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Provision and use of Work Equipment Regulations (PUWER) Procedure

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Overarching policy: [Health and Safety Policy](#)

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1 Introduction

The Trust has a duty to protect the health, safety and welfare of staff members 'so far as is reasonably practicable' under the Health and Safety at Work Act 1974. This includes protecting them from risks associated with workplace equipment.

The Provision and Use of Work Equipment Regulations (PUWER) 1998 place duties on people and companies who own, operate or have control over work equipment.

This Procedure sets out how TEWV will ensure the safety of its staff and visitors that use equipment provided for use in the workplace.

2 Purpose

Following this procedure will help the Trust to comply with its legal obligations relating to the provision and use of work equipment:

- 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

3 Who this procedure applies to

This procedure applies to all bank, locum, permanent, fixed term contract employees (including apprentices) who hold a contract of employment or are engaged with the Trust, and seconded (including students), volunteers, non-Executive Directors, Governors, and those undertaking research work within TEWV Trust. It also applies to external contractors, agency workers, including those within the gig economy, limb workers, those on honorary contracts, those on work experience and other workers who are assigned to TEWV Trust.

4 Related documents

This procedure describes what you need to do to implement duties under the Trust's [Health and Safety Policy](#).

This procedure also refers to:

- ✓ [Risk Assessment H & S Procedure](#)

5 Procedure

5.1 PUWER Checklist and Risk Assessment

All procurers, installers and responsible persons must complete the PUWER Checklist within [Appendix 2](#) where appropriate to do so.

A PUWER Risk Assessment must be completed using the assessment template within [Appendix 1](#) where appropriate to do so.

5.2 PUWER Requirements

PUWER applies to:

- Procurers and installers who purchase and install work equipment.
- Responsible persons who provide equipment for use at work or have control of work equipment.

TEVW requires that equipment provided for use at work is:

- *“Suitable for the intended use.*
- *Safe for use, maintained in a safe condition and inspected to ensure it is correctly installed and does not subsequently deteriorate.*
- *Used only by people who have received adequate information, instruction and training.*
- *Accompanied by suitable health and safety measures, such as protective devices and controls. These will normally include guarding, emergency stop devices, adequate means of isolation from sources of energy, clearly visible markings and warning devices.*
- *Used in accordance with specific requirements, for mobile work equipment and power presses.*

Some work equipment is subject to other health and safety legislation in addition to PUWER. For example, lifting equipment must also meet the requirements of LOLER, pressure equipment must meet the Pressure Systems Safety Regulations and personal protective equipment must meet the PPE Regulations.” - Provision and Use of Work Equipment Regulations 1998 (PUWER) HSE Website

5.3 New Equipment

New machines must be UKCA marked, or CE marked and supplied with a Declaration of Conformity and instructions in English.

5.4 Managing Work Equipment

5.4.1 Portable Appliance Testing

All portable appliances must be PAT tested, refer to the [Electrical Safety Policy](#). Estates organise all PAT testing across the Trust.

5.4.2 Fixed Appliance Testing

All fixed electrical/appliance testing is organised by Estates as per the [Electrical Safety Policy](#). Estates and Capital organise the installation of all fixed equipment

5.4.3 Mobile and other Work Equipment

Any mobile work equipment e.g. forklift truck, electric tugs and pallet lifts etc. has specific requirements within PUWER regulations, it must be fit for purpose, be appropriate for the environment and staff must be trained and competent to use it.

If you have mobile work equipment or provide it for someone else's use (e.g. providing it to contractors), you must manage the particular risks arising from its mobility - in addition to all the other requirements of PUWER (including suitability, maintenance, inspection, training/information and general safety measures).

5.4.4 Dangerous parts of Machinery

Anyone who procures, installs, is a responsible person or a user must take effective measures to prevent access to dangerous parts of machinery, this must be documented within the PUWER Risk Assessment.

5.5 Inspection of Work Equipment

Procurers, installers, responsible persons and users must decide;

- The need for inspection and inspection frequencies which should be documented.
- Where inspection is necessary it should determine;
 - Whether work equipment can be operated.
 - Whether work equipment can be adjusted and maintained safely.
 - Deterioration detected and remedied before it results in a health and safety risk.

