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| Version: 3 FOI Status: Public | Health and Safety Portfolio – Section 6 Maintenance of Equipment | Issued: October 2017 Review Due: October 2020 |
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Derbyshire County Council Adult Care Health and Safety Portfolio - Maintenance of Equipment

Approval and Authorisation

| Name | Job Title | Date |
|--------------------------------|-------------------------------------|------------|
| Authored by: Trevor Thacker | Principal Health and Safety Officer | April 2014 |
| Authorised by: | Quality and Compliance Group | April 2014 |

Change History

| Version | Date | Name | Reason |
|---------|----------------|----------------|-------------------|
| V 1 | September 1998 | | |
| V 2 | April 2014 | Trevor Thacker | Review and update |
| V 3 | October 2017 | Trevor Thacker | Review and update |

This document will be reviewed on a regular basis – if you would like to make any comments, amendments, additions etc please email Dawn Nash – Policies and Procedures, dawn.nash@derbyshire.gov.uk

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Maintenance of Equipment

Background Information

The Provision and Use of Work Equipment Regulations (as amended) 1998 require that all work equipment is maintained to a suitable safety standard and that records are kept.

It is important that besides annual or statutory maintenance provided by Derbyshire County Council, Property Division or other agencies, formal inspections and regular visual checks are completed by managers and employees and any defects reported.

Management Action

- 1 Establish what equipment you have on your premises which requires regular maintenance. (Produce an inventory).
- 2 Establish maintenance schedules and requirements for each item, add the frequency of maintenance to the inventory.
- 3 Get together any existing records of maintenance carried out.
- 4 Arrange for any subsequent work to be carried out if not done automatically. N.B. it is the manager's responsibility to ensure maintenance work is carried out within the specified time frame.
- 5 Obtain a signature from anyone undertaking maintenance or repair work and keep the record.
- 6 Identify what has been done and if any further work is necessary.
- 7 Ensure anyone that comes onto your site to undertake work, follow the advice set out in the Departmental Safety Guidance Note – Maintenance of Buildings and Equipment - Controlling Risks.

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To be Included in this Section

Where applicable records of the following must be maintained:

- Portable electrical appliance testing.
- Records of hoist tests. (Hoist should display test sticker).
- Inspection of slings (see Six Monthly Formal Inspection for Slings).
- Maintenance of specialist baths.
- Testing of thermostatic water control valves.
- Lift test certificates.
- Extractor fan servicing (to included statutory inspection of kitchen extraction units and cleaning and checking of other unit's e.g. bathroom and toilet extractor units).
- Kitchen Insectocutors.
- Mains electrical systems.
- Fire Extinguishers - annual tests - (to be included in fire log).
- Clos- O- Mats.
- Gas appliances.
- Boilers and Pressure Systems. Inspection period will be stated on the scheme of maintenance certificate.
- Clean and test of water storage tanks.

This list is not exhaustive