



HUMBERSIDE FIRE AND RESCUE SERVICE

HEALTH, SAFETY & ENVIRONMENT

WORKPLACE EQUIPMENT

Owner	Director of Service Improvement
Responsible Person	Head of Health and Safety
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1. INTRODUCTION

Humberside Fire and Rescue Service (HFRS) recognise the responsibilities bestowed upon the organisation by the Health and Safety at Work etc. Act 1974 and the Provision and Use of Work Equipment Regulations (PUWER) 1998 and will ensure that such requirements are adhered to, to ensure that work equipment is maintained and safe to use, ultimately ensuring the safety of HFRS personnel who use work equipment.

2. EQUALITY AND INCLUSION

HFRS aims to continuously improve the standards of service we provide to the community we serve. We recognise the importance of, and are committed to promoting equality and inclusion in the provision of our services and to our employees. We are committed to encouraging equality and diversity amongst our workforce and to eliminating unlawful discrimination. We aim for our workforce to be truly representative of the community we serve and for each of our employees to feel respected and to be able to give their best.

3. AIMS/OBJECTIVES

To provide and maintain formal planning and implementing arrangements to prevent harm to people at the point of risk, taking account of specific legal issues relevant to the Service.

Ensuring we have suitable and sufficient risk control systems in place to minimise the hazards and risks for the following activities:

- *Inputs:* minimise hazards and risks entering the Service, physical, human and information.
- *Processes:* containing risks associated with our routine and non-routine operations.
- *Outputs:* prevent the export of risks off-site, or the services generated by our activities.

4. RISK ASSESSMENT

All new Service work equipment including all motor vehicles will be risk assessed and recorded, considering; the type of work equipment, substances and electrical or mechanical hazards to which persons may be exposed.

Assessments for operational equipment will be recorded on an PUWER Assessment Form (HS_07a) for simple pieces of equipment or an (HS_07b) PUWER Assessment Form for more complex items, both of which sit on the Health and Safety electronic reporting system.

Any other work equipment which is introduced into the Service must be risk assessed by the responsible manager and recorded as above.

Technical guidance will be developed, when suitable, to ensure that end users are guided through correct use of the equipment and should be read in conjunction with the PUWER Assessment. However, technical guidance should not be used as a substitute for instruction and training on the use of equipment which presents a significant risk (see section 4 Reducing the Risk).

The Service recognises its duty to consult and provide facilities and assistance in accordance with the Safety Representatives and Safety Committee Regulations.

5. REDUCING THE RISK

The Service will take appropriate action to ensure that significant risks created by the use of the equipment are eliminated or reduced to as low as reasonably practicable.

6. RESPONSIBILITIES

The Fleet and Equipment Manager is responsible for the evaluation, purchase and testing regime for all appliances. The Fleet and Equipment Manager also has the same responsibilities for operational equipment.

The Organisational Development Manager and line managers are responsible for the effective instruction and training of all personnel in the safe use of operational work equipment.

Section Managers and Watch Managers are responsible for the efficiency of appliances and operational equipment and it is part of their duty to see that these are regularly tested in accordance with the inspection and testing procedures for operational equipment.

The responsible manager for the introduction of non-operational work equipment must ensure that the same regard is given to measures to control risk.

Any person responsible for the introduction of work equipment that may substantially affect the health and safety of personnel must consult with safety representatives in good time.

7. TESTING AND MAINTENANCE

All operational work equipment is subject to a standard test and maintenance at appropriate and regular intervals. Responsibility, frequency and test methods are detailed by the Fleet and Equipment Section.

All operational equipment will be tested in accordance with the Humberside Fire and Rescue Service Inspection and Testing Regime. For items of work equipment which is not included in the aforementioned manual the manufacturers testing and

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maintenance instructions should be followed unless detailed otherwise in the risk assessment.

Statutory requirements determine that various items of Service work equipment are to be examined at regular intervals by an independent inspector. Details of this equipment and the periods of inspection can be obtained from the Fleet and Equipment Section

For non-operational equipment, where deterioration of the condition of the equipment could occur, the responsible manager is to ensure appropriate test and inspection takes place as per the manufacturers testing and maintenance instructions unless detailed otherwise in the risk assessment.

8. FAILURE OF EQUIPMENT

Any item of equipment which fails at any time is to be impounded immediately by the crew/watch/station manager/supervisor/line manager etc. who is to ensure that the unit is preserved in its failed state pending examination by Fleet and Equipment and/or Health and Safety.

In the case of failures creating a near miss or involving injury to any person, the person(s) involved must comply with the reporting procedure detailed in the Accident Reporting guidance section.

9. THE USE OF NON-FIRE SERVICE EQUIPMENT AT OPERATIONAL INCIDENTS

The use of non-Service equipment by Service personnel at any type of incident may only be considered when suitable Service equipment is not immediately available, and its use will assist in saving human life **that is in imminent danger** or where its' use will prevent **the imminent occurrence of a major catastrophe likely to involve loss of human life.** Personnel have transferable skills and knowledge which in some instances could enable them to be competent operatives of non-Fire Service equipment. The decision to use non-Service equipment may have serious consequences and the decision rests with the Incident Commander. As part of the assessment the **primary** consideration should be, is human life in **imminent danger**,

the following should also be considered:

- Is the equipment serviceable and maintained?
- Is the equipment suitable for the task?
- Are the operatives competent.
- Has a dynamic risk assessment been carried out relating specifically, to the task, equipment and operators?
- Are the risks proportional to the benefits

The above is not an exhaustive list.

10. EMPLOYEE'S DUTIES

Regulation 14 of the Management of Health and Safety at Work Regulations 1999 places the following duties on all employees:

- Using equipment, systems of work and procedures provided by the employer in accordance with the training and instruction given.
- Informing the employer without delay of any situation which may present a serious and imminent danger.
- Notifying the employer of any shortcoming in the health and safety arrangements.

**If you require further guidance on this document, please contact the
Health, Safety & Environment Section**