



London Ambulance Service **NHS**
NHS Trust

Provision and Use of Work Equipment Procedure

DOCUMENT PROFILE and CONTROL.

Purpose of the document: The purpose of this document is to define the parameters staff will be expected to work within then using work equipment and the procedure that should be followed .

Sponsor Department: Health, Safety and Security

Author/Reviewer: Health and Safety Manager. To be reviewed by March 2019

Document Status: Final

Amendment History			
Date	*Version	Author/Contributor	Amendment Details
08/02/17	3.1	IG Manager	Document Profile & Control Update
26/01/17	2.3	Director of Corporate Governance	Review
01/12/16	2.2	LSMS (Interim Head of Health, Safety & Security Department)	Updated to reflect new organisational structure
17/05/12	2.1	IG Manager	Update following approval.
20/01/12	1.6	IG Manager	Document Profile & Control Update
03/03/11	1.5	Senior H&S Advisor	Implementation Plan
17/12/10	1.4	Senior H&S Advisor	Minor changes
06/10/10	1.3	Administration Manager, Safety and Risk	Clarification, added Monitoring section
	1.2		
26/03/10	1.1	Snr. Health, Safety and Risk Adviser	Document reformatted, added scope, objectives, implementation plan

***Version Control Note:** All documents in development are indicated by minor versions i.e. 0.1; 0.2 etc. The first version of a document to be approved for release is given major version 1.0. Upon review the first version of a revised document is given the designation 1.1, the second 1.2 etc. until the revised version is approved, whereupon it becomes version 2.0. The system continues in numerical order each time a document is reviewed and approved.

For Approval By:	Date Approved	Version
PMAG (Chair's Action)	02/02/17	3.0
ADG	27/03/12	2.0
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Agreed by Trust Board (If appropriate):		

Published on:	Date	By	Dept
The Pulse (v3.1)	08/02/17	Governance Administrator	G&A
The Pulse	18/05/12	Governance Co-ordinator	G&C
The Pulse (v1.0)	27/11/08	Records Manager	GDU
LAS Website (v3.1)	08/02/17	Governance Administrator	G&A
LAS Website	18/05/12	Governance Co-ordinator	G&C
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The RIB	14/02/17	IG Manager	G&A
The RIB	22/05/12	IG Manager	G&C

EqIA completed on	By
08/03/11	HS&R team
Staffside reviewed on	By
	Staffside Representative

Links to Related documents or references providing additional information		
Ref. No.	Title	Version
	The Health and Safety at Work Act (1974)	
	Provision and Use of Work Equipment Regulations (1998)	
	Lifting Equipment Operations Regulation (1998)	
	Protocol for the Acquisition, Trial, and Purchase of Ambulance Aid Equipment, Medical Treatments, or Devices.	
HS/001	Health and Safety Organisation Policy Statement	1.3

Document Status: This is a controlled record as are the document(s) to which it relates. Whilst all or any part of it may be printed, the electronic version maintained in P&P-File remains the controlled master copy. Any printed copies are not controlled nor substantive.

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1. Introduction

The Health and Safety at Work Act 1974 (HSWA) places a duty on employers to provide, and maintain work equipment. The Provision and Use of Work Equipment Regulations 1998 (PUWER) is more explicit on the general duties contained in the HSWA.

The selection of suitable work equipment for particular tasks, and processes, makes it possible to reduce, or eliminate foreseeable risks to the health and safety of staff, patients and members of the public. This applies both to the normal use of the equipment as well as to other operations, such as maintenance.

2. Scope

This procedure will apply to all work equipment that is purchased, loaned, hired given, or provided for test and/or trial. This procedure applies to all employees of the London Ambulance Service (LAS) as individuals or when acting jointly. The individual responsibilities under the Health and Safety at Work Act 1974 and relevant regulations are not superseded by this procedure.

3. Objective

To ensure the provision of safe work equipment for employees of the LAS. This is undertaken by a structured selection process to ensure that such equipment conforms to standards laid down by the Provision and Use of Work Equipment Regulations 1998 or other relevant Regulations. This includes defining the process and safe system of work to be followed by staff using work equipment.

4. Responsibilities

The Director of Corporate Governance - The responsibility for Health & Safety has been delegated to the Director of Corporate Governance.

Managers – Line managers have the responsibility to ensure that staff use only equipment that has been provided and approved by the Trust.

The Vehicle Working Group (VWG) and Clinical Equipment Working Group (CEWG). These groups have the responsibility to assess all operational work equipment prior to recommending its procurement (acquisition, trial and purchase of ambulance aid equipment, products or devices), as appropriate.

Staff – All staff have the responsibility to operate/use provided work equipment in accordance with prescribed training and their dynamic assessment of the environment or situation it is to be used. Staff should ensure that relevant equipment inspection tags are in date, in line with VDI for operational equipment.

