
PUWER Technical Standard

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UCL Provision and Use of Work Equipment Standard

Version Control

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1.0 Introduction

The University recognises its statutory obligations under the Health & Safety at Work etc Act 1974, The Management of Health & Safety at Work Regulations 1999 and the Provision and Use of Work Equipment Regulations 1998 (PUWER) to identify and control the risks to students, staff & visitors from exposure to dangers from work equipment.

It will do this by having procedures in place which provide for the correct selection, operation, and maintenance of work equipment to prevent such danger.

This standard outlines systems and procedures to control the risks of accident or injury to students, staff & visitors from work equipment by risk assessment, correct selection and installation and adequate maintenance. For the purposes of this standard “Work equipment” is defined as anything used, installed to be used or intended to be used during work and can range from an office pencil, through motor vehicles to a building site crane and beyond. It can be a single item or a part of a larger system of equipment (eg a manufacturing plant). The equipment can be static or mobile and does not have to be powered. Although PUWER 1998 cover lifts and lifting equipment this UCL Standard does not however include lifts and lifting equipment and these are the subject of a separate UCL Standard. (See Appendix 1).

The In-service Inspection and Testing of Electrical Equipment (PAT testing) in the Electricity at Work Regulations covers the requirement of electrical safety of equipment but PUWER covers mechanical safety and other safety issues too (eg laser safety). The requirements of all the statutory regulations must be considered together.

2.0 Purpose

The purpose of this document is to detail the UCL management arrangements to be followed to ensure compliance with its legal duty to control the risk associated with work equipment and covers the following:

- Roles and responsibilities
- Records
- Training and competence
- Monitoring & review

3.0 Scope

This document details how UCL will address the issue of the safety of the selection, provision, installation and use of work equipment. The University has a duty of care to all Students, Staff and Visitors across its entire Estate and as such, this Policy shall be applicable to all UCL UK buildings, as listed on the UCL Building Register.

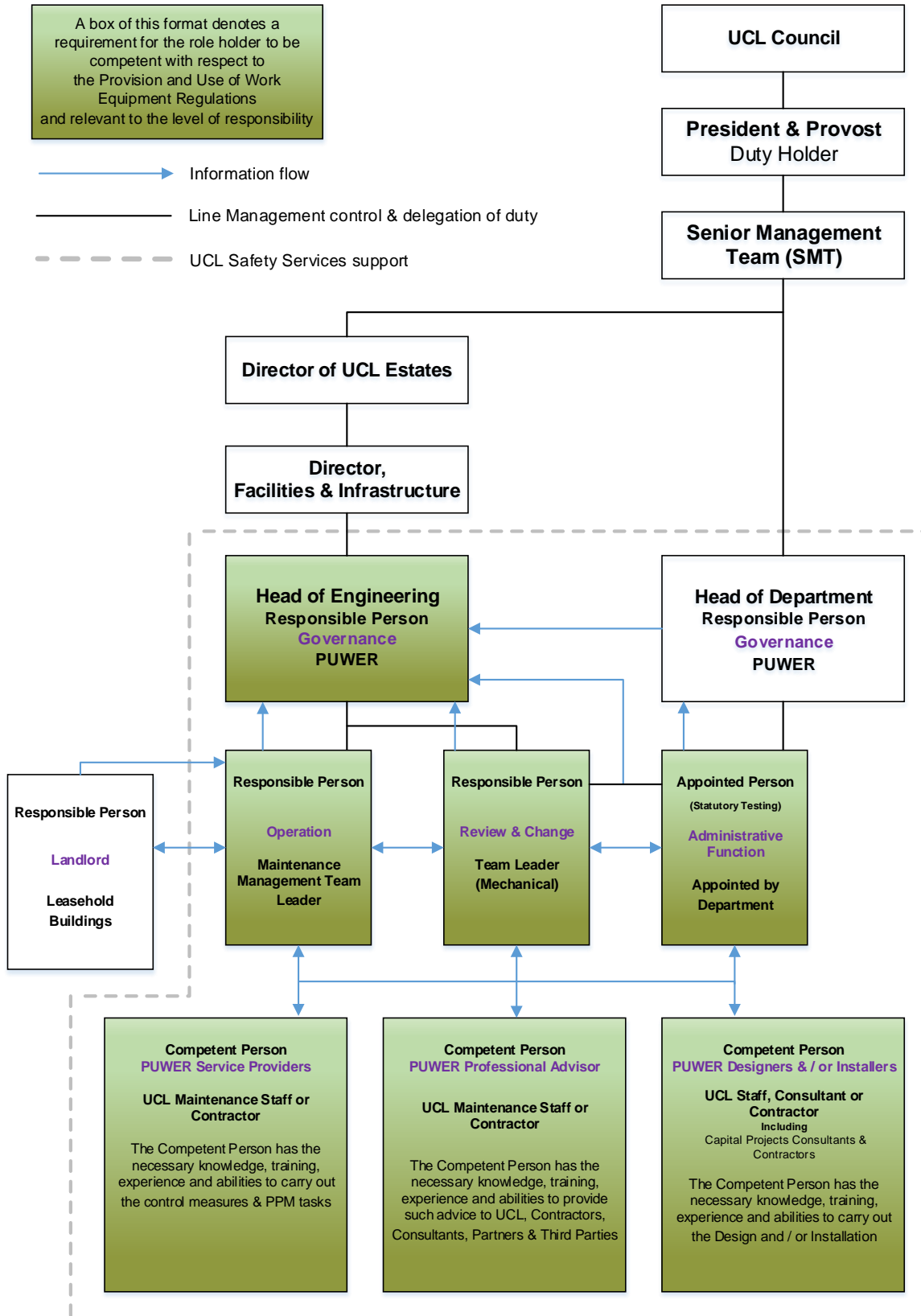
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The only exception to this is with regards to leasehold buildings, where UCL will not generally hold the maintenance or repair obligations – except perhaps for office a specialist teaching equipment. In such areas, the UCL Responsible Person – Work Equipment - Operation shall ensure that the Landlord is carrying out such selection and maintenance tasks to the same level of conformity and diligence as is defined in the HSE PUWER Approved Code of Practice (L22) and this UCL Standard.

