

# SAFE WORKING PROCEDURE

## Work Equipment

CORPORATE HEALTH & SAFETY | VERSION 4.06 | June 2025

### STATEMENT:

In order to comply with legislation and fulfil statutory responsibility, the Council must make sure that:

- Work equipment used for the Council's undertakings meets the requirements of the Provision and Use of Work Equipment Regulations and other relevant legislation.
- Risks associated with work equipment are reduced as low as is reasonably practicable so as not to cause harm to the health and safety of employees or others.

### SCOPE:

This Safe Working Procedure applies to:

- All managers including head teachers referred to as managers herein.
- All employees of Southampton City Council.
- All contractors working on behalf of the Council.

**Version Control**

This Safe Working Procedure is issued and managed by Corporate Health and Safety Service.

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Review Conducted	Next Review Date
	June 2013
Dec 2015	Dec 2017
Feb 2021	Feb 2023
June 2023	June 2025
June 2025	June 2027

## Content

1. [Responsibilities](#)
2. [Procedures](#)
3. [Safe Working Procedures Relevant to This Document](#)
4. [Main Legislation Relevant to This Document](#)
5. [Contact Address's and Guidance Links](#)

## **1. Responsibilities**

### **Service Lead/Head Teachers are responsible for ensuring:**

- 1.1. Risk Assessments are in place in line with the Provision and Use of Work Equipment Regulations (PUWER); which applies to all work equipment that is used by people at work.
- 1.2. Work equipment is suitable to the task.
- 1.3. Work equipment is only used by people who are competent and have the appropriate information, instruction, training and supervision.
- 1.4. Work equipment is subject to inspection, testing and maintenance regimes, appropriate to the inherent risks and complexity of the equipment and in line with manufacturers' instructions.
- 1.5. All work equipment which could cause significant harm as a result of component failure receives appropriate maintenance and is subject to statutory inspections.

### **Managers are responsible for ensuring compliance with the SWP and must:**

- 1.6. Ensure all work equipment is subject to a risk assessment and appropriate controls are in place to reduce risks. The assessment must also consider any by-product from the use of the equipment such as noise, dust, vibration, etc.
- 1.7. Ensure the procurement of all work equipment is assessed for its suitability prior to being purchased and introduced into the workplace.
- 1.8. Follow manufacturer's guidance at all times.
- 1.9. Implement the appropriate preventive and protective risk control measures including; testing, inspection and maintenance of equipment and keeping records.
- 1.10. Provide suitable personal protective equipment (PPE) and respiratory protective equipment (RPE) identified by risk assessment that meets the requirements of SWP PPE.
- 1.11. Retain the appropriate documentation (instructions, manuals, inspection reports, and repair history) for future reference.
- 1.12. Ensure work equipment is only used or operated by competent employees.
- 1.13. Ensure work equipment has the appropriate markings and warnings.
- 1.14. Ensure that faulty or defective equipment is reported and taken out of use.
- 1.15. Ensure that any second hand equipment is tested to the same standards set out in 1.6 to 1.14.

### **Employees must:**

- 1.16. Undertake the necessary training before use of the equipment.
- 1.17. Use work equipment according to training and for the purpose for which it was designed.
- 1.18. Ensure the right equipment is used for specific tasks or where the risk assessment identifies the requirement for such equipment e.g. lifting objects.
- 1.19. Comply with safe systems of work.
- 1.20. Report any defects to managers and stop using the equipment if unsafe.
- 1.21. Report any accident or incident in line with SWP Accident / Incident Reporting and Investigation.

### **Contractors using Southampton City Council equipment must:**

- 1.22. Comply with safe systems of work.
- 1.23. Report any defects to managers and stop using the equipment if unsafe.
- 1.24. Report any accident or incident in line with SWP Accident / Incident Reporting and Investigation.

## **2. Procedures**

- 2.1 Work equipment is any equipment which is used by an employee at work. The range of work equipment is extremely wide and could cover everything from a spanner to a tower crane, from an office chair to a care home bed. Where employees use their own equipment for work all regulations will apply as they would to equipment provided by the employer. Employees must ensure that the employer has been advised and given agreement to the employee using their own equipment prior to using it and that the equipment has been tested for safe usage and is used in accordance with manufacturers guidance.

- 2.2 The Health and Safety Executive have a Work Equipment Microsite, which includes free downloadable guidance to the regulations 'Safe Use of Work Equipment' L22, and a short guide 'Simple guide to the Provision and Use of Work Equipment Regulations 1998' INDG 291 (see links below).
- 2.3 Managers should use these and other guides (detailed below), as well as manufacturer's instructions to help with the risk assessment process and with the required management of work equipment.

### **3. Safe Working Procedures Relevant to This Document**

- 3.1 Risk Assessment
- 3.2 Management of Health and Safety at Work
- 3.3 Manual Handling
- 3.4 Lifting Operations and Lifting Equipment
- 3.5 Noise at Work
- 3.6 Control of Vibration at Work
- 3.7 Electricity at Work
- 3.8 Managing Health, Safety and Wellbeing at Work
- 3.9 Accident / Incident Reporting and Investigation
- 3.10 Personal Protective Equipment

**Note:** Other safe working procedures may apply and the assessor should consult the SWPs available on the Council's [Health and Safety Intranet](#).

### **4. Main Legislation Relevant to This Document**

- 4.1 [Health and Safety at Work etc Act](#)
- 4.2 [The Management of Health and Safety at Work Regulations](#)
- 4.3 [The Provision and Use of Work Equipment Regulations](#) (PUWER)
- 4.4 [The Supply of Machinery \(Safety\) Regulations](#)
- 4.5 [The Lifting Equipment and Lifting Operations Regulations](#) (LOLER)
- 4.6 [Personal Protective Equipment at Work Regulations](#) (PPE)
- 4.7 [Manual Handling Operations Regulations](#)
- 4.8 [Pressure Systems Safety Regulations](#)
- 4.9 [The Health and Safety \(Miscellaneous Amendments\) Regulations](#)
- 4.10 [The Reporting of Injuries, Diseases and Dangerous occurrences Regulations 2013](#)

### **5. Contact Address's and Guidance Links**

- 5.1 Health and Safety Executive  
[www.hse.gov.uk](http://www.hse.gov.uk)
  - 2.3.1. [Work equipment and machinery](#)
  - 2.3.2. INDG 291 – [Simple guide to PUWER](#)
  - 2.3.3. L22 – [Safe use of Work Equipment](#)
  - 2.3.4. INDG 229 – [Using work equipment safely](#)
  - 2.3.5. L114 – [Safe use of woodworking machinery](#)
  - 2.3.6. L117 – [Rider-operated lift trucks: Operator training](#)
  - 2.3.7. L122 – [Pressure Systems Safety Regulations](#)
  - 2.3.8. [Work equipment and machinery \(publications\)](#)
  - 2.3.9. [FAQs - Hiring out work equipment - Work equipment and machinery](#)
- 5.2 Royal Society for the Prevention of Accidents  
<http://www.rospa.com>
- 5.3 Institute of Occupational Safety and Health  
[www.ioosh.co.uk/](http://www.ioosh.co.uk/)
- 5.4 Corporate Health and Safety Service  
[Health and Safety Intranet](#)

**For full contact address visit the health and safety intranet [Useful Contacts](#).**