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**LOST & OEC General Work Equipment Procedures 2020**

Following the enactment of the **Use of Provision and Use of Work Equipment Regulations 1992** the employer is under a duty to ensure that equipment at work are suitable for their intended use. There is a duty to ensure safety and maintenance. Further, there is a duty to make sure that the equipment or vehicle, is only used by people (staff/volunteers) who have received adequate training and instruction or are under suitable instruction.

The type of work equipment will depend on the nature of the work. Work equipment includes power tools, safety harnesses, scaffolding etc. The list is endless. Equipment used in an office environment could also cause accidents if found to be defective, this includes computers, printers, kitchen appliances etc.

An employer should carry out regular risk assessments and inspections. There is also a duty to train employees in the use of the equipment. Failure to train employees results in a greater chance of injury.

LOST ensure that equipment and vehicles are **regularly checked and maintained**. If an employee notices a fault or a participant reports a fault then they should notify the Education Officer (equipment) or Transport Hire Desk (vehicles) as soon as possible.

**Vehicles**

All vehicle use is subject to EAC transport procedures; use of private cars for business purpose must comply with EAC’s grey fleet procedures, all other minibus/coach/tow vehicle must be hired through EAC hire desk who’s procedures fulfill suitability of vehicles.

**Climbing Equipment**

St Joseph’s Climbing Wall structure and fittings will undergo annual inspection by EAC’s insurer Alliance’s appointed engineer.

Metal climbing equipment will be subject to inspection outlined in manufacturers requirements. Faults being isolated from general storage and recorded by competent Education Officer.

Textiles equipment will be subject to inspection outlined in manufacturers requirements. Faults being isolated from general storage and recorded by competent Education Officer.

**Watersports**

Vessels, requirements vary considerably from small kayak to large yacht. Technical vessel safety and inspector competence are outlined by 3 main organisations; British Canoeing – kayak, canoe, SUP, Royal Yachting Association – dinghy, keel boat, Maritime Coastguard Agency – yacht, powerboat.

Life jackets/buoyancy aids will be subject to inspection outlined in manufacturers requirements. Faults being isolated from general storage and recorded by competent Education Officer.

**Protective clothing (land or water)** issued by LOST will be adequate for the environmental conditions anticipated. Clothing issued to staff for personal protection will thereafter be monitored and maintained as adequate by the individual staff.

**General activity equipment** LOST issue wide range of non-safety critical equipment; eg orienteering controls, binoculars, books, tarpaulins, trowels, tents, rucsacs, etc. This equipment will be deemed functional for the purpose intended. Any faults being isolated from general storage and reported to Education Officer or PT.

**Loan equipment and distributed equipment** LOST’s lending library of equipment for school use and centrally purchased and allocated equipment will be deemed functional for the purpose intended at the point of issue. Thereafter these become the responsibility of the establishment to monitor and maintain until returned to LOST.