

St Bartholomew & All Saints
Parochial Church Council

Health & Safety Guidance

Section C.12 – Plant and Equipment

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Introduction

Every year there are a number of accidents arising from the use of work equipment. Many of these accidents are serious. The use of safe, well-maintained equipment operated by adequately trained personnel can help prevent accidents.

This document sets out details of the measures the PCC proposes to adopt in order to eliminate or reduce as far as reasonably practicable, the risks from work equipment.

The primary objective is to ensure that any risks to people's health and safety arising from the use of work equipment are prevented or controlled by the provision of safe equipment and its safe use. This will be achieved by:

- selecting and providing the right equipment for the job
- ensuring work equipment is safely used by trained people
- inspecting and maintaining work equipment so it remains safe

Definitions

'Work Equipment' is any machinery, appliance, apparatus, tool or installation for use at work. The scope of work equipment is therefore very wide, covering almost any equipment used at work, including:

- 'tool box tools' such as hammers, knives, handsaws etc.
- single machines such as circular saws, photocopiers, computers etc.
- other equipment such as ladders, lawn-mowers etc.

'Use' includes all activities involving work equipment such as stopping or starting the equipment, repair, modification, maintenance and servicing.

'Inspection' is the process the purpose of which is to identify whether the equipment can be operated, adjusted and maintained safely and that any deterioration (for example defect, damage, wear) can be detected and remedied before it results in unacceptable risk.

Scope

This policy is applicable to all employees and voluntary helpers. In addition, where plant and machinery is brought on to church premises by contractors, where necessary they will be required to demonstrate that the equipment has been inspected and tested to ensure its safe operation.

Electrical Safety

Faulty electrical equipment can kill and the misuse and abuse of electricity is a significant cause of fires and injury. All employees and voluntary worker must observe the following:

- visually check all electrical equipment before use
- report all faults immediately
- do not attempt to use or repair faulty equipment
- no electrical equipment is to be brought onto the premises and used until it has been tested and entered in the electrical equipment record
- electrical equipment should be switched off and disconnected when not in use for long periods.
- flexible cables should be positioned and protected such that they do not constitute a tripping hazard and are not subject to mechanical damage.

A list of all portable electrical appliances in the Church will be maintained by the responsible person.

At quarterly intervals plugs, cables and sockets will be visually inspected by the responsible person to ensure that there are no loose connections, worn flexes, trailing leads or evidence of physical damage. A visual inspection of the fixed electrical installation will also be carried out by the responsible person. Any repairs required will be reported to the Churchwardens for action.

At annual intervals all portable electrical equipment will be tested by a competent person to ensure that all appliances are safe for use. Any equipment identified as unsafe will either be repaired and retested or safely disposed of.

At five yearly intervals:

- the fixed electrical installation will be inspected and tested by a competent contractor who is a member of the NICEIC (National Inspection Council for Electrical Installation Contracting), ECA (Electrical Contractors Association) or other approved body and any necessary remedial work carried out.
- the lightning conductor system will be inspected and tested by a person having the relevant level of expertise, using the appropriate instruments and procedures as set out in BS 6651 and BS 7430. This person may be an employee of:
 - a specialist lightning protection contractor e.g. a member of the National Federation of Master Steeplejacks and Lightning Conductor Engineers
 - an electrical contractor, preferably a member of the ECA or NICEIC
 - an electrical consulting engineer, preferably a member of the Association of Consulting Engineers (ACE).

These will normally be done as part of the Quinquennial Inspection.

Gas Equipment Safety

All gas-fired appliances will be maintained and checked annually by a Gas Safe Registered contractor qualified to work safely and legally on gas appliances. Any necessary work required for safety must be implemented without undue delay.

Plant and Machinery

A list of all items of plant and machinery will be maintained. The procedures for checking and rules for use of such plant and machinery are as follows:

- employees and voluntary workers must not operate plant or machinery that they are not trained and authorised to use.
- employees and voluntary workers must not ride on any parts of machinery not intended for that use.
- machinery must be switched off before any adjustments are made.
- after carrying out maintenance or adjustment all guards must be replaced before the machinery is used.
- before using any item of plant or machinery, a check must be made to ensure that it is in a safe working condition, correctly adjusted, and there are no loose nuts, bolts or other defects.
- the appropriate personal protective equipment must be used when necessary; this may include boots, gloves, eye protection, overalls and hearing protection.
- persons under that age of 18 may use hand tools only and are not permitted to operate any power driven item of plant or machinery.
- ladders may only be used when other equipment such as scaffold towers or mobile elevated work platforms cannot be used and for work of short duration provided they can be safely secured. This may necessitate the use of ladder ties.
- any defect and damage found to any item of plant or machinery must be reported to a responsible person.
- all plant and machinery will be regularly maintained and a schedule kept of maintenance requirements.
- persons must not work on their own unless they have a means of communication and have notified someone of the details of the work being undertaken and agreed a procedure to ensure their safety is checked on.

References

Provision and Use of Work Equipment Regulations 1998 - Approved Code of Practice and Guidance L22 (HSE Books ISBN 978 0 7176 6295 1)

Provision and Use of Work Equipment Regulations 1998: Open Learning Guidance (HSE Books ISBN 978 0 7176 6285 2)

Simple Guide to the Provision and Use of Work Equipment Regulations 1998 INDG291 (HSE Books ISBN 978 0 7176 2429 4)

Using Work Equipment Safely INDG229(rev1) (HSE Books ISBN 978 0 7176 2389 1)

Church Health & Safety Policy with Guidance Notes (Version 2) (Ecclesiastical Insurance)