**WORK EQUIPMENT ASSESSMENT CHECKLIST**

**School/Department** ………………………………………………………………………………..

**Assessment Date** ……………………………. **Review Date**.…………………………………….

**Name/Description of Work Equipment** …….……………………………………………………

**Location** ……………………………………………………………………………………………

**Function of Work Equipment** …….………………………………………………………………

**Describe any modifications made**...……………………………………………………………….

**Y N N/A**

**1. Safety Features**

* Are all dangerous parts of machinery guarded? ❑ ❑ ❑
* Are all machine guards and protection devices suitable for the purpose and of

good construction, sound and of adequate strength ❑ ❑ ❑

* Are they maintained properly and in good working order? ❑ ❑ ❑
* Do they create any additional hazards for the user? ❑ ❑ ❑
* Is it possible to by-pass or disable the guarding mechanism? ❑ ❑ ❑
* Are they sufficiently far from the danger zone to prevent access or injury? ❑ ❑ ❑
* Do they restrict the view of the operating cycle of the machinery? ❑ ❑ ❑
* If so, does this restriction create additional/unnecessary hazards/risks? ❑ ❑ ❑
* Is there access for maintenance only? ❑ ❑ ❑

**2. Information and Training**

* Has everyone (staff and supervisors) received training in the safe use of

the equipment? ❑ ❑ ❑

* Are written instructions for the safe use of the equipment available? ❑ ❑ ❑
* Have staff maintaining the equipment been trained? ❑ ❑ ❑
* Are training records available? ❑ ❑ ❑

**3. Specific Hazards**

* Is the use of the equipment restricted to those staff trained to use it? ❑ ❑ ❑
* Is a list of authorised persons available? ❑ ❑ ❑
* Is the equipment suitable for purpose? ❑ ❑ ❑
* Where necessary, is the equipment made stable, e.g. by clamping? ❑ ❑ ❑
* Are existing systems of work adequate to protect against the following:
* Article or substance falling off or being ejected from the machine? ❑ ❑ ❑
* Rupture or disintegration? ❑ ❑ ❑
* Overheating or fire? ❑ ❑ ❑
* Discharge of dust, gas, liquid, vapour or other substance? (either early or unintentional discharge) ❑ ❑ ❑
* Any high or low temperature parts of the machine? ❑ ❑ ❑
* Does the equipment or articles used, produced or stored capable of   
  excessive heat? ❑ ❑ ❑
* Any other hazards? ❑ ❑ ❑
* Are there suitable and appropriate means of isolating (eg. locking off) the

equipment from its source of power (eg. electricity, compressed air etc) ❑ ❑ ❑

* Are they clearly identifiable and easily accessible? ❑ ❑ ❑
* Are measures in place to ensure that the reconnection of power (even after a

power failure) will not expose the user to any risk to health and safety? ❑ ❑ ❑

**4. Maintenance and Inspection**

* Is maintenance of the equipment, including guards and protection devices,

carried out and are sufficient records kept? ❑ ❑ ❑

* If a maintenance log is required, is it up-to-date? ❑ ❑ ❑
* Can maintenance be carried out without risk to health and safety? ❑ ❑ ❑
* Is the repair, modification or servicing of the equipment restricted to those staff

designated to carry this out? ❑ ❑ ❑

* Is the equipment shut down during maintenance operations? ❑ ❑ ❑
* If the equipment is not shut down during maintenance, are there procedures in

place for this to be carried out safely? ❑ ❑ ❑

* Is inspection of the equipment carried out and are sufficient records kept? ❑ ❑ ❑
* If local exhaust ventilation (LEV) is installed is it tested as necessary (eg. at least

once every 14 months) and are sufficient records kept? ❑ ❑ ❑

* If the equipment is pressurised, is there a written scheme of examination as

required by the Pressure Systems Safety regulations 2000? ❑ ❑ ❑

**5. Safe Use**

* Is the equipment only used in an appropriate environment? ❑ ❑ ❑
* Adequate lighting? ❑ ❑ ❑
* Adequate temperature? ❑ ❑ ❑
* Adequate seating? ❑ ❑ ❑
* Adequate space around the machine to allow safe and easy access? ❑ ❑ ❑
* Is storage of machine parts and special tools required? ❑ ❑ ❑
* Are fire extinguishers needed close to the machine? ❑ ❑ ❑
* If so, record what type ❑ ❑ ❑
* Do the controls (eg. start/stop) operate in a safe manner? ❑ ❑ ❑
* Are the controls clearly marked and visible? ❑ ❑ ❑
* Where a person other than the operator may be exposed to risk when the controls

are operated, are there safeguards in place eg. systems of work, audible or visible

warnings? ❑ ❑ ❑

* Are the emergency stop controls located at appropriate and accessible points

which will bring the equipment to a complete stop in a safe manner? ❑ ❑ ❑

* Will the emergency stop controls switch off all sources of energy after

stopping? ❑ ❑ ❑

* Will the emergency stop controls override any other which might start/change

the operating conditions of the equipment? ❑ ❑ ❑

* If PPE is required, are operators informed and know how the PPE should be

worn? ❑ ❑ ❑

* Is local storage of PPE necessary and provided? ❑ ❑ ❑
* Is PPE subject to routine maintenance? ❑ ❑ ❑

**6. Safety Signs and Warnings**

* Where necessary, are there appropriate warning signs, eg. Noise warnings,

restrictions on use, prohibited actions etc? ❑ ❑ ❑

* Are notices (eg. warning of maximum speeds of abrasive wheels and safe

Working loads) clearly visible and marked on the equipment? ❑ ❑ ❑