

Plant and Machinery Policy

As a responsible employer A Bright Solution Ltd. recognise our general duty under Section 2 of the Health and Safety at Work, etc. Act 1974 to provide and maintain, so far as is reasonably practicable, machinery, equipment and other plant that is safe. This duty extends to ensuring, so far as is reasonably practicable, that systems of work are also safe.

Any item of work equipment being used in the business will be, as far as is reasonably practicable, safe to use. The equipment will be in good condition, and suitable for the work being carried out, properly maintained and used according to the manufacturer's specifications and instructions. Safety guards will be fitted if necessary and, where appropriate, there will be an emergency stop procedure. Modifications or adaptations to equipment must only be carried out by competent persons.

Responsible managers/ supervisors will ensure that all machine tools, power tools and hand tools are maintained, with safety critical elements of the equipment given scheduled preventative maintenance checks, in accordance with the Provision and Use of Work Equipment Regulations 1998 (PUWER). An annual inspection (including an electrical safety check and loop test) of all machine tools and equipment is to be carried out.

The extent of the inspections is very dependent on the type of equipment, where it is used and how it is used. The inspection always includes those safety-related parts, which are necessary for safe operation of the equipment: for example, overload warning devices, interlocks and limit switches.

NOTE: the primary objective of PUWER is to ensure the provision of safe work equipment and its safe use. Work equipment should not give rise to risks to health and safety, irrespective of its age or place of origin.

A maintenance log is to be kept showing details of the equipment, manufacturer's recommendations, results of inspections, test inspection dates and next inspection date together with a record of repairs undertaken.

Users must be adequately trained and the systems and methods of work safe. Manufacturer's information and operating instructions should be available or stored in a known location for easy reference.

PUWER assessments are a mandatory requirement for all machine tools and power tools. These inspections do **NOT** take the place of 'pre-user' checks by the operators and users of this equipment, and these pre- user checks must be followed rigorously.

We maintain comprehensive records of all plant and equipment servicing and maintenance, of any repairs, and replacements.

It is also our responsibility to provide the right kind of tools and equipment for the job and to see that they are properly used. Information concerning the safe use of tools will be available at the point of use. Tools should be regularly checked before and after use to identify any damage or effects.

Only competent staff should operate any plant, machinery and equipment, and be thoroughly trained on their safe use. All staff are instructed not to use unsafe defective equipment until it has been put back in good safe condition. Do not attempt to repair or maintain equipment unless you have been properly trained to do so, particularly when it may involve the removal of safety guards or live electric's. Ensure that guard protection is always in place where required. Ensure the working environment meets the safety requirements for operating the type of equipment and tools you require to use.

Lighting

An efficient lighting system should provide adequate illumination for the work being done and illuminate the working area. To avoid glare, all lamps should be properly shielded or diffused. Particular attention should be paid to the positioning and shielding of local lights. Lighting should be installed in such a way as to avoid shadows.

Fluorescent lighting overcomes problems of glare and shadow, but can occasionally cause rotating parts of machinery to appear stationary. The hazard resulting from this stroboscopic effect can be overcome by adjacent lamps being wired off different phases of the 3-phase supply or by using localised incandescent lamps.

Noise

Noise is a hazard in the use of many power tools, particularly pneumatic ones. Noise should be reduced at source, where possible, compressors should be of the quiet type or at least have sound reducing covers which should be kept closed when running and suitable silencers should be fitted to tools. Where appropriate, only tools conforming to EEC special directives on the sound power level of airborne noise, should be used. Where persons are exposed to noise levels exceeding 80 dB (A), hearing protection must be provided and should be worn. Where noise levels exceed 85 dB (A), hearing protection must be worn by Law.

Maintenance

We will take all reasonable steps to ensure the safety of all our employees who may be affected by the lack of proper maintenance of plant and equipment. We will liaise with the suppliers of all new plant and equipment to establish how maintenance should be carried out safely.

To achieve this objective we will, in consultation with those involved with maintenance;

- carry out an assessment of how the machinery should be isolated for specific maintenance work
- carry out an assessment of how the machinery should be isolated to enable general maintenance work to be carried out safely
- carry out an assessment of the maintenance of the machine itself, including any heavy parts that have to be moved, any positions that have to be reached to achieve the necessary result and any risks of parts falling
- carry out an assessment of how the maintenance of the machine affects its environment
- carry out an assessment of all hazards that arise when guards have been removed
- take appropriate measures for the protection of any person carrying out maintenance operations which the assessment has shown to involve risk to health or safety
- provide any personal protective equipment that might be necessary to carry out the work safely
- ensure that employees are aware of the reporting procedures, so that a responsible person is informed of any problems as soon as they arise and remedial action can be taken

Information and Training

We will also give sufficient information, instruction and training as is necessary to ensure the health and safety of all those involved with plant and equipment maintenance and any others affected by maintenance of the machinery.

THOSE RESPONSIBLE FOR MANAGING/ SUPERVISING MACHINERY MAINTENANCE WILL BE APPROPRIATELY TRAINED.

Signed.....

 Mick Barrett
 Director
 8th August 2025

Signed.....

 Sam Pailor
 Director
 8th August 2025