Review Sheet						
Last Reviewed 02 Jun '23	Last Amended 02 Jun '23 Next Planned Review in 12 months, or sooner as required.					
Business impact	Minimal action required circulate information amongst relevant parties.					
Reason for this review	Scheduled review					
Were changes made?	Yes					
Summary:	It is important that equipment is serviced regularly. This policy provides guidance on when and how equipment should be serviced. It has been reviewed with no significant changes. References have also been checked and updated to ensure they remain current.					
Relevant legislation:	 Lifting Operations and Lifting Equipment Regulations (LOLER) 1998 Provision and Use of Work Equipment Regulations (PUWER) 1998 The Care Act 2014 The Electricity at Work Regulations 1989 The Gas Safety (Installation and Use) Regulations 1998 The Health and Social Care Act 2008 (Regulated Activities) Regulations 2014 Health and Social Care Act 2008 (Registration and Regulated Activities) (Amendment) Regulations 2015 Health and Safety at Work etc. Act 1974 The Health and Safety (Miscellaneous Amendments) 2002 Management of Health and Safety at Work Regulations 1999 The Medical Devices Regulations 2002 The Medical Devices (Amendment) Regulations 2012 The Regulatory Reform (Fire Safety) Order 2005 The Workplace (Health, Safety and Welfare) Regulations 1992 The Manual Handling Operations Regulations 1992 (as amended 2002) 					
Underpinning knowledge - What have we used to ensure that the policy is current:	 Author: CQC, (2022), Regulation 15: Premises and equipment. [Online] Available from: https://www.cqc.org.uk/guidance-providers/regulations-enforcement/regulation-15- premises-equipment [Accessed: 2/6/2023] Author: MHRA, (2021), Managing Medical Devices - Guidance for healthcare and socia services organisations (Jan 2021). [Online] Available from: https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachmer - Apr 2015.pdf [Accessed: 2/6/2023] Author: HSE, (2013), Providing and using work equipment safely. [Online] Available from: https://www.hse.gov.uk/pubns/indg291.htm [Accessed: 2/6/2023] Author: HSE, (2012), How the Lifting Operations and Lifting Equipment Regulations apply to health and social care. [Online] Available from: https://www.hse.gov.uk/pubns/hsis4.htm [Accessed: 2/6/2023] Author: HSE, (2014), Health and safety in care homes. [Online] Available from: https://www.hse.gov.uk/pubns/books/hsg220.htm [Accessed: 2/6/2023] Author: HSE, (2021), Equipment safety. [Online] Available from: https://www.hse.gov.uk/pubns/books/hsg220.htm [Accessed: 2/6/2023] Author: HSE, (2014), Health and safety in care homes. [Online] Available from: https://www.hse.gov.uk/pubns/books/hsg220.htm [Accessed: 2/6/2023] 					
Suggested action:	 Encourage sharing the policy through the use of the QCS App 					



Equality Impact Assessment: QCS have undertaken an equality analysis during the review of this policy. This statement is a written record that demonstrates that we have shown due regard to the need to eliminate unlawful discrimination, advance equality of opportunity and foster good relations with respect to the characteristics protected by equality law.



Barley View Care Home, Market Street, Whitworth, Lancashire, OL12 8BD

1. Purpose

1.1 To ensure that Calico Group - Barley View has suitable arrangements in place to maintain all equipment and systems provided for use on site in such a way that protects the health and safety of all staff, Service Users, contractors and visitors.

1.2 This policy is implemented at Calico Group - Barley View alongside a suite of specific maintenancerelated policies and procedures.

