

Safe Use of Machinery Policy

Date	Review Date	Chairman	Trustee Responsible for Health & Safety	Centre Manager
01.08.18	01.08.19	Neil Jones	Reeve Martin	Sally Mills

The following are important telephone numbers that must be kept up to date:

Contacts	Home	Mobile
Chairman of Trustees Neil Jones		
Trustee Responsible for Health & Safety Reeve Martin		
Centre Manager Sally Mills	01483 813846	

The purpose of this document is to communicate the procedure in place to ensure the safe use of machinery within the centre.

1. Policy Statement

The Therapy Garden is committed to managing the risks associated with the use of machinery and equipment within the workplace.

Staff, clients and volunteers can use this policy to –

- Identify machinery and equipment hazards in the workplace
- Eliminate or reduce the risk of those hazards causing harm

Under the Provision and Use of Work Equipment Regulations 1998 (PUWER) the responsibility of the safe use of equipment is on both the individual and The Therapy Garden and the use of machinery must be undertaken with caution.

2. Definition of work equipment

Work equipment is any machinery, appliance, apparatus, tool or installation for use at work. This includes equipment that individuals provide for their own use.

3. Key principles of machinery and equipment safety

Below are the key areas that individuals should be aware of when using machinery –

Mechanical hazards

- Machinery and equipment with moving parts
- Machinery and equipment that can eject objects and cause harm

Non-mechanical hazards

- Harmful emissions, contained fluids or gas under pressure, chemicals and chemical by-products, electricity and noise

4. Equipment Provided

The Therapy Garden will ensure that the equipment provided for use at work is –

- Suitable for the purpose it is used or provided for
- Safe for use, maintained in a safe condition and inspected to ensure it is correctly installed and absent of deterioration
- Used only by people who have received adequate information, instruction and training and will provide such training
- Take account of the working conditions and health and safety risks in the workplace when selecting work equipment
- Accompanied by suitable health and safety measures such as emergency stop devices, clearly visible markings and warning devices

Individuals using equipment will –

- Ensure they have received all relevant training to operate equipment safely
- Ask the Garden Manager for training on specific equipment if not previously received
- Highlight any issues with the equipment to the Garden Manager as soon as it is noticed
- Not use equipment that seems unsafe, damaged or working incorrectly
- Wear relevant PPE (Personal Protective Equipment) where relevant
- Use equipment in a professional, responsible manner

No individual (staff, volunteer or client) will be forced to use equipment they do not feel comfortable using.

Supervision will be provided to clients as required. Individuals who feel they would like to be accompanied whilst using equipment should inform the Centre Manager before using the equipment.

4. Training

All staff, volunteers and clients will receive an induction on commencement of employment or volunteering. This induction will include health and safety guidance on using non-mechanical tools, lifting equipment safely and general garden procedures. Staff members or volunteers should only use machinery if the Garden Manager has agreed it and they have completed appropriate training.

Training will include –

- The hazards and risks associated with using equipment in the workplace
- Measures put in place to protect individuals health and safety
- Practical demonstration on each piece of equipment expected to use
- Instruction on the correct PPE to be used.

4. Linked Policies

- Health and Safety Policy
- Volunteer Policy
- Lone Working Policy

5. Raising Awareness of this Policy

The Therapy Garden will raise awareness of this policy via:

- The Therapy Garden policy folder located in the Centre Manager's office containing all the charity's policies. Clients and third parties can request a copy of the policy if required. Staff and volunteers are to be informed when policies are updated.
- During staff and volunteer induction
- Through emails to staff and volunteers when policies are updated
- The Therapy Garden policies are also available to view on the charity's website

6. Policy Reviews

Any questions regarding the policy should be directed to the Centre Manager. The policy may be amended at any time.

The policy should be reviewed in the light of any trends or new legal changes and at least once every two years.

This policy was adopted on 01 August 2018 by:

Chair of Trustees Neil Jones		Date:	
Trustee Responsible for H&S Reeve Martin		Date:	
Centre Manager Sally Mills		Date:	