Where UCL has members of staff and students using these leasehold buildings there is a duty of care on UCL to ensure that the duty holder in those buildings has adequate risk assessments in place for controlling work equipment safety or that UCL completes an assessment for the area under our control.

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4.0 Management responsibilities



4.1 Roles & Responsibilities

The principal responsibilities for the management of health and safety are stated in the UCL Safety Policy. Specific responsibilities relating to the management of the selection, use and maintenance of work equipment are stated below.

4.1.1 UCL Council – Duty Holder

UCL Council, as the employer, has the ultimate responsibility for health and safety and is the duty holder for UCL.

UCL Council has delegated the duty of the day-to-day running of UCL, which includes the management of health and safety, to the President and Provost.

4.1.2 The President and Provost

The President and Provost is the duty holder responsible to UCL Council for the day-to-day duty holder responsibilities of UCL in all of its activities, including the provision and use of work equipment.

The role takes overall responsibility to ensure that the standard for the selection, provision and use of work equipment is implemented and that appropriate funding is made available to carry out works and management activities.

The Council has constituted the Health & Safety Committee (HSC) to determine a policy framework for health and safety and the executive arrangements therein, which includes the management of the safety of work equipment.

4.1.3 Senior Management Team

The SMT are responsible to the Council for the planning, consultation and dissemination of the arrangements made within this PUWER standard and shall maintain details of appointees with responsibilities for the management of the provision and use of work equipment within RiskNET and the reporting of relevant information.

4.1.4 UCL Safety Services

UCL Safety Services are responsible for the provision of independent competent safety advice and for reviewing departmental organisation and arrangements.

4.1.5 UCL Director of Estates

The Director of UCL Estates has responsibility for the strategy and budget allocation for the management of the safety of work equipment at UCL.

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The Director of UCL Estates through the Director, Facilities & Infrastructure and Faculty Directors is responsible for day-to-day management control of the safety of work equipment with the technical support from Safety Services.

