



Scientia Academy PUWER Policy

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GENERAL STATEMENT:

PUWER is the **Provision and Use of Work Equipment Regulations 1998**

In general terms, the Regulations require that equipment provided for use at work is:

- Suitable for the intended use.
- Safe for use, maintained in a safe condition and, in certain circumstances, inspected to ensure this remains the case.
- Used only by people who have received adequate information, instruction and training.
- Accompanied by suitable safety measures, e.g. protective devices, markings, and warnings.

PUWER requires users of work equipment to carry out regular risk assessments which are documented and kept on file. Most importantly, those risk assessments must address each of the Regulations under **PUWER**.

The regulations require that all provided work equipment is suitable for its intended task and can be used without putting persons at risk.

Signed _____
(Head teacher)

Date _____

Signed _____
(Chairperson of the Governing Body)

Reviewed and updated with all staff annually and New Dimensions quarterly.

WHAT IS COVERED BY PUWER:

As the Academy is an employer and provides equipment for use at work, and you have control of the use of equipment, then the Regulations will generally apply to the Academy and its staff.

The Regulations cover places where the H&SW Act applies - these include factories, offshore installations, offices, shops, hospitals, hotels, places of entertainment etc. PUWER also applies in common parts of shared buildings and temporary places of work such as construction sites. This also covers those persons on site that the Academy subcontract work too, and may also supply the equipment to be used. Checks should be made on the equipment to be used by contractors who are on site to undertake any work. This will be the responsibility of <insert name & job title>

RESPONSIBILITIES:

Governors – The Academy Governing Body has a duty of care for all staff, contractors and visitors.

The Head Teacher is responsible for the effective implementation of, monitoring and evaluation of the '**PUWER Policy**' through: Risk Assessment, Accident and absences statistics

The Head Teacher is responsible for delegating responsibility to a member of staff for implementing 'PUWER Policy', <insert name & job title>.

<insert name & job title> is responsible for equipment and will ensure:

PUWER and related legislation are fully implemented.

<insert name & job title> is to attend annual training, update policy as necessary and inform the Academy as a whole, of any changes.

Training:

Annually provide refresher training in the competent use, of equipment, for all staff. Any new members of staff are to be trained in the correct and competent use of the equipment. Records of this training and the content of training will be kept for a minimum of 7 years. Records will include lesson notes for both induction and annual refresher training.

RISK ASSESSMENTS:

PUWER tasks identified are risk assessed by <insert name & job title>. Risk assessments to be reviewed annually, quarterly with the Competent H&S advisor or when circumstances change.

1. **Equipment:** Appropriate resources are provided for use and handling. Responsibility for maintaining an inventory of all equipment to include maintenance and inspection records, is <insert name & job title>.

When making safety upgrades to equipment, it is important that they are done right. Whether your upgrades are completed by the Original Equipment Manufacturer, a third party sub-contractor or by <insert name & job title> can inspect your equipment and confirm compliance with the Regulations.

It makes sense to involve the Competent H&S Advisor before upgrades are started as they can advise on the scope and design of those upgrades before money is spent on your equipment. Remember that even if you employ an outside resource to complete the safety improvements, you are legally responsible for inspection before putting that machine back into service.

2. **Comprehensive equipment assessments:** against the requirements of the Provision of Use and Work Equipment Regulations (PUWER) as well as training seminars on site or at a venue of your choice.
3. **PUWER risk assessments:** will give assistance on all matters of equipment safety, your on-site inspections should provide you with a detailed report and ongoing support, for risk assessing.

Risk Assessments - Satisfying the requirements of the Provision and Use of Work Equipment Regulations, and will be carried out in accordance with the regulations

4. **Assessment of electrical systems:** and safety related control circuitry in accordance with EN13849, EN954-1 or EN62061 as required.

- A Report on compliance of your equipment in respect to each of the sections of the Provision and Use of Work Equipment Regulations.
- Where non-conformances are identified, we will give detailed help with solutions which reference the Harmonised or other EN Standards.

PUWER TRAINING:

Designed bespoke training can be accepted as long as it is compliant with the regulations.

SAFETY EQUIPMENT, PPE:

If there is a requirement when using any of the equipment, by the manufacturers, or as identified in the risk assessment, for PPE, then this must be enforced. There needs to be a review and monitoring process recorded for this as well.