

Work Equipment

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Policy Statement

Summary

West Yorkshire Police use a wide range of work equipment including ladders and firearms, which involve a high level of risk when used.

The aim of this policy procedure is to ensure that West Yorkshire Police complies with all applicable legislative controls relating to the use of work equipment.

Scope

This policy applies to all personnel working for or on behalf of the Force. This includes those working for the Force under the terms of a collaboration agreement pursuant to section 22A of the Police Act 1996 (as amended by the Police Reform and Social Responsibility Act 2011).

Principles

General

For the purposes of this policy, the following apply:

- Work equipment means any machinery, appliance, apparatus, tool or installation for use at work.
 - The following are excluded from the definition:
 - Livestock (dogs, horses);
 - Substances (acids, alkalis, corrosives, irritants); and
 - Permanent structural items (walls, floors, roofs).
 - Use in relation to work equipment means any activity involving work equipment and includes starting, stopping, programming, setting, transporting, repairing, modifying, maintaining, servicing and cleaning.
 - Suitable means that the employer has to foresee any likely problems that might arise which could affect the health and safety of operators while they are using the equipment. This is including:
 - The work equipment and its fitness for the conditions in which it is used;
 - The choice of work equipment and the need to take into account employees' health and safety and any increased risk they might face while using that equipment; and
 - The need for equipment to be suitable for use under the conditions in which it is used.
 - Individuals **must not** bring their own tools into the workplace unless authorised to do so, e.g. hand tools used by vehicle mechanics.
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Responsibilities

Health and Safety Team

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| Responsibilities | <p>The Health and Safety (H&S) team are responsible for:</p> <ul style="list-style-type: none"> • Maintaining a central record of local equipment based on records provided by Districts and Departments; • Identifying where it is more appropriate to use local arrangements to record work equipment, e.g. equipment list for CSI vehicles; • Providing training to those identified to provide data on the requirements; • Maintaining guidance on any safety check requirements; and • Upon request, advising on equipment specifications and safety systems of operation. |
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Senior Leadership Teams (SLTs)

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| Responsibilities | <p>SLTs are responsible for:</p> <ul style="list-style-type: none"> • Nominating a local SPOC to provide up to date information to the H&S team every six months; • Implementing local arrangements to ensure equipment inspections take place and unserviceable equipment is removed from use; • Where agreed, maintaining a local register of work equipment; and • Developing local arrangements for the provision of equipment that ensure equipment is available, when required, based on local requirements. |
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Managers

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| Responsibilities | <p>Managers are responsible for:</p> <ul style="list-style-type: none"> • Ensuring all persons using work equipment receive adequate information, instruction and training in health and safety, method of use, risks and precautions to be taken in the use of work equipment; • Restricting the use of certain work equipment that involves specific risks to health and safety to only those persons authorised and given the task of using it; • Ensuring that all dangerous parts of work equipment are adequately guarded; • Ensuring all work equipment is maintained in an efficient state and in good working order and repair; • Keeping maintenance logs up to date where necessary; • Ensuring all work equipment is suitable for the purpose for which it is used or provided; |
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- Providing adequate supervision to ensure that work equipment is used safely; and
 - Ensuring that appropriate inspections, e.g. LOLER, Pressure system, LEV, are undertaken to ensure its safe use, including following any relocation of the equipment.
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All Individuals

- Responsibilities** Individuals are responsible for:
- Using equipment in line with any information, instruction and training received. This is including undertaking any pre-use checks that are required;
 - Ensuring all safety devices are functioning prior to use; and
 - Reporting any defects identified that impact on health and safety in order that remedial action can be taken before the equipment is used.
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Procurement of Products

