



ILLOGAN PARISH COUNCIL

Work Equipment Policy

Work equipment is any equipment which is used by an employee at work. All of the equipment provided by Illogan Parish Council for use by employees and any equipment the Council allows employees to provide for their own use will be covered by the Provision and Use of Work Equipment Regulations 1998 (PUWER).

Requirements under the Provision and Use of Work Equipment Regulations 1998 (PUWER)

Illogan Parish Council must ensure that work equipment meets the requirements of PUWER; the Council will ensure that:

- Where equipment is found to be faulty or in an unsafe condition it will be withdrawn from use and arrangements will be made for repair by a suitable qualified person;
- It is **Suitable** for use, and for the purpose and conditions in which it is to be used;
- It is **Maintained** in a safe condition for use so that people's health and safety is not at risk; and
- It is **Inspected**, in certain circumstances, including those required by other regulations, to ensure that it is and continues to be safe for use. All inspections will be carried out by a suitably qualified, competent person and a record kept.

Illogan Parish Council will also ensure that risks created by using the equipment are eliminated where possible or controlled as far as reasonably practicable by:

- Taking appropriate '**hardware**' measures, e.g. providing suitable guards, protection devices, markings and warning devices, system control devices and personal protective equipment; and
- Taking appropriate '**software**' measures, such as following safe systems of work and providing adequate information, instruction and training about the specific equipment.
- A combination of the above measures may be necessary depending on the requirements of the work, the assessment of the risks involved, and the practicability of such measures.

New Work Equipment

Illogan Parish Council will ensure that all new work equipment conforms with the essential requirements of appropriate statute law by checking that it:

- Is CE marked
- Comes with a declaration of conformity
- Is provided with instructions in English
- Is free from obvious defects and that it remains so during its working life
- Is suitable for purpose

Review Date:	Reviewed By:	Amendments	Minute No.
27.02.19	Governance Review Committee	None	GR19/02/18.2
31.07.19	Governance Review Committee	None	GR19/07/24.2