

ESTATES COMPLIANCE ARRANGEMENT (ECA)

ECA 14 – PUWER Compliance



1.0 **Policy Link (Level 1 Document)**

This arrangement has been written in line with the relevant UoL PUWER (If applicable) Policy and Guidance notes which can be found at [Health and Safety Department \(sharepoint.com\)](#)

2.0 **Purpose**

This document is for all Estates Department personnel who are using equipment at work (either working for or on behalf of the University of Lincoln), as defined under The Provision and Use of Workplace Equipment Regulations (PUWER) 1998.

3.0 **General**

PUWER and its associated Approved Code of Practice (ACoP) aim to reduce risks to people's health and safety by safely managing all work equipment provided.

What is 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. The scope of work equipment is therefore extremely wide.

Details around the provision and use of work equipment surrounding PUWER can be found on the HSE website using the link embedded below:

[Provision and Use of Work Equipment Regulations 1998 \(PUWER\) - Work equipment and machinery \(hse.gov.uk\)](#)

Examples of items which are not work equipment are livestock, substances, structural items (walls, stairs, roofs etc) and private motor vehicles.

PUWER also applies to all equipment including lifting equipment. The Lifting Operations and Lifting Equipment Regulations 1998 (LOLER) takes precedence above the general requirements of PUWER in respect of all lifting equipment.

For guidance on LOLER please see ECA 13 - LOLER Compliance.

4.0 **Procedure**

PUWER requirements for work equipment

PUWER 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.

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Agricultural machinery

PUWER also applies to agricultural machinery. Many agricultural machines have potentially dangerous moving parts, which can cause serious or fatal injuries. It is important to make sure that before equipment is used it is checked for any potential issues which may prevent guards from working or cause the machinery to breakdown.

For further guidance on the use of agricultural machinery please use the links below,

[Agricultural topics \(hse.gov.uk\)](https://www.hse.gov.uk/agricultural-topics/)

[Working safely with agricultural machinery \(hse.gov.uk\)](https://www.hse.gov.uk/working-safely-with-agricultural-machinery/)

Duties and responsibilities

PUWER place duties on people and companies who own, operate, or have control over work equipment. PUWER also places responsibilities on businesses and organisations whose employees use work equipment, whether owned by them or not.

If there are any doubts about either the suitability of a piece of equipment or its condition, please contact the Estates Compliance Team.

Please see Appendix 1 for details relating to roles and responsibilities under PUWER.

Please see embedded link below, where specific details surrounding duties and responsibilities can be found within Regulation 3:

[Safe use of work equipment. Provision and Use of Work Equipment Regulations 1998. Approved Code of Practice and guidance L22 \(hse.gov.uk\)](https://www.hse.gov.uk/l22/)

Risk Assessments

All working equipment must be included in relevant Risk Assessments. Risk Assessments, must be completed in accordance with the Management of Health and Safety at Work Regulations 1992 and concerning work equipment, must address potential risks and identify appropriate control measures.

Where a Risk Assessment has identified a significant risk of injury from the installation or use of work equipment the relevant manager/supervisor must arrange for a suitable inspection (which may include tests) to be carried out by a competent person and recorded.

The University standard Risk Assessment template should be used for any risk assessments, see Appendix 3

Training and competency

All people using equipment at work must be adequately trained to ensure health and safety in its use, supervision, or management. Some work activities require detailed formal training but, for most everyday activities involving work equipment, adequate training can be delivered in-house, using the manufacturer's instructions and the background knowledge and skills of more experienced workers and managers.

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People should be competent for the work they undertake. Training, along with knowledge, experience, and skill, helps develop such competence. However, competence may (in some cases) necessarily include medical fitness and physical/mental aptitude for the activity.

More information around training and competency can be found at [Training and competence - Work equipment and machinery \(hse.gov.uk\)](https://www.hse.gov.uk/trainingandcompetence-work-equipment-and-machinery/)

5.0 Estates Department points of contact

Please contact the Estates Compliance Team for clarification or further guidance on these Arrangements.

6.0 Associated Documents

Internal

Level 2 Associated Documents

Reference	Title
ECA 04	CDM Compliance
ECA 05	Permit to Work Compliance
ECA 13	LOLER Compliance

Level 3 Documentation

Reference	Title
N/A	N/A
N/A	N/A

External

Source	Title
Legislation	Provision and Use of Work Equipment Regulations 1998
Legal Guide/ACOP	INDG 291(2013) simple guide to the provision and use of work equipment

7.0 Change History

Version	Date	Summary of Changes Made
1	19/03/21	Estate Compliance Arrangement for PUWER Compliance created
2	07/06/21	Internal Review Board Check
3	22/03/22	RW and SJ review
3.1	24/08/22	RW and SB review

8.0 Appendixes

Appendix	Title
1	Manager and Supervisor Responsibilities
2	Suggested Equipment Safety Checklist
3	University of Lincoln Risk Assessment Template

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APPENDIX 1

Manager and Supervisor responsibilities

Managers/supervisors who control activities that involve work equipment have the following general duties/responsibilities under PUWER.

