regulation 26, Safety Regulations and associated University Health and Safety Policy document, it is the duty of all staff, students and others working in the University to comply with this Policy, together with any other instructions, rules and guidance that may apply.

Core Principles

1. All work equipment used within the University must be suitable for its intended use, taking into account the working conditions and health and safety risks already present in the workplace **before** it is acquired.
2. Before the acquisition of new work equipment, the Department must also ensure that it has the relevant conformity markings and associated certification, in line with Regulation 10 of PUWER, working with the Procurement and H&S Departments as necessary. The supplier must be asked to provide evidence of UKCA marking or CE marking and a Declaration of Conformity. New equipment must be provided with instructions in English and must be free from obvious defects.
3. Where necessary (as identified in the instructions provided) work equipment must be inspected after installation and before being put into use, and where statutory inspections are required (for example on pressure systems, lifting equipment or exhaust ventilation systems) the Department must register the equipment with the Estates Department so that such inspections can be carried out and recorded.
4. Before any work equipment is used for the first time a full risk assessment must be carried out in accordance with PUWER, and control measures documented accordingly. The work equipment must also be added to the department's work equipment inventory.
5. Line managers and supervisors must ensure work equipment is only used for suitable purposes by competent individuals and must ensure work equipment is maintained in good working order and in good repair.
6. Clear health and safety information must be provided for those using work equipment, including, where necessary, written instructions on its use and suitable equipment markings

and warnings. Suitable and sufficient training must be provided where specialist knowledge for safe use is required, completion of this training must be recorded.

7. Work equipment must be provided with appropriately identified controls for starting, stopping and controlling the equipment and such control systems must be safe. Where appropriate, suitable means of isolating work equipment from all power sources (including electric, hydraulic, pneumatic and gravitational energy) must be provided and clearly marked.
8. Suitable measures to prevent access to dangerous parts of machinery must be provided in line with Regulation 11 of PUWER, which provides a clear hierarchy for guarding devices. It is important to note that the legal standard which applies here is 'so far as is practicable', which means the hierarchy must be adhered to where technically possible, regardless of cost.
9. The Department must take appropriate measures to ensure that Planned Preventive Maintenance is carried out on work equipment as identified in the instructions provided and in line with the risk assessments carried out, working with the Estates Department as and when necessary. Departments must ensure that 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.

Responsibilities

Heads of Departments are responsible for the implementation of this Policy within their respective Departments and for its communication to their staff and students as appropriate.

The Director of Estates is responsible for providing support to departments in relation to statutory inspections and maintenance operations, as and when requested.

The Procurement Department is responsible for providing support to departments in relation to pre-acquisition checks and assessments.

All staff and students within departments must comply with this Policy and the associated arrangements, instructions and guidance on work equipment safety.

The Director of Health and Safety is responsible for advising on the related legal requirements; for keeping the University's Health and Safety website up to date with the relevant arrangements, instructions and guidance; and for ensuring that spot checks and audits are carried out to provide assurance that activities are being carried out in compliance with this Policy.

Review

This policy will be reviewed when any legal requirements change or at least once every three years.

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