- Criteria** Individuals who are specifying products at the procurement stage are responsible for ensuring that:
- All new work equipment conforms to an appropriate Health and Safety standard. This will usually be UK Conformity Assessed (UKCA). Advice on appropriate standards should be sought from the Health and Safety Team;
 - New work equipment is selected to minimise hazards so far as is reasonably practicable, e.g. Noise, Vibration (refer to Health and Safety Team for further information);
 - Equipment is supplied with appropriate information, instruction and training to enable its safe operation;
 - All powered work equipment is provided with readily accessible controls which bring the work equipment to a safe condition in a safe manner, e.g. emergency stop buttons;
 - All work equipment controls are clearly visible, identifiable and clearly marked;
 - All control systems for work equipment are safe;
 - Work equipment incorporates any warning or warning devices, which are appropriate for health and safety reasons;
 - Where appropriate all work equipment is provided with suitable means of isolation from all its sources of energy; and
 - Any inspections required to ensure the safety of the equipment are undertaken before first use.
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Pedal Cycles

Principles

Individuals who are to use a bicycle as 'work equipment' within Force must ensure they are familiar and compliant with the following:

- A bicycle is a piece of 'work equipment', as defined in the PUWER. In order to demonstrate that it is suitable for the task, WYP must consider the following during the selection process:
 - The terrain on which the bicycle will be used;
 - The equipment to be carried; and
 - Those who will be required to use the bicycle (this may affect frame size etc.).
 - Clothing for a cyclist is managed through the Force Scale of Issue and can be ordered via Proactis.
 - Essential aspects of the pedal cycle specification include:
 - Front and rear lights;
 - Brakes;
 - Simple gear change mechanism; and
 - Means of warning.
 Further information can be found in the Pedal Cycle specification.
 - The Force has a generic risk assessment covering the daily use of pedal cycles which can be found as part of the NPT documents in the Risk Assessment Library.
 - Any planned operations (including covert) that require deployment on bicycles must have a documented risk assessment completed by a competent person.
 - Prior to any use of a pedal cycle, a pre-use check must be recorded to ensure that the cycle is safe for use. Please refer to the Pedal Cycle pre-use check guidance.
 - Where faults are found the cycle must be removed from use until they are rectified. Records of these checks must be retained for six years.
 - All pedal cycles will be subject to maintenance by a qualified mechanic who will ensure the safety of the cycle.
 - Individuals are allowed to undertake basic breakdown repairs such as reengaging lost chains and punctures, if they feel able to do so.
 - For further information and assistance, the Health and Safety Team can be contacted via telephone.
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Rider Selection

Principles

The selection of a rider for a pedal cycle must be made in accordance with the following:

- **Experience:**

When considering which employees should be deployed on bicycles, preference must be given to those who regularly use bicycles, either at work or outside.

During the selection process, each person must be questioned about their experience in using a bicycle (including the Highway Code).

This can be documented on the Pedal Cycle Deployment Record. They must also be required to demonstrate their ability, through a short “test”, in an environment similar to where they will be deployed.

- **Medical:**

The person who is selected must be spoken to and asked to declare whether they know of any potential medical problem which would affect their ability to ride a bicycle.

Note: There is no requirement for the person to divulge the specific medical conditions to the manager but, if any concerns are raised, a referral to Occupational Health should be arranged.

- **Eyesight test:**

It is the responsibility of the pedal cyclist to ensure their eyesight meets the DVLA’s current driving eyesight standards.

- **Fitness:**

Riding a bicycle requires a different type of fitness to the majority of activities carried out in the Force. It must not be assumed that a person who carries out a physically active role and/or has an active lifestyle outside of work would be able to ride a bicycle all day, every day.

Allowances must be made in the initial period for the person to build up to this level of fitness.

Note: Commonly used fitness tests, such as firearms or PSU, are **not** appropriate. The College of Policing pedal cycle fitness standard is aimed at those on specific deployments such as the Olympic torch, which are not normal deployments in Force.

Additional Information

Compliance

This policy complies with the following legislation, policy and guidance:

- Provision and Use of Work Equipment Regulations (PUWER) 1998, the relevant Approved Codes of Practice and associated guidance documents
 - Health and Safety at Work etc. Act 1974
 - Management of Health and Safety at Work Regulations 1999
 - Data Protection Act 2018
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Further Information

Further guidance in relation to this policy can be sought from:

- Health and Safety Team
 - Statutory Inspections – what is required
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