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Operational staff must ensure that having undertaken a dynamic risk assessment, they take and use all necessary equipment relevant for the incident, scene or prior knowledge of the patient's condition.

Estates Department – The Estates Department have responsibility to ensure all portable electrical equipment is periodically assessed (PAT) in conformance with the Electricity at Work regulations 1989, in addition to other statutory inspection requirements such as lift inspections under Lifting Operations and Lifting Equipment Regulations 1998.

5. Definitions

Work Equipment is defined as 'All machinery, appliances, apparatus, tools or installations for use at work'. It includes motor vehicles but the Procedure does not supersede the Road Traffic Regulations in respect of construction and use.

Dynamic Risk Assessment is defined as considering all foreseeable hazards arising from all activities and processes present, as well as any hazard relating to the immediate physical workplace (eg. Poor lighting, restricted headroom).

6. Selection of Equipment

New work equipment will be assessed, and evaluated either by the VWG or CWG, as appropriate.

The evaluating criteria will be defined by the Management of Medical devices selection process and will adhere to the Provision & Use of Work Equipment Regulations.

7. Use and Maintenance of Equipment

All work equipment should be used in accordance with provided training and maintained in accordance with the manufacture's guidance.

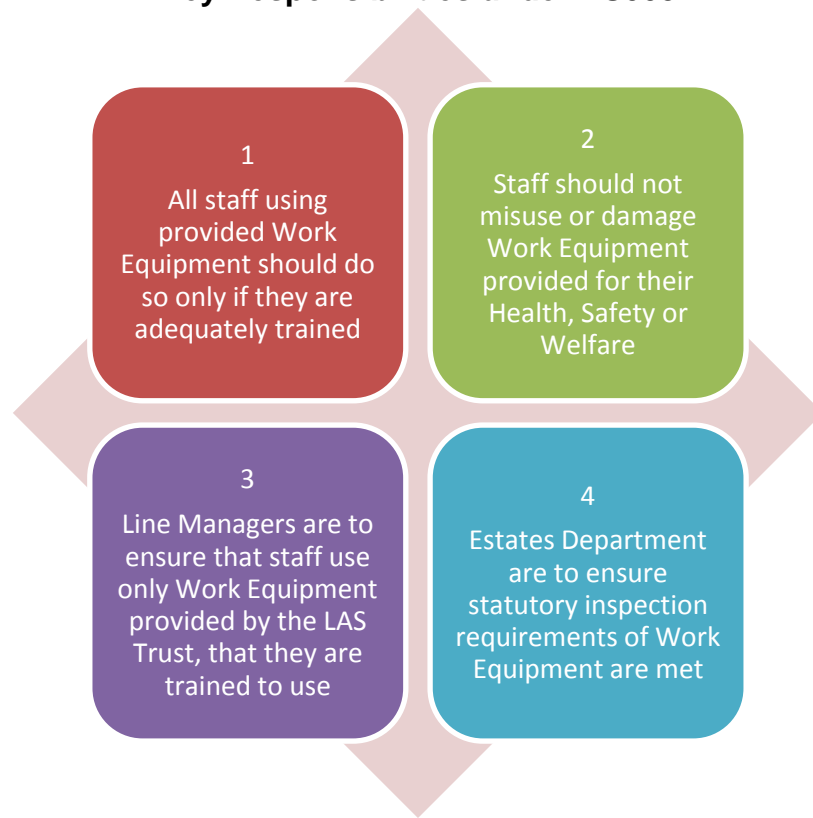
All equipment remains the property of the Trust.

Maintenance records must be kept for all work equipment assessed as posing a risk of injuring either the operator, or any person likely to come into contact with it whilst in use.

Maintenance records of inspections, repairs and general maintenance details must be retained by the department responsible for its maintenance.

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Key Responsibilities under HS008



IMPLEMENTATION PLAN				
Intended Audience	All LAS Staff			
Dissemination	Available to all staff on the Pulse and to the public on the LAS website.			
Communications	Revised Procedure to be announced in the RIB and a link provided to the document.			
Training	<p>Relevant training in the use of work equipment will be provided to all staff at local inductions to operational staff during their initial training and subsequent Core Skills Refresher courses.</p> <p>Line managers attend mandatory health and safety training that includes policies and procedure awareness.</p>			
Monitoring:				
Aspect to be monitored	Frequency of monitoring AND Tool used	Individual/ team responsible for carrying out monitoring AND Committee/ group where results are reported	Committee/ group responsible for monitoring outcomes/ recommendations	How learning will take place
Frequency, Type and Severity of incidents related to the use of work equipment.	Quarterly review of incident reports to identify trends and reporting of the numbers of incidents.	Health, Safety and Security Team report to the Area Quality / Area Health and Safety Committees	Corporate Health & Safety Committee	Learning disseminated via Corporate Health and Safety Committee