PUWER regulation 6 specifies the circumstances where inspection is required to ensure health and safety conditions are maintained:

- Where the safety of work equipment depends on the installation conditions, it must be inspected after installation and before first use, and after reassembly at any new site/location.
- At suitable intervals, where work equipment is exposed to conditions causing deterioration liable to result in dangerous situations.
- Each time exceptional circumstances (e.g. major modifications, known or suspected serious damage or substantial change in the nature of use) are liable to have jeopardised the safety of the work equipment.

An inspection can vary in its extent, examples are:

- Quick checks before use (e.g. electric cable condition on hand-held power tools, functional testing of brakes, lights on mobile machinery).
- Weekly checks (e.g. presence of guarding, function of safety devices, tyre pressures, and the condition of windows, mirrors, and CCTV on mobile plant).
- More extensive examinations, undertaken every few months or longer (e.g. general condition of a ladder, close examination of a safety harness, portable appliance testing).

5.5.1 Equipment not needing formal inspection

Not all work equipment needs formal inspection to ensure safety and, in many cases, a quick visual check before use will be sufficient. However, inspection is necessary for any equipment where significant risks to health and safety may arise from incorrect installation, reinstallation, deterioration or any other circumstances.

5.6 Maintenance of Work Equipment

Maintenance work must only be carried out by those who are competent to do the work, and have been provided with sufficient information, instruction, and training (PUWER regulations 8 and 9).

All equipment must:

- Be maintained in an efficient state, in efficient order and in good repair.
- Have an up-to-date maintenance log, where required.

5.6.1 Dos and don'ts of plant and equipment maintenance

Managers and supervisors must ensure that plant and equipment is maintained safely:

- Ensure maintenance is carried out by a competent person (someone who has the necessary skills, knowledge and experience to carry out the work safely).
- Maintain plant and equipment regularly – use the manufacturer's maintenance instructions as a guide, particularly if there are safety-critical features.
- Have a procedure that allows workers to report damaged or faulty equipment.
- Provide the proper tools for the maintenance person.
- Schedule maintenance to minimise the risk to other workers and the maintenance person wherever possible.
- Make sure maintenance is done safely, that machines and moving parts are isolated or locked and that flammable/explosive/toxic materials are dealt with properly.

To prevent accidents and injuries managers and supervisors must not:

- Ignore maintenance.
- Ignore reports of damaged or unsafe equipment.
- Use faulty or damaged equipment.

6 Incident and RIDDOR Reporting

Incidents must be reported to in line with the Trusts [Incident Recording and Response Policy](#).

7 Health, Safety and Security Team

The Health, Safety and Security Team (which also includes a Local Security Management Specialist) provides advice and support to all staff and managers around the management of risk.

Contact details for the team are tewv.hss@nhs.net

8 Definitions

| Term | Definition |
|----------------|--|
| Work Equipment | Work Equipment is 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. |

| | |
|---------------------------|---|
| | <p>Work Equipment is almost any equipment used by a worker at work including:</p> <ul style="list-style-type: none"> • Domestic appliances: hand tools such as screwdrivers, knives, hand saws and meat cleavers • Industrial equipment: circular saws, drilling machines and power presses • Office equipment: laptops, computers, photocopiers • Lifting equipment: hoists, lifting slings and bath lifts, lifting trucks and elevating work platforms • Mobile work equipment: lawn mowers, motor vehicles and tractors • Other equipment such as ladders and water pressure cleaners. |
| The use of work equipment | 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'. |
| Competent Person | Someone who has the necessary skills, knowledge and experience. |

9 How this procedure will be implemented

- This procedure will be published on the Trust's intranet and the Trust's website.
- Line managers will disseminate this procedure to all Trust employees through a line management briefing.
- Line managers to ensure that the appropriate staff are booked on to the courses identified in the below training needs analysis and the examination (where applicable) is successfully completed.

9.1 Training needs analysis

| Staff/Professional Group | Type of Training | Duration | Frequency of Training |
|--------------------------|---|------------------------------|------------------------------|
| All staff | Risk Assessment Awareness (Toolkit and Risk Assessment workshop) | 1 hour | 2 yearly |
| Supervisors and Managers | Risk Assessment Training. | 1 day | 2 yearly |
| All staff | As per manufactures guidance | As per manufactures guidance | As per manufactures guidance |

