Issue 3 (Jan 09) Ref. No. SN.5

Section 5

EQUIPMENT

Purchases, Maintenance and Authorised Use

Ref. No -

SN.5/A Equipment Systems, Maintenance, Inspections, Records and Retirement.

SN.5/B Maintenance Policy of Facilities and Equipment (see also SN.3/D).

SN.5/C1 Authorised use of Tools, Equipment, Plant and Machinery. (Sheet 1 of 2)

SN.5/C2 Authorised use of Tools, Equipment, Plant and Machinery. (Sheet 2 of 2)

SN.5/C3 Tools and Equipment, List of Authorised Users

SN.5/D Quarantine of faulty or unserviceable tools, equipment, plant or machinery.

Issue 2 (June 07) Ref. No. SN.5/A

Equipment Systems, Records, Inspections, and Retirement

**Purchases**

Bibbys Farm Limited has a policy for replacement of Plant, Activity and Safety Equipment on a regular basis. This is budgeted for annually, advice on purchases being by the appropriate Senior Instructors, Advisors, Trades people and Manufacturers.

**Stowage**

All equipment must be stored in its designated stow area and must be serviceable and ready for use at all time.

The stow areas must be kept locked at all times, the Campsite Office being the key holder under the direction of the Centre Manager, Voluntary Camp Warden or Duty Warden.

All equipment is potentially hazardous and must not be left unattended or in such positions as to be accessible to anyone other than those persons authorised in its use.

Stowage areas must be kept tidy, clean and easily accessible to prevent possible injury.

Maintenance

Only competent persons under the control of the Centre Manager may carry out maintenance of tools and equipment. Items requiring more extensive repairs must be returned to the manufacturers or specialist repair companies.

**Records**

Servicing and repairs are recorded in the appropriate equipment log / service history book.

**Inspections**

All tools and equipment are inspected on a regular basis; competent persons carry out these inspections, as follows.

a. A visual inspection at the beginning and end of each usage by tradesmen and authorised user.

1. A full 3 monthly inspection / audit by centre personnel and Advisors.

Retirement

This is determined by two criteria

a. The Safety time limit recommended by the manufacturer, and/or the National Governing Bodies.

1. The age, usage and quality of any item not covered by above.

**Equipment found to be deficient/obsolete will be withdrawn from service and quarantined until such time as it's repair or disposal can be authorised and arranged.**

Issue 2 (Jan 09) Ref. No. SN.5/B

**Maintenance Policy of Facilities and Equipment**

Bibbys Farm Limited, through its Sites Committee Budgets, have an annual renewal and maintenance programme. It has a number of part time Centre Personnel to ensure that general maintenance and minor repair projects can be undertaken in house as arising.

In general terms the Maintenance Programme falls in to three categories -

1. Day to day maintenance. Highlighted at changeover cleaning, visual impact, as reported by customers, instructors, and/or Centre Personnel. Day to day maintenance is affected by the season i.e. leaves in autumn, frost in winter, level of centre occupancy etc

2. Planned maintenance. These are items advised by specialist trade advisers, some of who may be members of the Safety Committee and National Governing Bodies for Activities. Planned maintenance is agreed by the Sites Committee for implementation, season of the year as above, also is borne in mind.

1. Major Maintenance and Development Projects. These would be items extracted from Long Term Plans, which had been discussed widely, with input from users, specialist trades, and Activity Advisors. Other major/development projects are included as a result of Government Legislation, Local Authority Agencies or Emergency Services advice or requirements.

**Persons authorised to undertake maintenance.**

Bibbys Farm Limited approves individual trade people and companies to undertake specialist maintenance work at its centre. Names of persons or companies are submitted and minuted by the Sites Committee where approved.

Areas under this system include: -

Electrical Systems and PAT testing

Gas Systems and annual gas inspections

Fire and intruder alarm systems

Fire extinguishers and associated equipment annual inspection

**Other major projects / systems are sub contracted as arising.**

Much of the planned maintenance is undertaken by centre personnel, but only where they are trained and qualified to do so. Where the County Scout Council has not appointed a named person or company and where centre personnel are not qualified to undertake particular items of maintenance work, the item concerned would be returned to the manufacturer or sent to a specialist repairer.

Sheet 1 of 2 - Issue 5 (Nov 09) Ref. No. SN.5/C1

**Authorised Use of Tools, Equipment, Plant and Machinery**

**(Sheet 1 of 2)**

A wide variety of tools, equipment, plant and machinery are available and in frequent use at Bibbys Farm Scout Campsite and Activity Centre by those persons listed as being authorised users. (See SN.5/C3)

These lists include Contractors, Centre Personnel, voluntary members of site Service Teams, Service Crew and Voluntary Wardens. Many of these people although trained in basic Health and Safety procedures are recognised as being un-skilled and un-trained at the time of the particular project. They are encouraged to use general hand tools and equipment as part of their training, but they may only do so under the direct supervision of a skilled tradesman or authorised operator.

Volunteers under the age of 18 years may use nylon strimmers under the direct supervision of an authorised user.

**NOTE:** Authorised operators must not undertake any of the following tasks at the centre without a second person being present for the full duration of that particular operation or project.

