



A really useful place for community groups

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Safety Policy and Procedures for Equipment for Hire

This is the safety policy and procedure for equipment hire for Brighton & Hove Social Welfare and Educational Trust Ltd. These procedures updated in February 2018.

Signed:

Date:

Director of B&H SWET Ltd (the employer)

1. When bookings are made

- 1.1. The person who makes an equipment booking on behalf of their group will be advised how many people and what type of transport are needed to safely collect the equipment they have booked from the Resource Centre.
- 1.2. Where advance warning is appropriate, groups will be advised of any requirements for the safe and correct use of particular equipment.
- 1.3. When booking the inflatable or balloon typhoon, groups will be advised that they must obtain public liability insurance before they collect the equipment. At the time of booking the Resource Centre will supply hirers with information about how to obtain public liability insurance, how to conduct a risk assessment for the running of the inflatable/balloon typhoon and guidance for its safe use.

2. When equipment is collected:

- 2.1. The Resource Centre undertakes to provide equipment in good, safe working order.
- 2.2. All electrical equipment for outdoor use will be supplied with a residual current device (power breaker), and hirers will be given clear instruction as to how it should be used.
- 2.3. When any electrical equipment is hired out, the front desk worker will inspect the condition of the lead and plug and will tick on the database check-out screen confirming that these are in good condition.
- 2.4. All hirers will be told that they are responsible for the safe use of the equipment they are hiring, and given full instruction and training as appropriate.
- 2.5. Where appropriate, written instructions for the safe use of hired equipment will be supplied.
- 2.6. When collecting the inflatable or balloon typhoon, hirers will be asked to confirm that they hold public liability insurance.
- 2.7. Having been given the information and instructions detailed in points 1 – 5, hirers will be required to sign a hire form which states:
 - 2.7.1. The Resource Centre undertakes to provide equipment in good working order, and, where necessary, to provide instructions and training.
 - 2.7.2. I undertake on behalf of my group or organisation that during the period of hire we will look after the equipment and ensure that it is used safely.
 - 2.7.3. I agree to return the equipment to the Resource Centre in good order.
 - 2.7.4. I note that the Resource Centre's insurance does not cover the transport or use of equipment outside the Centre and that my group or organisation is fully legally responsible during our hire period.
 - 2.7.5. I understand that, if I am hiring the inflatable or balloon typhoon, my organisation is responsible for obtaining public liability insurance.
 - 2.7.6. I agree to ensure that the equipment is returned by the time and date above."
- 2.8. The hirer will be provided with a copy of the hire form.
- 2.9. Signed hire forms will be retained for a minimum of six years.

3. When equipment is returned to the centre:

- 3.1. All equipment will be checked for missing parts, breakages and in particular for faults in plugs and leads. The deposit will not be returned to the hirer until these checks have been made.
- 3.2. When electrical hire equipment is returned, the front desk worker will inspect the condition of the lead and plug and will tick and initial boxes on the database check-in screen confirming that they are in good condition.
- 3.3. The worker on the Front Desk when the equipment is returned should ask the hirer if they have had any problems with the equipment and ask them to describe as clearly as possible any faults they have encountered with the equipment they have hired.
- 3.4. All faults, damage or missing items are noted on the equipment hire screen in the 'Notes' section. If the fault is such that it renders the item of equipment **unsuitable** or **unsafe** to use, an **Equipment Repair Log** should be opened and the **Equipment Repair Procedure** followed until two workers have signed the form to say that they consider the equipment repaired and safe to use.
- 3.5. Completed repair logs will be printed out and filed in a repairs file for future reference. They will be kept for a minimum of six years.
- 3.6. Extension reels used with hire equipment will be fully unwound and the condition of the entire length of the cable checked every three months. The check will be recorded and initialled on a sticker on each reel.