**Piggott School Procedure**

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**The Piggott School**

**Procedure: Work Equipment**

**Aim:** To ensure that work equipment is fit for purpose, used in the manner it was designed for, maintained correctly with records kept and training given where it is appropriate.

**Reference documents:**

 Wokingham – Work Equipment Headteacher Checklist

 HSE – Providing and using work equipment safely

 HSE – PUWER 1998 (Provision and Use of Work Equipment Regulations)

 Piggott School (internal) – Working at Heights Procedure and Training

 Piggott School (internal) – Ladder checklist

**Method:**

1. **Work equipment definition**
* Work equipment is any equipment used by employees at any of the school sites, for example: ladders, hoovers, hand tools, electrical tools, floor scrubbers, photo copiers, trollies, etc. This includes any equipment brought into the workplace to be used regardless of who it belongs to
1. **Purchasing**
* As far as is possible the school will ensure that equipment it buys is fit for purpose by communication between the site team, finance team and SLT
1. **Training**
* Where there is a significant hazard related to the use of particular piece(s) of equipment the school will provide training free of charge. Either by competent people on site or by professional trainers
	+ Ladders and scaffolding
	+ Band saws
	+ Circular saws
	+ Angle grinders
	+ Floor cleaning equipment
	+ Power tools
1. **Equipment checks**
* Trained staff will check equipment each time it is used prior to use. Faulty equipment must be reported and put out of use until fixed or replaced. Ladders and Scaffolding are checked monthly by a trained member of the site team. Fixed machinery is checked by a qualified company at suitable intervals and have daily checks by staff before use, this includes checking dust and fume extraction
* PAT testing is carried out at regular intervals
* Guard and safety equipment are checked each time of use.
* Lifting equipment, evac chairs, lifts, etc. are serviced by qualified external contractors at regular intervals
1. **Safe use of equipment**
* Equipment must be used only for the tasked it was designed for, to prevent damage and reduce the chance of injury. PPE appropriate for the task must also be worn and this is subject to the same checks before each use to ensure it is in good condition and fit for use.
* Dust must be prevented from building up in enclosed spaces as it can become explosive, dust extraction where possible must be used and where not possible ventilation must be insured and regular cleaning up.
1. **Cleaning**
* Equipment is to be left clean and in a fit state to be used by the next person. The machinery should have the power off and the source of power removed, either unplugging the battery or unplugging from the mains. Petrol powered equipment must be allowed to cool first.

**Issued by: David Corringham**

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