1.3 To support Calico Group - Barley View in meeting the following Key Lines of Enquiry/Quality Statements (New):

Key Question	Key Lines of Enquiry	Quality Statements (New)
SAFE	S2: How are risks to people assessed and their safety monitored and managed so they are supported to stay safe and their freedom is respected?	QSS4: Involving people to manage risks QSS5: Safe environments
SAFE	S6: Are lessons learned and improvements made when things go wrong?	QSS1: Learning culture
WELL-LED	W2: Does the governance framework ensure that responsibilities are clear and that quality performance, risks and regulatory requirements are understood and managed?	QSW5: Governance, management and sustainability
WELL-LED	W5: How does the service work in partnership with other agencies?	QSW6: Partnerships and communities

1.4 To meet the legal requirements of the regulated activities that {Calico Group - Barley View} is registered to provide:

- Lifting Operations and Lifting Equipment Regulations (LOLER) 1998
- Provision and Use of Work Equipment Regulations (PUWER) 1998
- The Care Act 2014
- The Electricity at Work Regulations 1989
- The Gas Safety (Installation and Use) Regulations 1998
- The Health and Social Care Act 2008 (Regulated Activities) Regulations 2014
- Health and Social Care Act 2008 (Registration and Regulated Activities) (Amendment) Regulations 2015
- Health and Safety at Work etc. Act 1974
- The Health and Safety (Miscellaneous Amendments) 2002
- Management of Health and Safety at Work Regulations 1999
- The Medical Devices Regulations 2002
- The Medical Devices (Amendment) Regulations 2012
- The Regulatory Reform (Fire Safety) Order 2005
- The Workplace (Health, Safety and Welfare) Regulations 1992
- The Manual Handling Operations Regulations 1992 (as amended 2002)



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👌 2. Scope

- 2.1 The following roles may be affected by this policy:
- All staff
- 2.2 The following Service Users may be affected by this policy:
- Service Users
- 2.3 The following stakeholders may be affected by this policy:
- Commissioners
- Local Authority

🌀 3. Objectives

3.1 Calico Group - Barley View will maintain its equipment in such a way that ensures the health, safety and welfare of all staff, Service Users and visitors. Calico Group - Barley View will carry out planned and reactive maintenance, regular servicing and testing of all equipment and associated systems to ensure full compliance with its statutory obligations.

4. Policy

4.1 All work equipment and associated systems provided for use or installed at Calico Group - Barley View is subject to suitable inspection, testing and servicing regimes to ensure that all equipment remains fit for purpose and safe to use.

4.2 A clear set of documented procedures and an annual plan of scheduled maintenance activities is produced by Calico Group - Barley View for maintenance staff to follow in relation to weekly, monthly, sixmonthly and yearly checks that are required.

4.3 The frequency of required inspection, servicing and maintenance is informed by statutory requirements, best practice guidance, manufacturer's instructions and/or by a relevant risk assessment or written scheme of maintenance or inspection completed by a competent person.

4.4 Jodie Bland is responsible for monitoring adherence to maintenance schedules to ensure ongoing safe condition and correct operation of all equipment in use.

4.5 All servicing, inspection and testing of equipment and systems will be carried out in accordance with statutory requirements, industry best practice and manufacturer's instructions by a competent, qualified and skilled nominated individual or specialist contractor where necessary.



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5. Procedure

5.1 An assessment has been made by Jodie Bland to ensure that all work equipment provided is suitable for its intended and specified purpose and for the environment in which it is to be used.

5.2 The risk associated with the use of all equipment is subject to a suitable risk assessment prior to being brought into service. This includes identification of requirements for planned periodic servicing and maintenance to ensure the continued safe condition and correct operation of the equipment. Jodie Bland will ensure that any significant risks arising from the use of such work equipment are adequately controlled, including the provision of suitable guards, protection devices, markings, emergency stop and warning devices as appropriate.

5.3 All planned, periodic maintenance task requirements, identified via the risk assessment process, are documented within a maintenance log, along with defined schedules for completion.

5.4 Upon completion of each inspection, servicing or maintenance task the maintenance log is signed and dated by the maintenance engineer responsible for the completion of the specified task. Additional records and information relating to the inspection, maintenance or testing will be provided to Jodie Bland and retained on file.

5.5 A regular, weekly review of current maintenance requirements is carried out by Jodie Bland to ensure ongoing adherence to the schedules in place.

5.6 All employees are provided with appropriate instruction and training, in all aspects of health and safety associated with all work equipment they are required to use as part of their work activities. This includes appropriate training in identifying and reporting defects and any specific user maintenance or checks required. Regular refresher training is provided at appropriate intervals as necessary.

5.7 Employees are required to visually inspect all items of equipment prior to use to ensure that they are in good condition and are safe to use. Any identified or suspected defects are reported by the employee to Jodie Bland as soon as they become known. Damaged and/or defective equipment is immediately taken out of use for repair or replacement.

5.8 A reactive maintenance procedure is in place to ensure prompt rectification of any identified defective or damaged equipment. Suitable maintenance agreements are in place with competent external contractors where necessary.

5.9 In conjunction with any other servicing, testing or inspection requirements, all portable electrical equipment is examined by a qualified electrical engineer at suitable intervals in line with HSE guidance and recommendations. Records of portable appliance inspection and testing are retained on file by Jodie Bland.

5.10 Generally, the inspection, serving and maintenance schedules in place require a combination of inhouse inspection by competent nominated individuals and supplementary thorough inspection, examination, testing, servicing and maintenance by external appointed contractors.

Procedures for the selection and management of external contractors are outlined within the 'Visiting Contractors Policy and Procedure' and the 'Maintenance Policy and Procedure.'

5.11 The following systems and equipment are subject to regular inspection, testing and maintenance regimes in line with the above procedures (this list is not exhaustive):

- Fixed electrical equipment
- Portable electrical equipment
- Gas systems and appliances
- Lifting equipment i.e. hoists/ slings (in accordance with LOLER)
- Water systems
- Ventilation and extraction systems
- Catering equipment
- Laundry equipment
- Passenger lifts
- Pressure systems
- Beds, bed rails and trolleys
- Medical devices/equipment



ろ 6. Definitions

6.1 PAT

- Portable appliance testing (PAT) is the term used to describe the examination of electrical appliances and equipment to ensure they are safe to use
- Most electrical safety defects can be found by visual examination, but some types of defect can only be found by testing

6.2 LOLER

- LOLER The Lifting Operations and Lifting Equipment Regulation 1998 All service equipment which lifts persons or goods will be subject under regulation 9 to a thorough examination by a competent person as follows:
 - In the case of lifting equipment for lifting persons or an accessory for lifting, at least every 6 months; (Regulation 9.3 (a) (i)) i.e. passenger lifts, hoists and slings etc.
 - In the case of other lifting equipment, at least every 12 months: (Regulation 9.3 (a) (ii) i.e. goods lifts
- NB: LOLER examinations are in addition to the servicing of equipment which is a requirement under PUWER

6.3 Planned Maintenance

- Planned maintenance is scheduled work that is completed to prevent equipment breakdown or the deterioration of facilities below an acceptable standard
- Planned maintenance frequencies will be determined in some cases by statutory obligations or best practice guidance, and required activities will be detailed alongside manufacturer's instructions or contained within a relevant scheme of maintenance or inspection prepared by a competent person

6.4 Reactive Maintenance

- Reactive maintenance focuses on restoring equipment to its normal operating condition
- Reactive maintenance (also known as breakdown maintenance) refers to repairs that are done when equipment has already broken down

🗓 Key Facts - Professionals

Professionals providing this service should be aware of the following:

- All staff have a responsibility to ensure that equipment is serviced, well maintained and clean and there should always be a visual check before each use
- Maintenance of equipment is conducted as per the manufacturer's guidelines and a copy of such guidelines must always be accessible by staff
- Record keeping of servicing and maintenance of equipment must be fully complete to demonstrate that Calico Group - Barley View considers the safety of its staff and Service Users and complies fully with legislation
- External contractors are used from time to time for more specialist servicing
- Staff have a duty to report any equipment failures or concerns immediately

Key Facts - People affected by the service

People affected by this service should be aware of the following:

- Staff are trained to check any equipment before use and report any concerns immediately
- You can be assured that all equipment and facilities are subject to servicing, maintenance, and visual checks
- You are encouraged to feedback any suggestions or concerns in relation to equipment used at Calico Group - Barley View



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Further Reading

There is no further reading for this policy, but we recommend the 'underpinning knowledge' section of the review sheet to increase your knowledge and understanding.