10 How the implementation of this procedure will be monitored

| Number | Auditable Standard/Key Performance Indicators | Frequency/Method/Person Responsible | Where results and any Associate Action Plan will be reported to, implemented and monitored; (this will usually be via the relevant Governance Group). |
|--------|---|--|---|
| 1 | Compliance with the legal requirements outlined within the Management of Health and Safety at Work Regulations 1999. <i>NB. There are 14 questions listed in the audit template that are assessed for compliance.</i> | <p>Frequency: Annual rolling audit programme.</p> <p>Method: Risk Assessment audits will be undertaken for a sample of all teams utilising a standard audit template via an internet-based audit platform. Results are collated and discussed at Health, Safety, Security and Fire Group (HSSF GROUP) with a report to be submitted to the appropriate committee.</p> <p>Responsible: Undertaken by members of the Health and Safety Team as directed by the Head of Health, Safety and Security.</p> | Implementation and monitoring are directed by the Executive Risk Group and devolved to the HSSF Group. |

11 References

- ✓ Health & Safety at Work Act 1974
- ✓ Management of Health and Safety at Work Regulations 1999 (MHSWR)
- ✓ Managing for Health and Safety HSG65
- ✓ HSE website: Consulting employees whose first language is not English (hse.gov.uk, accessed 1st June 2022)
- ✓ HSE website: Young people at work (hse.gov.uk, accessed 1st June 2022)
- ✓ HSE website: Diversity in the workplace - New to the job (hse.gov.uk, accessed 1st June 2022)
- ✓ Provision and Use of Work Equipment Regulations 1998 (PUWER)
- ✓ HSE website: Provision and Use of Work Equipment Regulations 1998 (PUWER)
- ✓ HSE PUWER Compliance Assessment
- ✓ PUWER Approved Code of Practice and guidance
- ✓ The Safe use of woodworking machinery: Approved Code of Practice and guidance

12 Document control (external)

To be recorded on the policy register by Policy Coordinator

| | |
|--|---|
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| This document was approved by | Health, Safety, Security and Fire Group |
| This document was approved | 14 May 2025 |
| This document was ratified by | EFM DMT |
| This document was ratified | 09 April 2025 |
| An equality analysis was completed on this policy on | 6 November 2024 |
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| FOI Clause (Private documents only) | n/a |

Change Record

| Version | Date | Amendment details | Status |
|---------|-------------|-------------------|----------|
| V1 | 14 May 2025 | New document | Approved |

Appendix 1 – PUWER Compliance Assessment

Please access this template from the following location on the T-Drive:
T:\Intranet Published Documents\Working here\Health and Safety\Health and safety toolkit

Provision and Use of Work Equipment Regulations 1998 Compliance Assessment



| | | | |
|-----------|--|-------------|--|
| Equipment | | Owner | |
| Asset no | | Assessor(s) | |
| Location | | Date | |
| | | Review date | |

| Regulation expressed as a question | Yes-No-N/A | Comment |
|--|------------|---------|
| ALL EQUIPMENT | | |
| 4 - Suitability of Work Equipment | | |
| Is the equipment suitable for the purpose for which it is used or provided? | | |
| Is the equipment being used for and in the way intended by the manufacturer? If not, how is safety achieved? | | |
| 5 - Maintenance | | |
| Has the equipment been maintained in an efficient state, in efficient working order and is it in good repair? | | |
| Has the maintenance log been kept up to date? | | |
| 6 - Inspection | | |
| Is the equipment inspected regularly and are records kept of these inspections? | | |
| 7 - Specific risks | | |
| Does the equipment or parts of the equipment pose specific risks which mean that its operation or maintenance needs to be restricted to suitably trained persons? <i>(For example - fork lift trucks or electrical enclosures)</i> | | |
| Is this equipment or parts of this equipment provided with a means of preventing use or access by untrained persons? <i>(For example – key or code access)</i> | | |
| 8 - Information | | |

| Regulation expressed as a question | Yes-No-N/A | Comment |
|---|------------|---------|
| Do all persons who use the equipment have access to adequate health and safety information about the equipment? | | |
| 9 - Training | | |
| Does the training for the equipment ensure that all persons who use or maintain the equipment are aware of the methods which may be adopted when using the equipment, any risks which such use may entail and the precautions to be taken? | | |
| Is there a record of this training? | | |
| NEW EQUIPMENT | | |
| 10 - Conformity with EU Directives | | |
| If the equipment is new, has it been provided with an EC (or UK) Declaration of Conformity? | | |
| Have checks been made to ensure that the equipment complies with the Directives or Regulations listed on this Declaration of Conformity? | | |
| <i>Note: A machine issued with an EC (or UK) Declaration of Incorporation is not safe to use, so it will need to be made safe and issued with an EC (or UK) Declaration of Conformity before it can be used.</i> | | |
| EXISTING EQUIPMENT | | |
| 11 - Dangerous parts of machinery | | |
| Has the equipment been fitted with guards or safety protection devices that prevent access to any dangerous part of the machinery or stop the movement of any dangerous part of machinery before any part of a person enters a danger zone? | | |
| Has the following hierarchy of measures been followed? — Fixed guards — Other guards or safety protection devices — Jigs, holders, push sticks or similar protection appliances — Information, instruction, training and supervision | | |
| Do the guards or safety protection devices comply with the following requirements? — suitable for the purpose — of robust construction — maintained in an efficient state — do not give rise to any increased risk (e.g. crushing or cutting) | | |

