**Bournemouth Above And Beyond Trust (BAABT) Safe Use of Work Equipment Policy**

**1. Policy Statement**

The BAABT 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 contractors, trustees, volunteers and the clients that we support.

The purpose of this policyis to enable BAABT to meet its obligations to protect and support contractors, trustees, volunteers and the clients 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 in a client session.

This includes domestic equipment, ladders, garden tools, “tool box tools” such as hammers, screw drivers, drills etc and “lifting equipment” such as hoists & winches, vehicle tailifts, forestry and gardening machinery equipment, trailer, vehicles.

**3. Scope**

This policy will apply to all contractors, trustees, volunteers and the clients we support and volunteers of BAABT who use any item of work equipment as defined above.

**4. Procedure**

This policy aims to:

 Increase contractors, trustees, volunteers and the clients we support and volunteers of BAABT 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 contractors, trustees, volunteers and the clients we support and volunteers of BAABT receive relevant information, instruction and training (where this is required and/or appropriate) in relation to using work equipment.

**5. User Responsibilities**

 To carry out a visual safety check before using any equipment;

 To use the equipment in accordance with the manufacturer’s instructions;

 Not to use equipment they are unfamiliar with until they have received or obtained the appropriate instruction;

 To only use equipment for its intended use;

 Not to use faulty equipment;

 To report any faults promptly;

 To remove faulty equipment from use, 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. Trustees & Contractors Responsibilities**

 Ensure all equipment is inspected and maintained to a safe standard;

 Ensure users receive adequate information and instruction on the safe operation of all equipment in the workplace;

 Ensure resources are allocated to repair and maintenance schedules and replacement of equipment as necessary.

**7. Inspection and Maintenance**

Users should carry out a visual check of any equipment before it is used and report any deficiencies.

This must include a more in depth visual inspection of any equipment that is used infrequently such as garden equipment etc…

Not only should the **‘inspector’** 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 should be included in the routine workplace inspection schedule.

**8. Trustees Responsibility**

The designated H&S Trustee will carry out an annual inspection of tools and equipment.

Adopted by Board of Trustees Feb 2025

Review Feb 2026