

## Equipment **Assessment** Checklist

A Flint Insurance Communication

**Call Our Team:**

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Business



Motor Trade



Motor Fleet



Personal



Private Clients

## Equipment Assessment Checklist

With recent Government announcements, Businesses are starting to think about getting their staff back to work. Whilst this is a positive step, there are many areas to consider to ensure that your staff remain protected and you can reopen your premises safely and effectively.

Here is a simple checklist for businesses to consider, which concentrates on assessing the equipment used within your business in a checklist format to keep track of those assessments and document them too.

We have listened to Government advice as well as pooled the resources that have been provided by our panel of insurers in order to put together the most comprehensive guidance and support for our clients. Whilst every care is taken to ensure that the information within our documents is correct as of the publishing date and that the guidance is relevant, Flint Insurance accepts no liability for actions taken as a consequence of the contents of this document. Our resources such as this checklist are free of charge but we always recommend that you seek out the most current and up to date guidance and resources available from sources who specialise in the appropriate fields such as legal advice and regulatory guidelines.



## Assessment details

Equipment ID(s):

Type of equipment:

Manufacturer and model:

Date of previous assessment:

Assessed by:

Location:

Date of this assessment:

Extra details:

**It has been confirmed that the equipment...**

does not present any hazards (e.g. noise, fumes, heat) that could be prevented by using an alternative item (or process).

☐ Yes ☐ No

will not present risks due to the hazards (e.g. flammable atmospheres) in the locations where it is used.

☐ Yes ☐ No

is suitable for its intended purpose and complies with relevant standards.

☐ Yes ☐ No

Comments / actions:

**The equipment is...**

used in accordance with the manufacturer specification and instructions.

☐ Yes ☐ No

available with appropriate working instructions for users and for servicing and maintenance tasks.

☐ Yes ☐ No

safe and suitable for its intended use despite any adaptations that have been made to it.

☐ Yes ☐ No

included in routine and planned preventative maintenance.

☐ Yes ☐ No



Comments / actions:

## Hazards

**Where hazards and risks have been identified...**

they have been eliminated or controlled to the best possible level.

☐ Yes ☐ No

"hardware" (physical) measures have been considered and put in place (e.g. guards are fitted to prevent entrapment).

☐ Yes ☐ No

appropriate "software" measures (safe systems of work, training, etc.) have been installed to further deal with risk that can't be eliminated.

☐ Yes ☐ No

only authorised competent individuals use, inspect and maintain the applicable equipment and devices.

☐ Yes ☐ No

warning systems (e.g. audible alarms), markings and notices have been installed as appropriate.

☐ Yes ☐ No

Comments / actions:

**Dangers inherently presented by the equipment...**

are considered in relation to storage locations, positioning, working conditions and general health and safety.

☐ Yes ☐ No

are controlled by the most effective options available (e.g. guards to prevent access to hazardous parts of machinery).

☐ Yes ☐ No

Comments / actions:

**All of these potential hazards have been assessed and controlled:**

Energy sources and emergency stopping (safe isolation in normal and abnormal conditions)

☐ Yes ☐ No

High and very low temperatures

☐ Yes ☐ No

Collapse (tipping over or falling from height)

☐ Yes ☐ No

Lighting and visibility

☐ Yes ☐ No

Comments / actions:

## Maintenance

**When equipment is maintained...**

the condition of associated safety devices is checked and, if any issues are found, there is a formal defect reporting system.

☐ Yes ☐ No



the health and safety of the person carrying out the task is not at risk.

☐ Yes ☐ No

records are made and then kept for as long as recommended by relevant legislation and/or my insurer or other interested party.

☐ Yes ☐ No

those carrying out the maintenance tasks are trained and competent.

☐ Yes ☐ No

the date of its last statutory inspection is checked.

☐ Yes ☐ No

the period in which it should be inspected is verified to ensure it is still appropriate.

☐ Yes ☐ No

Comments / actions:

When equipment has been hired, someone with the right knowledge and experience takes responsibility for its maintenance, safe use and storage.

☐ Yes ☐ No

Comments / actions:

When equipment reaches the end of its useful life it is disposed of safely and responsibly.

☐ Yes ☐ No

Comments / actions:

## Users

**Information, instruction, training and refresher training is....**

sufficient for operators, supervisors and managers so that they can work with and around equipment safely.

☐ Yes ☐ No

adapted to suit the unique needs of workers (e.g. additional supervision is provided during and after training for young and inexperienced workers).

☐ Yes ☐ No

available in a written format and/or other formats so as to meet the needs of all workers.

☐ Yes ☐ No

provided in an appropriate way for the workers involved (i.e. written and laid out so that the content is easy to understand).

☐ Yes ☐ No

adequate for the control of health and safety risks.

☐ Yes ☐ No

recorded in a manner that meets regulatory requirements.

☐ Yes ☐ No

reviewed for its effectiveness.

☐ Yes ☐ No

Comments / actions:

