



# Method Statement

## Use of Machinery and Hand Tools

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## Issue History

Version N°	Date of Adoption	Details of Change Made
1		First Issue replacing and extending the contents of MS

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# Use of Machinery and Hand Tools

## 1. Purpose and Scope

This Method Statement details the procedures that must be followed when using hand tools or operating machinery. In the present context machinery includes but not necessarily exhaustively, workshop machinery, transportable power sources and power tools. Ladders are covered by MS18.

This Method Statement meets the requirements of the Provision and Use of Work Equipment Regulations (PUWER). These require employers to ensure that work equipment is suitable for the use for which it is intended, that staff are trained in its use and that it is adequately maintained.

This Method Statement also details the additional requirements associated with the use of abrasive wheels.

The Method Statement is supplemented by additional specialised Method Statements. These are:

- ◇ 'Operation of the Band Saw' MS02
- ◇ 'Barn Engines and Equipment' MS03
- ◇ 'Wood Turning' MS11

## 2. PPE

- 1 The PPE required when using machinery is spelt out in this Method Statement and its Annex. The equipment includes:
  - ◇ Dust mask
  - ◇ Gloves
  - ◇ Ear Defenders
  - ◇ Eye protection
- 2 The wearing of safety shoes is encouraged by the Board but is not a mandatory requirement.
- 3 PPE is provided for your protection: Members are strongly urged to wear it.
- 4 Members supervising others must ensure that Members under training, contractors, other volunteers and visitors wear the required PPE. Persons declining to do so must not be allowed to undertake the operation.

## 3. Use of Machinery

### 3.1. Provision of Machinery

#### 3.1.1. Approved Machinery

- 1 A range of machinery has been approved for use in the Mill. The machinery falls into four broad categories:
  - a Machine tools that are used in the Mill
  - b Heritage machines and machine tools that are driven from the line shaft
    - ◇ These are used to demonstrate how the Mill's machinery was once driven from the line shaft. The tools are also used for demonstration purposes.
  - c Heritage craft tools that are typically manpowered using a treadle.
    - ◇ Their use is demonstrated to the public but they are no longer used as machine tools per se.

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- d Petrol driven barn engines.
- 2 The full range of engines and machinery currently in use, its associated hazards and how they are controlled is set out in an Annex to this Method Statement. For convenience the Annex has been given a separate number (MS17Annex).
- 3 Any person granted approval to install new machinery under the arrangements set out in the following Section must ensure that the relevant details are added to the information in the Annex.

### 3.1.2. Approval of New Machinery for Use in the Mill

- 1 Any new fixed machinery introduced into the Mill must be approved via a paper submitted to and approved by the Board supported by an appropriate Risk Assessment.
- 2 This paper must:
  - ◇ identify the potential hazards the machinery poses
  - ◇ determine whether the equipment is appropriate for its intended use
  - ◇ quantify any risks it poses to the operator and how they will be managed,
- 3 The supporting Risk Assessment should, as appropriate, include the following hazards:
  - ◇ contact or entanglement
  - ◇ friction, abrasion and cutting
  - ◇ shearing
  - ◇ stabbing and puncturing
  - ◇ impact and crushing
  - ◇ noise.
- 4 This list of hazards is not necessarily exhaustive.
- 5 Any specific requirements associated with the machinery must be identified and included in the paper.

### 3.1.3. Purchase of New Portable Power Tools

- 1 The purchase\* of new power tools may be approved by the Chairman subject to the agreement of the:
  - ◇ Chief Engineer
  - ◇ The Director Responsible for Safety (DRS)
    - ⇒ The DRS need only be consulted if the tool presents novel safety issues
- 2 Purchases of power tools may be referred to the Board at the discretion of the Chairman.