| Regulation expressed as a question | Yes-No-N/A | Comment |
|--|------------|---------|
| <ul style="list-style-type: none"> — are not easily bypassed or disabled — situated at sufficient distance from the danger zone (safety distances comply with BS EN ISO 13857) — do not restrict the view of the operating cycle — allow operations necessary to fit or replace parts and for maintenance work, restricting access so that it is allowed only to the area where the work is to be carried out and, if possible, without having to dismantle the guard or protection device | | |
| 12 - Protection against specified hazards | | |
| <p>Does the design of the equipment prevent risks from the following?</p> <ul style="list-style-type: none"> — any article or substance falling or ejected; — rupture or disintegration of parts; — catching fire or overheating; — unintended discharge of any article or of any gas, dust, liquid, vapour or other substance; — unintended explosion. | | |
| 13 - High and very low temperatures | | |
| <p>Does the design of the equipment prevent injury to any person by burn, scald or sear by parts of the equipment, articles or substances produced, used or stored in the equipment?</p> | | |
| 14 - Controls for starting or making a change in operating conditions | | |
| <p>Do the controls for starting the equipment and controlling changes in speed, pressure or other operating conditions require a deliberate action to operate?</p> | | |
| <p><i>Note: This does not apply to re-starting or changing operating conditions as a result of the normal operating cycle of an automatic device</i></p> | | |
| 15 - Stop control | | |
| <p>Is the equipment provided with one or more readily accessible control device which brings the equipment to a safe condition in a safe manner?</p> | | |
| <p>Is power disconnected to actuators (power mechanism that effects motion, ie. motor, solenoid, pneumatic cylinder etc) after the equipment comes to a stop? If not, how is safety achieved?</p> | | |
| <p>Does the stop command have priority over a start command?</p> | | |
| 16 - Emergency stop control | | |
| <p>Is the equipment provided with one or more emergency stop controls?</p> | | |

| Regulation expressed as a question | Yes-No-N/A | Comment |
|--|------------|---------|
| <i>Note: An emergency stop control is not required for hand held or hand guided machines or for machines which stop quickly using the stop control</i> | | |
| If an emergency stop control is provided, is power disconnected to actuators after the equipment comes to a stop? | | |
| 17 - Controls | | |
| Do controls comply with the following requirements? — Clearly visible and identifiable: — Not in a danger zone: — Positioned where it is possible to see if anyone is in the danger zone? | | |
| If it is not possible to see if anyone is in the danger zone from the controls, is there a system of work to prevent restart while someone is in the danger zone? <i>For example – a key-in-pocket interlocking device or audible or visual warning of restart?</i> | | |
| 18 - Control systems | | |
| Is the control system safe and chosen making due allowance for the failures, faults and constraints to be expected in the planned circumstances of use? | | |
| <i>State the performance level (PL) as defined by BS EN ISO 13849-1 if known</i> | | |
| 19 - Isolation of energy sources | | |
| Is the equipment provided with means to isolate it from all its sources of energy that is clearly identifiable and readily accessible? | | |
| Do these means of isolation have the facility to release stored energy and to be locked in the off position? | | |
| 20 - Stability | | |
| Are the equipment and its parts stable either by clamping or some other means? | | |
| 21 - Lighting | | |
| Has suitable and sufficient lighting been provided, which takes account of the operations to be carried out? | | |
| 22 - Maintenance operations | | |
| Can maintenance operations which involve a risk be carried out while the work equipment is shut down? | | |
| Or in other cases, can maintenance operations be carried out without exposing the person carrying them out to a risk? | | |