Outstanding Practice

To be 'outstanding ' in this policy area you could provide evidence that:

- The wide understanding of the policy is enabled by proactive use of the QCS App
- There is a culture where all staff hold responsibility in relation to ensuring that equipment and facilities are well maintained, clean, serviced and fit for purpose
- The training matrices at Calico Group Barley View demonstrate that staff have not only received the required training when working with equipment, but have also had the opportunity to learn additional skills
- Records are well maintained and issues identified are responded to in a timely manner
- Feedback from Service Users and staff is gathered at every opportunity and indicates that equipment is satisfactory and suitable
- Jodie Bland reviews and undertakes spot checks to monitor compliance with this policy. Any findings are addressed and changes to practice embedded and sustainable

🖏 Forms

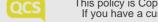
The following forms are included as part of this policy:

Title of form	When would the form be used?	Created by
Maintenance Log Sheets - ME05	To evidence routine servicing, inspection and maintenance checks.	QCS



Weekly Water Equipment Maintenance Checks Record

Week ending													
Plant Item	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9	Week 10	Week 11	Week 12	Weel 13

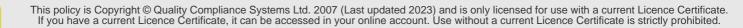


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Calico Group - Barley View Barley View Care Home, Market Street, Whitworth, Lancashire, OL12 8BD

Quarterly Water Equipment Maintenance Checks Record

Quarterly Wa	Quar			ter 2	Quar	ter 3	Quar	ter 4	
ending									
Plant item	Inspection date	Signature	Inspection date	Signature	Inspection date	Signature	Inspection date	Signature	



PAT Testing Log

Date	Appliance	Log No	Location	Owner	Signature	Referral/Comment



Wheelchair Maintenance Log

Date	Chair No	Brakes	Footrests	Tyres	Cleaned	Signature	Comments



Water Temperature Log Sheet – Shower Heads

Shower Heads								
Date	Location	Disinfect	Signature	Referral/Comments				
	Water to	morature must be a	hecked monthly for a	Il water storage				
	Hot water tank s	torage at 60°C, mini	mum. Circulating temp storage below 20°C.	perature 50°C minimum.				



Water Temperature Log Sheet – Storage Tanks

			Storage Tanks	
Date	Tank	Temp	Signature	Referral/Comments
	Show	er heads to be fl	ushed weekly for 10 min	utes and disinfected.



Water Temperature Log

Month:			Year:	
Water tempe	rature must be c	hecked monthly at point of out reported.	let. Temperature in	excess of 43°C must be
Date	Room	Temperature	Signature	Comment/Referral



Pressure Relieving Mattress Log

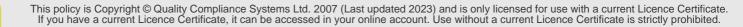
	Please report any non-compliance/problems to management								
Date	Mattress type	Log no	Location	In use?	Satisfactory?	Signature			





Bed Safety Rail Log

	All bed restraints to be checked weekly and findings recorded									
Plant item	Bed rail no	ail Location III Suitable for Secure Sumper III Entrapment								



Annual Planner – Service Contracts

Service	Jan	Feb	Mar	Apr	Мау	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Wheelchair safety												
Bed safety rails												
Bathroom hoists												
Moving and handling hoists												
Lifts												
Specialist baths												
Electrical installation												
PAT tests												
Gas installation												
Gas cooker												
Deep fat fryer												
Laundry equipment												
Kitchen equipment												
Boiler												