## 3.2. Operation of Machinery

### 3.2.1. Operator Requirements

- 1 Any Member or Volunteer intending to use a machine must have successfully undertaken appropriate training in the use of the machine (or otherwise proved that he/ she is competent to use the machine) and must have been authorised to use it by a Director appointed by the Board to undertake this role.
- 2 The appointed Director must maintain a list of the names of the persons authorised to use the fixed machinery in the Mill.

\* All purchases are subject to the financial approval of the Treasurer: though this consultation is not a safety issue.

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- 3 Any operators intending to use power tools must satisfy the Head of an appropriate Technical Area (or such other person appointed by the Board to undertake this role) that that they have the necessary skills and experience to use the tools safely.
  - ◇ Appropriate training must be provided if necessary
- 4 Prior to operating machinery (including portable power tools), Members or Volunteers must ensure that:
  - ◇ the proposed task is appropriate for the machine (for non-routine tasks see paragraph 5 below)
  - ◇ the machine is in a safe condition to operate
  - ◇ they have and are wearing the appropriate PPE
  - ◇ no-one in the vicinity could be injured and that they too are suitably protected
  - ◇ during operation all safety precautions are observed and if machinery is to be left running unattended it is safe so to do.
- 5 Prior to any non-routine use of items of work equipment, a risk assessment must be prepared by a suitably qualified and experienced Member or Volunteer and approved by the appropriate Head of Technical Area or the Chief Engineer.

### 3.2.2. General Machine Based Requirements

- 1 Fixed machinery must be positioned in such a way that it is safe to use and does not create a hazard to others in the area. Portable tools must be similarly used.
- 2 A list of approved users must be displayed on or near to the machines to which they apply.
- 3 A description of any required PPE should be available at the machine.
- 4 Suitable protective devices (including guards) must be **fitted and used** on all equipment.
  - ◇ Operators shall **never** attempt to defeat a guard or other safety device and must be vigilant in their use.

### 3.2.3. Specific Requirements Concerning Abrasive Wheels

- 1 The following requirements are additional to those covered in Section 3.2.2.
- 2 When the the PUWER Regulations were brought into operation they subsumed the requirements previously in the Abrasive Wheels Regulations 1970. The main requirements are that:
  - ◇ the abrasive wheels must be stored in the correct manner
  - ◇ machines must be marked with the maximum permitted speed for the wheels used and this speed must never be exceeded
  - ◇ abrasive wheels may only be changed by a certified, trained and appointed person.
- 3 In addition to the general training requirements, referred to in Section 3.2.1 above, the training of persons working with abrasive wheels must include suitable and sufficient instruction in the requirements arising from the use of abrasive wheels specifically including the:
  - ◇ hazards arising from the use of abrasive wheels and precautions which should be observed
  - ◇ methods of marking abrasive wheels as to type and speed
  - ◇ methods of storing, handling and transporting abrasive wheels
  - ◇ methods of inspecting and testing abrasive wheels to check for damage

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- ◇ functions of all the machine components used with abrasive wheels
  - ◇ proper method of dressing an abrasive wheel
  - ◇ adjustment of the rest of an abrasive wheel.
- 4 The Chief Engineer must maintain a list of the names of the persons authorised to use abrasive wheels.

### **3.3. Maintenance of Machinery**

- 1 Routine inspection, servicing and maintenance must be carried out at the predetermined appropriate intervals. Persons who have been suitably trained and are deemed to be SQEP by the Society's Board must be employed to carry out the work. The Chief Engineer must maintain records (including the training records of in-house staff) demonstrating their competence to undertake the required work.

## **4. Use of Hand Tools**

- 1 Only those competent to use hand tools may do so and adequate supervision must be provided.
- ◇ Appropriate training must be provided as necessary.
- 2 Operators using tools must be competent, ensure the tool is in a fit state for use and wear appropriate PPE.
- 3 All tools must be correctly stored in their agreed place of storage after use.
- ◇ The agreed place of storage is normally determined by the appropriate Head of Technical Area.
    - ⇒ In the event of disagreement the Chief Engineer shall determine the location.