| Regulation expressed as a question | Yes-No-N/A | Comment |
|--|------------|---------|
| Or can maintenance operations which involve a risk be carried out safely if appropriate measures are taken to protect the person carrying out the work? | | |
| 23 - Markings | | |
| Is the equipment marked in a clearly visible manner with any marking appropriate for health and safety? | | |
| 24 - Warnings | | |
| Does the equipment incorporate any warnings or warning devices which are appropriate for reasons of health and safety? | | |
| Are the warnings given by warning devices (if fitted) unambiguous, easily perceived and easily understood? | | |
| MOBILE EQUIPMENT | | |
| 25 - Employees carried on mobile work equipment | | |
| Is it possible to ensure that no employee is carried by mobile equipment unless it is suitable for carrying persons; and it incorporates features for reducing risks to their safety? | | |
| 26 - Rolling over of mobile work equipment | | |
| <p>Does the design of the equipment reduce the risk of roll over by one of the following measures?</p> <ul style="list-style-type: none"> — stabilising the equipment; or — a structure so it does no more than fall on its side; or — a structure to protect the driver; or — A device giving comparable protection? | | |
| 27 - Overturn of forklift trucks | | |
| Is the fork-lift truck adapted or equipped to reduce the risk from its overturning? | | |
| 28 - Self-propelled work equipment | | |
| <p>Does the mobile equipment incorporate the following?</p> <ul style="list-style-type: none"> — facilities for preventing its being started by an unauthorised person; — facilities for minimising the consequences of a collision — devices for braking and stopping; — where required, manual or automatic devices to stop the equipment in an emergency; — where the driver's direct field of vision is inadequate, devices for improving his vision; | | |

| Regulation expressed as a question | Yes-No-N/A | Comment |
|--|------------|---------|
| <ul style="list-style-type: none"> — lighting if for use at night or in dark places; — Fire-fighting equipment. | | |
| 29 - Remote-controlled self-propelled work equipment | | |
| Does the design of the equipment incorporate the following? <ul style="list-style-type: none"> — stops automatically once it leaves its control range; — Features to guard against the risk of crushing or impact? | | |
| 30 - Drive shafts on mobile equipment | | |
| Does the equipment incorporate means of preventing the seizure of drive shafts or measures to avoid an adverse effect from a seizure? | | |
| POWER PRESSES | | |
| 31 Application | | |
| Is the machine being assessed a power press? | | |
| <i>Regulations 32-35 do not apply to hot metal working presses, guillotines, power presses with apertures less than 6 mm and riveting machines</i> | | |
| 32 Examination | | |
| Have fixed guards been inspected every 12 months and other guards and safety protection devices every 6 months? | | |
| 33 Competent person | | |
| Have the guards and safety protection devices been inspected by a competent person? | | |
| 34 Reports | | |
| Has the competent person submitted a report and notified the employer and enforcing authorities of any non-conformity? | | |
| 35 Keeping of information | | |
| Has the information in these reports been kept for at least two years? | | |

Safety Issues

| | Issue | Action required | Risk | Comment | Owner | Target Date |
|----|-------|-----------------|------|---------|-------|-------------|
| 1 | | | | | | |
| 2 | | | | | | |
| 3 | | | | | | |
| 4 | | | | | | |
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| 8 | | | | | | |
| 9 | | | | | | |
| 10 | | | | | | |

| Risk Estimation | |
|--|--|
| Severity of Injury <ul style="list-style-type: none"> • Slight – first aid • Temporary – normally reversible injury • Permanent – disability or health impairment • Death | Probability of Occurrence of Harm <ul style="list-style-type: none"> • Remote – Incidents not foreseen. • Unlikely – Incidents not known but feasible. • Likely - Incidents have occurred. • Very Likely - repeated incidents almost inevitable |

| | | SEVERITY OF INJURY | | | |
|-----------------------------------|----------|--------------------|-----------|-----------|----------|
| | | Death | Permanent | Temporary | Slight |
| PROBABILITY OF OCCURRENCE OF HARM | V Likely | High | High | Medium | Medium |
| | Likely | High | High | Medium | Low |
| | Unlikely | Medium | Medium | Low | Very Low |
| | Remote | Medium | Low | Very Low | Very Low |

