

Ownership of Equipment Requiring Insurance Inspection

1.0 Scope

Legislation defines which equipment requires inspections by competent persons, a service that is provided by the university's insurers.

This Policy defines the "ownership" within the university of equipment that requires inspections by competent persons and the responsibilities of those owning that equipment.

2.0 Definitions

This policy applies to equipment that is:

2.1 Lifting Equipment

"Lifting Equipment" is equipment used for lifting and lowering loads. It includes attachments used for anchoring, fixing or supporting equipment such as lifts, excavators, gantries, chain blocks, shackles, strops, and lift trucks.

Accessories for lifting includes any chain, rope, sling, tackle or component kept for attaching loads for lifting.

2.2 Pressure Systems

A "Pressure Vessel" is any vessel containing steam, or any vessel where the design pressure multiplied by the volume of the vessel is greater than 250 bar litres.

A "Pressure System" is a system comprising one or more rigid pressure vessels with associated pipework and protective devices.

A "Relevant Fluid" includes steam, gases under pressure and fluids that are artificially kept under pressure and become gases upon release into the atmosphere.

2.3 Power Presses

"Power Presses" are power driven mechanical presses which have a flywheel and clutch and are used wholly or partly to work cold metal. This can include press brakes and guillotines.

Interlocking Guard Systems prevent actuation of the press until the guard screen is fully closed or, in the case of a photo-electric guard, the screen has been cleared of any obstruction.

3.0 Ownership of equipment

Equipment, as defined above, which requires examination and/or inspection by the current University of Bristol Insurance Company is "owned" by University Estates Operations where the equipment is a fixed building service and serves a generic number of areas, for example passenger and goods lifts. Where the equipment is not a fixed building service and is specific to the work carried out by the occupiers of the premises the equipment is "owned" by those occupiers.

4.0 Responsibilities

4.1 University Insurance Officer

The University Insurance Officer:

- a) will instruct the Insurance Company to provide a Written Scheme of Examination (WSOE) for any equipment or system that requires one in compliance with any referenced Regulations.
- b) shall be contracted to inspect equipment against the WSOE on a frequency in compliance with the relevant Regulations.
- c) will instruct the Insurance Company to provide advice and recommendations where equipment falls outside of the Regulations but are subject to Approved Codes of Practice (ACoP) and/or Industry Best Practise. This shall be provided to the relevant "owner" of the equipment.
- d) will instruct the Insurance Company to provide immediate advice regarding equipment which is out of date, failed its inspection, or is in an unsafe condition. This shall be provided to the University Estates Compliance team as well as the local users and/or "owners" of the relevant equipment.
- e) will instruct the Insurance Company to affix and maintain labels to all relevant equipment and systems. The labels shall identify the specific item and the next due date.

4.2 The "Owner"

The owner of the equipment is responsible for:

- a) using the current Insurance Company register to identify the equipment and systems which are due for inspection.
- b) arranging a suitable inspection timeframe with the Insurance Company. Once this inspection timeframe is confirmed, ensuring that all equipment or system is available for inspection and not in use. This will entail arranging for any service engineers to be present at the same time to strip down any equipment in preparation, and the production of any required equipment certification.
- c) arranging regular inspections of all equipment and systems in line with the WSOE. Retaining certification to prove compliance at all times for a period of five years.

- d) arranging and funding remedial works / replacement or removal of all equipment and systems as advised by the insurance inspection. Retain certification to prove compliance at all times.
- e) using the current insurance company register, monitoring and acting upon the inspection reports, in particular when non-conformities are noted.
- f) arranging the 'competent person' inspection of all equipment and systems owned. Retaining certification to prove compliance at all times for a period of five years.
- g) managing and maintaining the equipment in a safe condition. (The 'insurance inspection' may be considered as the equivalent to a car's MoT test, which is an inspection and test for defects but does not eliminate the need for user checks or regular servicing).
- h) notifying the insurance company (and informing the Estates Compliance Team and University Insurance Officer) of all equipment or systems, including new equipment being purchased or installed. The owner of new equipment or systems will arrange with the insurance company for the equipment to be assessed as to whether it falls within the Regulations, if necessary the addition of it to the inspection register and the production of a WSoE when required.
- i) Identifying and notifying to the insurance company (and informing the Estates Compliance Team and the University Insurance Officer) of any and all equipment or systems that is disposed, moved or no longer in use.

4.3 Responsibility of all University Staff, including Honorary Staff, temporary Staff, visiting academics and lecturers, etc.

- a) Staff must not use any lifting or pressure equipment if it is not labelled or past its next test date.
- b) Staff must report perceived or actual problems to the school or area representative, who can consult the current Insurance company register and/or Estates Compliance Team.
- c) Staff must use the relevant equipment and systems in accordance with the manufacturers recommendations, WSoE, risk assessments, safe systems of work, method statements, etc as applicable.
- d) Staff must not modify, alter or otherwise tamper with any equipment or system without competent person authorisation.