4.1.6 Director, Facilities & Infrastructure

The Director, Facilities & Infrastructure is responsible for the allocation of finances and resources for the management, risk assessment, inspection and maintenance of work equipment assets under their control to mitigate any potential dangers with work equipment.

The Director allocates resources to ensure training and competency is sufficient for the responsible persons to undertake their duties.

4.1.7 Head of Engineering – Responsible Person - Provision and Use of Work Equipment Safety Governance

In all instances the term ‘Responsible Person’, and the associated duties, applies equally to any nominated Deputy formally appointed to act on all occasions when the nominated Responsible Person is unavailable.

The Head of Engineering has managerial responsibility for the governance of work equipment and work equipment safety and risk compliance and providing supervision for implementation of the precautions through:

- Managerial responsibility for the UCL Policy and SOP for the provision and management of UCL’s safety of work equipment and takes managerial responsibility for the associated risks.
- Appointing, in writing, ‘Responsible Persons’ to be responsible for the day-to-day management of UCL’s work equipment and associated risks and compliance with current regulations, UCL Policy and SOP.
- Ensures that the Responsible Persons are aware of their roles and responsibilities and that they are competent to carry them out.

The full details, expectations and requirements of this role are contained within the UCL Provision and Use of Work Equipment Standard Operating Procedure, which is controlled by UCL Engineering, Maintenance and Infrastructure. The Standard Operating Procedure forms part of this policy.

4.1.8 Responsible Person - Provision and Use of Work Equipment - Operation

In all instances the term ‘Responsible Person’, and the associated duties, applies equally to any nominated Deputy formally appointed to act on all occasions when the nominated Responsible Person is unavailable.

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The Responsible Person – Provision and Use of Work Equipment - Operation is a duty holder and has been delegated the primary role to act as administrator in the management of work equipment and equipment systems in accordance with the UCL Standards and has managerial responsibility for supervising the implementation of this policy, the standard operating procedure, and the management of the safety of work equipment under the control of UCL Estates.

Equipment manufacturers’ guidance should be taken into consideration, and applying this guidance along with the application of users experience and guidance should provide for safe equipment and equipment systems, but it is for a competent person to assess and decide on any requirements for safety to prevent danger, and in some cases more than the minimum requirements may be necessary.

The full details, expectations and requirements of this role are contained within the UCL PUWER Standard Operating Procedure, which is controlled by UCL Engineering, Maintenance and Infrastructure. The Standard Operating Procedure forms part of this policy.

4.1.9 Responsible Person - Provision and Use of Work Equipment – Review & Change

In all instances the term ‘Responsible Person’, and the associated duties, applies equally to any nominated Deputy formally appointed to act on all occasions when the nominated Responsible Person is unavailable.

The Responsible Person - Provision and Use of Work Equipment – Review & Change is a duty holder and has been delegated the managerial responsibility for reviewing the compliance and performance against this standard.

The Responsible Person - Provision and Use of Work Equipment – Review & Change produces and develops the policy and standard operating procedures for the management of work equipment risks on behalf of the Head of Engineering, and periodically audits their implementation.

The Responsible Person – Provision and Use of Work Equipment – Review & Change has also been delegated the managerial responsibility for supervising the implementation of this standard and the management of any changes, additions to, or replacements of existing equipment under the control of UCL Estates.

The full details, expectations and requirements of this role are contained within the UCL Provision and Use of Work Equipment Standard Operating Procedure, which is controlled by UCL Engineering, Maintenance and Infrastructure. The Standard Operating Procedure forms part of this policy.

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4.1.10 UCL Estates (Projects, Project Managers and University Project Officers)

Project Managers, University Project Officers and the consultants they appoint are responsible for ensuring that work equipment and equipment systems supplied and installed to or in the UCL Estate are designed and installed in compliance with the documents contained in the Reference section of this document, and the UCL Standard Operating Procedure.

The Responsible Person – Provision and Use of Work Equipment – Review & Change is to approve each stage of the design and acceptance.

The Project Manager and University Project Officers will be responsible for ensuring that work equipment plant and services are correctly installed and commissioned, that users receive training from the installer or suppliers, and for the provision of O&M documentation and as fitted drawings at the time of handover, together with all commissioning data.

No system will be accepted unless the Responsible Person – Provision and Use of Work Equipment – Review & Change has given the final written approval.

4.1.11 Contractors (and managers that employ contractors)

Those who employ contractors to supply, install or work on work equipment or equipment systems shall be responsible for ensuring the work complies with the requirements of this standard and that the works comply with relevant statutory regulations and the requirements of relevant product and installation standards.

Where equipment supplied has been imported into the EU it shall be properly CE marked and documented.

Reasonable enquiries are to be made to confirm the competency and training of contractors in the area of work, before entering into contracts for the supply or installation of work equipment or equipment systems, or the replacement, repair, maintenance or inspection and testing of existing systems and equipment.

Contractors are to be made fully aware of the duties and responsibilities assigned to them, and are to be familiar with this UCL Standard.

Only UCL Approved Contractors are permitted to work on UCL work equipment or equipment systems. Contractors are to have completed the necessary UCL Safety Questionnaires and their responses have been accepted.

<http://www.ucl.ac.uk/estates/procedures/new-project-management/forms/>

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Contractors are to comply with the UCL Safety Policy 'Safety Rules for Contractors employed on UCL Premises', and sign the document accordingly. Contractors must also be registered on Constructionline.

4.1.12 Heads of Departments (other than UCL Estates), Responsible Person – Provision and Use of Work Equipment - Governance

Heads of Departments are responsible for identifying, assessing and controlling the risks from work equipment or equipment systems used or installed within their department, and/or departmental work equipment that could present risk of danger.

In addition, subject to agreement by the Responsible Person (Operation), UCL Estates may also be responsible for certain identified items of department equipment, upon acknowledged receipt of a UCL Estates Data Collection Sheet (Asset Register request).

Where departmental work equipment is not managed by UCL Estates, a local inventory of both specific items and types of work equipment or equipment systems that could present a risk of danger should be maintained by the Appointed Person (Statutory Testing) to ensure that all equipment is assessed and subject to appropriate controls.

Departments are responsible for reporting to the Facilities Customer Services Help Desk when any permanent or temporary installations or equipment (i.e. Experimental Rigs) are installed that may give rise to danger, or when there is any change of use of any existing system or equipment, or any system or equipment is taken out of use or disposed of. The UCL Estates Responsible Person (Operation) will be responsible for arranging the removal of work equipment or equipment systems within any areas that are no longer required.

Departments can seek advice/input on their risk assessments and safety measures from Safety Services and/or a UCL Estates Responsible Person.

UCL Estates will be responsible for amending the schematic drawings and any other records as appropriate.

4.1.13 Appointed Person – Statutory Testing

The Appointed Person (Statutory Testing) will maintain a list of specific items of equipment or types of equipment that could present a risk of danger. This list should identify who is responsible for management of the equipment, the department or Estates. Where equipment is under sole management of the department, they should confirm that an appropriate risk assessment has been carried out and measures are in place to control identified risks.

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Where a risk assessment carried out under the Management of Health and Safety at Work Regulations 1999 has identified a significant risk to the operator or other workers from the installation or use of work equipment, a suitable inspection should be carried out. The extent of the inspection required will depend on the potential risks from the work equipment and should include, where appropriate, visual checks, functional checks and testing. The extent of the inspection that is needed will depend upon the type of equipment, where it is used and how it is used.

4.1.14 Environment

As well as the work equipment or equipment systems the environment it is to be used in must be considered, and it must be suitable for the accommodation of the equipment users and provide adequate space and handling facilities for the safe use of the equipment. Adequate lighting, heating/cooling, ventilation, power supplies and emergency controls, dust and fume extraction, waste removal, protective clothing and equipment, welfare facilities etc. must be provided as necessary to comply with the general Health and Safety at work legislation requirements.

If the equipment is portable and designed to be used in various places (e.g. a pressure washer) suitable and safe services supplies must be available at the required locations of use.

4.2 Records

Records must be kept to confirm compliance with the statutory regulations, this standard and the requirements of relevant codes of practice, and retained for the periods stated.