Appendix 2 – PUWER Checklist

Please access this template from the following location on the T-Drive:
T:\Intranet Published Documents\Working here\Health and Safety\Health and safety toolkit

| Question | Yes | No |
|--|-----|----|
| Procurer and installer: | | |
| Provision and use of work equipment (PUWER) risk assessment in place identifying all risks and control measures to reduce the risk to an acceptable level. | | |
| Work equipment is suitable by design, construction, or adaption for the work it is provided to do. | | |
| All equipment purchased is CE marked and has a certificate of declaration of conformity. | | |
| All appropriate staff involved in risk assessments. | | |
| Risk assessments communicated to all appropriate staff. | | |
| Information and instructions provided to all users. | | |
| Safe systems are agreed, documented, and followed for all work equipment. | | |
| Effectiveness of the equipment is monitored ensuring adequate safety controls, devices and guards are in place by regular testing with written evidence. | | |
| Special consideration is given to the following: young people (under 18's as defined by the HSE), new and expectant mothers/people, disabled workers, trainees. and other vulnerable groups. | | |
| <i>"If a staff member's first language is not English, you should ensure that suitable arrangements are in place to provide clear communications, especially in an emergency. Staff member's from outside the UK may come across unfamiliar risks, in a workplace culture very different from that in their own country. You must ensure they have received and understood the information, instruction and training they need to work safely." Consulting employees whose first language is not English, HSE Website.</i> | | |
| Staff groups, associated others (e.g., students) and individuals identified as being at risk are provided with appropriate information, instruction, and training (including training at induction), updates and refresher training as necessary. | | |
| Staff have access to regular supervision. | | |
| A record kept of all staff's personal details, including who to contact in the event of an emergency. | | |
| Staff report incidents involving the provision and use of work equipment and near misses on the incident reporting system. | | |
| Provision and use of work equipment incidents are reviewed to reduce the risk of further incidents. | | |
| The equipment is constructed or adapted to be suitable for the purpose it is used or provided for. | | |
| Work conditions and health and safety risks in the workplace are considered when selecting work equipment. | | |
| 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 is inspected after installation and before being put into use. | | |
| Where work equipment is exposed to deteriorating conditions liable to result in dangerous situations, it is inspected to ensure faults are detected in good time so the risk to health and safety is managed. | | |
| People using, supervising, or managing the use of work equipment are provided with adequate, clear health and safety information. This includes where necessary, written instructions on its use and suitable equipment markings and warnings. | | |
| People who use, supervise or manage the use of work equipment have received adequate training, which includes the correct use of the equipment, the risks that may arise from its use and the precautions to take. | | |
| Effective measures taken to prevent access to dangerous parts of machinery. | | |
| Measures taken 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. | | |
| 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. | | |
| Suitable means of isolating work equipment from all power sources is provided where appropriate (including electric, hydraulic, pneumatic and gravitational energy). | | |
| Work equipment is stabilised by clamping or otherwise to avoid injury. | | |
| Appropriate measures taken 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. | | |
| Responsible persons who manage or supervise users: | | |
| If responsible persons provide equipment for use at work or have control of work equipment, then the PUWER regulations apply. | | |
| Work equipment is only used for suitable purposes. | | |
| Where the use of work equipment is likely to involve a specific risk to health and safety (eg woodworking machinery), the use of the equipment is restricted to those people trained and appointed to use it. | | |
| Effective measures are taken to prevent access to dangerous parts of machinery. | | |

Appendix 3 - Equality Analysis Screening Form

Please note: The Equality Analysis Policy and Equality Analysis Guidance can be found on the policy pages of the intranet

| Section 1 | Scope |
|---|---|
| Name of service area/directorate/department | Health & Safety, EFM |
| Title | Provision and Use of Work Equipment Regulations 1998 Procedure |
| Type | Procedure |
| Geographical area covered | Trust wide |
| Aims and objectives | <p>The objectives of this procedure are to:</p> <ul style="list-style-type: none"> • Comply at all times with the Health and Safety at Work etc. Act 1974 etc., the Management of Health and Safety at Work Regulations 1999, Provision and Use of Work Equipment Regulations 1998 and all other relevant statutory provisions. • Manage health and safety effectively to improve the quality of patient care, visitors and working conditions of staff and others. |
| Start date of Equality Analysis Screening | 1 October 2024 |
| End date of Equality Analysis Screening | 6 November 2024 |