- Work equipment must be selected which is suitable, by design, construction, or adaptation, for its intended purpose. Risk Assessments, must be completed in accordance with the Management of Health and Safety at Work Regulations 1992 and concerning work equipment, must address potential risks and identify appropriate control measures.
- Where a Risk Assessment has identified a significant risk of injury from the installation or use of work equipment the relevant manager/supervisor must arrange for a suitable inspection (which may include tests) to be carried out by a competent person and recorded.
- Managers/supervisors must ensure that work equipment is subject to proper maintenance (so that performance does not deteriorate to the extent that it puts people at risk) carried out by persons competent for the work. The complexity and frequency of maintenance will vary with the type of equipment and its conditions of use. Planned preventative maintenance may be necessary. Wherever possible maintenance should be in accordance with the manufacturers' instructions.
- Managers/supervisors must ensure that all those who use, supervise, or manage work equipment have available to them adequate health and safety information and instructions on the use of the work equipment. In complex cases or where significant risk is involved in any incorrect use of the equipment, the information and instructions should be in writing and should include information concerning any foreseeable difficulties and instructions on the procedures necessary to deal with them. The information supplied by manufacturers (which must be in English) will be sufficient to satisfy these requirements. In addition, departments should ensure that all relevant information is passed to persons who maintain the equipment.

Manager/Supervisor specific duties

- Measures must be taken to guard against contact with dangerous parts of machinery.
- Measures must be taken to guard against a list of hazards specified in the regulations, examples are against disintegration, ejection, and explosion.
- Measures must be taken to guard against injury from high and very low temperatures.
- Work equipment must be provided, where appropriate, with suitable controls for stop, start and emergency stop and with safe control systems.
- Provision must be made for safe and effective isolation of work equipment from all its sources of energy.
- Equipment which might otherwise fall, overturn or collapse must be made stable.
- Suitable and sufficient lighting must be provided at work equipment.
- Work equipment must be constructed or adapted so that maintenance operations can be safely carried out.
- Work equipment must carry appropriate health and safety markings and warnings and, in some situations, posted information may be needed.
- Work equipment must be properly maintained (so that performance does not deteriorate to the extent that it puts people at risk and a related maintenance log should be kept).

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APPENDIX 2

Suggested Equipment Safety Checklist

Information, Instruction and Safe Use			
1. There are written instructions covering:			
(a) any unusual hazards or complicated features	Y	N	N/A
(b) where appropriate, emergency shutdown	Y	N	N/A
2. (a) Instruction in readily comprehensive form (written or verbal) on all hazards has been passed to all who use the equipment	Y	N	N/A
(b) Written instructions provided by the manufacturer have been passed on to users	Y	N	N/A
3. (a) All users of the equipment been given adequate training in correct use, risks, and precautions	Y	N	N/A
(b) A training record is kept which verifies this	Y	N	N/A
4. The equipment being used in accordance with the manufacturer's instructions	Y	N	N/A
5. If it has been adapted, the adaptation is suitable and safe	Y	N	N/A
6. The equipment is used in an appropriate environment (consider e.g. ventilation, damp, or flammable conditions).	Y	N	N/A
7. If the equipment may be moved, the weight is known	Y	N	N/A
8. (a) The start and stop controls are clearly marked	Y	N	N/A
(b) Other operating controls and the contents of any containers are clearly marked	Y	N	N/A
9. There are clear warning notices or markings (e.g. to wear personal protection, restrictions on use, and a list of authorised users) where appropriate	Y	N	N/A
Maintenance			
10. There are appropriate intervals for checking:	Y	N	N/A
(a) electrical safety			
(b) any safety devices	Y	N	N/A
11. If inadequate maintenance could cause the equipment, guards, or other protection to fail in a dangerous way, there is a system of planned preventive maintenance in place, including where appropriate the periodic replacement or refurbishing of items before they reach the end of their usual life	Y	N	N/A
12. Clear maintenance instructions have been given to those responsible for maintaining the equipment	Y	N	N/A
13. The equipment and system of maintenance is designed to minimise the risks which may arise during maintenance	Y	N	N/A
Specific Hazards			
14. Protection is adequate in relation to			
(a) items falling from the equipment	Y	N	N/A
(b) items being ejected	Y	N	N/A
(c) overturning	Y	N	N/A

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(d) collapse	Y	N	N/A
(e) overheating or fire	Y	N	N/A
(f) disintegration	Y	N	N/A
(g) explosion	Y	N	N/A
15. The equipment has been made stable by an appropriate method (e.g. by bolting, clamping, or tying, etc.)	Y	N	N/A
16. There is sufficient general and (where necessary) local lighting	Y	N	N/A
17. There is protection against contact with hot or very cold temperature, as appropriate	Y	N	N/A
18. In the case of pressurised equipment, there is a written scheme of examination	Y	N	N/A
19. If gas fume or dust is released when the equipment is used, there is: (a) local exhaust ventilation, tested annually	Y	N	N/A
or (b) a COSHH specific assessment	Y	N	N/A
Dangerous parts of machinery			
20. All parts of dangerous machinery are adequately guarded or otherwise suitably protected	Y	N	N/A
21. All guards are sound and in good working order	Y	N	N/A

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APPENDIX 3

University of Lincoln Risk Assessment Template

See the following link

<https://universityoflincoln.sharepoint.com/sites/HS/RiskAssessment/Pages/Default.aspx>