- All equipment and equipment systems must be uniquely identified with a specific asset tag and recorded on a UCL asset record system to allow them to be properly managed and maintained. Any loose components associate with a piece of equipment (e.g. power leads) that could become separated from the equipment should be recorded separately.
- Job specific H&S risk assessments and method statements must be completed to conform to statutory requirements for any work equipment and equipment systems and its environment for any maintenance, inspection or testing works upon them. The documents will categorise the level of risk of the building, the environment and the systems and equipment, and the appropriate management control necessary for the risks.
- All powered equipment and equipment systems must be inspected and tested and maintained regularly as necessary to keep it in a safe condition so far as is reasonably practicable. The In-service Inspection and Testing of Electrical Equipment (PAT testing) in the Electricity at Work Regulations covers the

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requirement of electrical safety of equipment but PUWER covers mechanical and other safety issues. The requirements of all statutory regulations must be considered together.

- Any significant findings and action points of the risk assessments, training or maintenance and inspections must be prioritised and actioned accordingly.
- Staff and contractors training and competence records must be maintained

These records must be retained throughout the period for which they remain current and for at least two years after that period. The results of any monitoring, inspection, test or check carried out, and the dates should include details of the state of operation of the equipment or system i.e. in use / not in use. All maintenance, inspections and testing must be recorded on the appropriate forms and the data should be reviewed periodically to assess trends.

4.3 Training and competence

Work equipment safety awareness training will be provided at 3 levels to suit the different roles of staff:

- Management – general training for supervision
- technical/maintenance staff – competent persons for maintenance, repairs or inspection and testing
- operator/user training – as required

The training for maintenance staff shall ensure that they are aware of the correct operation of the system or equipment and its inspection and maintenance requirements.

The person or persons responsible for the equipment systems or equipment management and its environment must provide sufficient information and documentation to comply with the requirements of the users for safe operation, user training and maintenance. Users must be properly trained for the equipment they are to use and all training must be recorded.

The identification of any damage, deterioration or dangerous condition is to be reported directly to a responsible person for management action.

Training records and evidence of competence must be provided by contractors.

All training must be recorded as noted in 4.2 above.

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4.4 Monitoring & Review

The Estates Standard Operating Procedure(s) and Risk Assessments detail the procedures for preventing, monitoring and controlling risk. These documents along with this standard shall be annually reviewed to ensure they remain up to date.

5.0 References

- Health & Safety at Work etc. Act 1974
- The Electricity at Work Regulations 1989
- Management of Health and Safety at Work Regulations 1999
- The Provision and Use of Work Equipment Regulations (PUWER) 1998
- Control of Substances Hazardous to Health Regulations 2002 (COSHH)
- The Provision and Use of Work Equipment Regulations approved code of practice and guidance (L22) 2008
- HSE Electricity at Work – Safe Working Practices (HSG85) 2013
- HSE Five Steps to Risk Assessment (INDG163) 2011
- UCL Design Brief for Mechanical, Electrical & Vertical Transport Services
- The Estates Standard Operating Procedure(s) and Risk Assessments

Appendix 1 – Examples of work equipment included in this standard (this is not an exhaustive list).

- Plant – Contractors plant and vehicles etc. Cranes and lifting equipment etc.
- Tools – Any general power tools or hand tools etc.
- Specialist tools – Laser levels, surveyors' equipment, test kit etc.
- Teaching equipment – Experimental kit, measuring equipment etc.
- Office equipment – Photocopiers, computers, writing equipment, laminators etc.
- Test and research equipment – Equipment for testing and measurement (powered or not).

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- General – Any tool or equipment used at work.

Note 1 – The Provision and Use of Work Equipment Regulations 1998 cover lifts and lifting equipment but the equipment is more usually covered under the Lifting Operations and Lifting Equipment Regulations (LOLER) which are a part of PUWER. There is a separate UCL Standard for LOLER equipment.

Note 2 – The In-service Inspection and Testing of Electrical Equipment (PAT testing) in the Electricity at Work Regulations covers the requirement of electrical safety of equipment but PUWER covers mechanical safety and other safety issues too (eg laser safety). The requirements of all the statutory regulations must be considered together.

Safety Services References

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