| Section 2 | Impacts |
|---|--|
| Who does the Policy, Service, Function, Strategy, Code of practice, Guidance, Project or Business plan benefit? | All staff, patients, contractors and visitors and the general community. |
| Will the Policy, Service, Function, Strategy, Code of practice, Guidance, Project or Business plan impact negatively on any of the protected characteristic groups? | <ul style="list-style-type: none"> • Race (including Gypsy and Traveller) NO • Disability (includes physical, learning, mental health, sensory and medical disabilities) NO • Sex (Men, women and gender neutral etc.) NO • Gender reassignment (Transgender and gender identity) NO • Sexual Orientation (Lesbian, Gay, Bisexual, Heterosexual, Pansexual and Asexual etc.) NO • Age (includes, young people, older people – people of all ages) NO |

| | |
|-------------------------------|---|
| | <ul style="list-style-type: none"> • Religion or Belief (includes faith groups, atheism and philosophical beliefs) NO • Pregnancy and Maternity (includes pregnancy, women who are breastfeeding and women on maternity leave) NO • Marriage and Civil Partnership (includes opposite and same sex couples who are married or civil partners) NO • Armed Forces (includes serving armed forces personnel, reservists, veterans and their families) NO |
| Describe any negative impacts | There will be times when health and safety has to take priority and this may have an impact on a person's protected characteristics. TEWV would however always try and mitigate as much as possible any negative impact whilst ensuring health and safety legislation is followed. |
| Describe any positive impacts | Procedure is in place to reduce risk to all staff, patients, visitors, contractors etc. |

| Section 3 | Research and involvement |
|--|--|
| What sources of information have you considered? (e.g. legislation, codes of practice, best practice, nice guidelines, CQC reports or feedback etc.) | Health & Safety at Work Act 1974 Management of Health and Safety at Work Regulations 1999 (MHSWR) Provision and Use of Work Equipment Regulations 1998 |
| Have you engaged or consulted with service users, carers, staff and other stakeholders including people from the protected groups? | Yes |
| If you answered Yes above, describe the engagement and involvement that has taken place | Programme of visits and audits have been undertaken where concerns have been discussed and documented. These have been considered while reviewing the procedure. |
| If you answered No above, describe future plans that you may have to engage and involve people from different groups | |

| Section 4 | Training needs |
|-----------|----------------|
|-----------|----------------|

| | |
|--|-----|
| As part of this equality analysis have any training needs/service needs been identified? | No |
| Describe any training needs for Trust staff | N/A |
| Describe any training needs for patients | N/A |
| Describe any training needs for contractors or other outside agencies | N/A |

Check the information you have provided and ensure additional evidence can be provided if asked

Appendix 4 – Approval checklist

| | Title of document being reviewed: | Yes / No / Not applicable | Comments |
|-----------|---|------------------------------|----------|
| 1. | Title | | |
| | Is the title clear and unambiguous? | Yes | |
| | Is it clear whether the document is a guideline, policy, protocol or standard? | Yes | |
| 2. | Rationale | | |
| | Are reasons for development of the document stated? | Yes | |
| 3. | Development Process | | |
| | Are people involved in the development identified? | Yes | |
| | Has relevant expertise has been sought/used? | Yes | |
| | Is there evidence of consultation with stakeholders and users? | Yes | |
| | Have any related documents or documents that are impacted by this change been identified and updated? | Yes | |
| 4. | Content | | |
| | Is the objective of the document clear? | Yes | |
| | Is the target population clear and unambiguous? | Yes | |
| | Are the intended outcomes described? | Yes | |
| | Are the statements clear and unambiguous? | Yes | |
| 5. | Evidence Base | | |
| | Is the type of evidence to support the document identified explicitly? | Yes | |
| | Are key references cited? | Yes | |
| | Are supporting documents referenced? | Yes | |
| 6. | Training | | |
| | Have training needs been considered? | Yes | |
| | Are training needs included in the document? | Yes | |
| 7. | Implementation and monitoring | | |
| | Does the document identify how it will be implemented and monitored? | Yes | |

| | Title of document being reviewed: | Yes / No / Not applicable | Comments |
|------------|---|---------------------------|------------|
| 8. | Equality analysis | | |
| | Has an equality analysis been completed for the document? | Yes | |
| | Have Equality and Diversity reviewed and approved the equality analysis? | Yes | 13/11/2024 |
| 9. | Approval | | |
| | Does the document identify which committee/group will approve it? | Yes | |
| 10. | Publication | | |
| | Has the policy been reviewed for harm? | Yes | No harm |
| | Does the document identify whether it is private or public? | Yes | Public. |
| | If private, does the document identify which clause of the Freedom of Information Act 2000 applies? | N/A | |