APRIL COMPLETE CARE SOLUTIONS LTD

(The "Company")

Safe Use of Work Equipment Policy and Procedure

Document Type	Safe Use of Work Equipment Policy & Procedure
Author	Amelia Jones
Designation	Registered Manager
Implementation	May 2018

Reviewed 06.02.20

1. Policy Statement

April Complete Care Solutions Ltd acknowledges its responsibilties under The Health & Safety at Work Act 1974, the Management of Health and Safety at Work Regulations 1999, the Provision and Use of Work Equipment Regulations 1998 and The Lifting Operations and Lifting Equipment Regulations 1998, in respect of its duties and obligations towards the health, safety and welfare of its staff and individuals we support.

The purpose of this procedure is to enable April to meet its obligations to protect and support employees and individuals we support when using work equipment 'so far as is reasonably practicable'.

2. Principles of the Policy

Work equipment is defined as any machinery, appliance, apparatus, tool or installation for use at work.
This includes domestic equipment Moving and Handling Equipment" such as hoists (mobile and fixed), slings, electric beds and baths,

Non Moving and Handling equipment such as Hand Rails, Grab Rails, Perching Stools, Zimmer Frames. Commodes etc.

Scope

This procedure will apply to all employees, individuals we support who use any item of work equipment as defined above. Special consideration should be given to any additional risks which may affect a new or expectant mother or a young person (16-18 years) in the workplace and using work equipment.

3. Related Policy and Procedures

This procedure should be read in conjunction with the:

- Health and Safety Policy;
- Electricity at Work Procedure;
- Fire Safety Procedure;
- Risk assessment Procedure;
- Accidents, Incidents and Near Miss Procedure.
- Use of Bed Guards
-

4. Procedure

This procedure aims to:

- Increase employee awareness on the safe use of equipment used in the workplace.
- Ensure that work equipment is suitable for the purpose for which it is to be used or has been provided;
- Ensure that work equipment is inspected at regular intervals;
- Ensure that work equipment is maintained in good working order and kept in a good state repair;
- Ensure employees/Individauls & family members receive relevant information, instruction and training (where this is required and/or appropriate) in relation to using equipment.

5. Employee Responsibilities

- To carry out a visual safety check before using any equipment;
- To use the equipment in accordance with the manufacturer's instructions; Training Provided.
- Not to use equipment they are unfamiliar with until they have received or obtained the appropriate training;
- To only use equipment for its intended use;
- Not to use faulty equipment;
- To report any faults promptly to Individual/Family/Manager

- To label it as faulty and ensure it is not returned to use until it has been repaired or replaced;
- Not to alter the specification of equipment, or repair, or attempt to repair, faulty equipment;
- To report any incident, injury or near miss occurrence when operating work equipment.

6. Managers Responsibilities

- An inventory of equipment will be kept on an Equipment Check List.
- Ensure all equipment is inspected by staff and the necessary records are kept.
- Ensure staff receive adequate information, training and instruction on the safe operation of all equipment in the workplace;
- Where staff require specific training this should be sourced e.g. hoists;
- Ensure any risks associated with the use of any work equipment are adequately assessed controlled and reviewed;
- Ensure resources are allocated to repair and maintenance and replacement of equipment as necessary by liaising with family.

7. Inspection and Maintenance

As described in section, staff should carry out a visual check of any equipment before it is used and report any deficiencies.

Staff should be looking for faults, but also for any break in the integrity of the equipment such as rough or sharp edges, faulty mechanisms that may trap fingers, noises not consistent with the normal operating sounds etc… Equipment will be included in the an Individuals New Client Assessment. Certain equipment must be inspected and maintained or repaired by a competent contractor (such as hoists, electrical systems, alarm systems, boilers, gas appliances etc)

8. What is Required?

- Staff should carry out a visual check of the equipment and sling before use and report any defects;
- Staff must follow the manufacturers instructions when using any lifting equipment;
- All lifting equipment must be thoroughly examined by a competent staff member
- Certificated testing must be undertaken every 6 months;
- Records must be kept of every inspection ie equipment checklist
- If the individual we support is the equipment owner staff will have to support the him/her to maintain the equipment;
- Care should be taken when laundering slings as this can sometimes cause the sling to lose its strength the manufacture's washing instructions should be followed at all times.