Using ladders or scaffolding or working on roofs

Forestry operations and/or using chain saws

Woodworking, engineering or welding plant and equipment

Operating concrete mixers or Angle Grinders

Carrying out repairs to electrical or gas systems

Operation lifting gear or winches

Using motorised grass cutting equipment

Regular in-house training courses are organised to support Centre Personnel and the Crew Training Scheme.

**The following items of equipment, plant and machinery may only be used, operated, serviced or maintained by persons authorised to do so. (See Appendix SN5/C3 and Staff notice boards for a list of approved persons)**

**P.A.T. Test of Equipment**

Those people authorised by the Sites Committee by virtue of them holding a current E.I.T.B. P.A.T. Test Equipment certificate of competence for using this equipment.

**Chain saws**

Those persons authorised by the Sites Committee by virtue of them holding a current N.P.T.C chain saw operator's certificate of competence for using this equipment, and those persons who by long usage and experience can be approved by an N.P.T.C. certificate of competence holder.

Sheet 2 of 2 - Issue 3 (Jan 09) Ref. No. SN.5/C2

**Authorised Use of Tools, Equipment, Plant and Machinery**

**(Sheet 2 of 2)**

**Tractors and Dumper Trucks**

The following requirements are essential, prior to a person being included on the list of approved tractor and dumper truck drivers.

a) Have the written authority of the Centre Manager

b) Have held, as a minimum, a full private car driving licence for at least 2 years

1. Have attended a centre tractor / dumper truck familiarisation course and attend refresher courses

**Special notes applicable to authorised drivers.**

1. The only persons allowed to ride on the tractor or dumper truck is THE DRIVER

2. Riding on trailers is strictly forbidden, other than during special operations and only then on trailers with raised and secured sides / tail gate and with the tractor drivers knowledge and agreement

3. Grass cutting / aerating machines or other electrical / mechanical tractor attachments, must not be connected or operated by anyone other than those with the additional authorisations to do so.

**Scaffolding and Work Platforms**

The erection of scaffolding and/or work platforms and daily checks of them, if they are left erected overnight, may only be carried out under the direction of the Centre Manager of Bibbys Farm Scout Campsite and Activity Centre.

**NOTE:** If it is found to be absolutely necessary to leave scaffolding / work platforms unattended, they should be isolated in such a way as to prevent any unauthorised use.

**Removal from service of unserviceable tools, equipment, plant and machinery**

Where any item is found to be deficient or unserviceable, it must be removed from service immediately and placed in quarantine. The item's history sheet should be endorsed with details of fault and actions taken. The item itself must remain in the quarantine store until its condition is assessed, repairs carried out or the item disposed of.

A note of such actions must be recorded in the Centre Hazard Book, and the Centre Manager informed. Crew Leaders should also fill in the weekend faulty equipment report for the benefit and information of subsequent Crew Leaders and team members.

Issue 5 (Apr 11) Ref. No. SN.5/C3

**TOOLS AND EQUIPMENT**

**LIST OF AUTHORISED USERS**

|  |  |
| --- | --- |
| TOOLS & EQUIPMENT | AUTHORISED USERS |
| Angle Grinder |  |
| Chain Saw |  |
| Chain Saw - Top Handled |  |
| Chemical Spray |  |
| Hedge Cutter |  |
| Mechanical Digger |  |
| Strimmer - Steel Blade |  |
| Strimmer - Nylon |  |
| Tractor with Grass Cutting Equipment |  |

Issue 3 (Nov 09) Ref. No. SN.5/D

**Quarantine and INSPECTION**

**PRIOR TO return to service, or disposal of, faulty or unserviceable tools, equipment, plant or machinery.**

**Quarantine Security Store**

The store is situated in the workshop in the Activity Barn Store area. Access is limited to key holders only and trades people only when accompanied by the Centre Manager.

**Faulty Equipment**

Faulty equipment removed from service must be identified as such by means of marking that cannot easily be removed, and a Hazard Report Sheet (Appendix 2/H5) must be completed and filed - see NOTE below.. The item's history sheet must be kept separate i.e. in the Centre Managers Office for safe keeping, preventing loss of history records. Items placed in quarantine must not be removed under any circumstances other than with the Centre Managers knowledge and permission.

**Donated / Second hand items**

All donated / second hand items must be placed in quarantine until such time as

1. a history sheet/log card has been produced and the item serialised for identification purposes
2. the item has been tested or inspected as below and approved as being suitable for its intended use.

**New Items**

New items must be identified by marking, history sheet raised to cover such items and manufacturers / suppliers instruction manuals / safety sheets / test certificates and guarantee filed in the Centre Managers Office for future reference.

**Inspection and Repairs prior to return from quarantine to service**

Items of equipment may only be returned to service after following systems as laid down in maintenance policy Reference No. SN.5/B and with the Centre Managers knowledge and approval.

**NOTE:**

Where an entry has been made in the Hazard Book relating to any item of equipment the Centre Manager must be informed immediately, the item placed in quarantine by the appropriate person using the above quarantine procedures.

**Other regular users of such pieces of equipment should be informed of these actions**