



## Purchasing Policy

The Shed uses work equipment, we therefore must manage the risks from that equipment.

We will follow the HSE guidance on buying new machinery for use - **A guide to the law and our responsibilities when buying new machinery for use at work**. Please refer to the full guide for detail. We will verify safety of second hand machinery, purchased or donated, by testing and inspection.

We will ensure that all new work equipment provided conforms with the essential requirements of the product supply law relating to its design and construction, and that all machinery is maintained to a standard. Therefore, reasonable checks for safety and health will be made when selecting and acquiring work equipment, including checks for obvious danger (such as missing or damaged guards), appropriate conformity marking and labelling, and that the instructions and Declaration of Conformity (or Declaration of Incorporation) are in English.

Purchasers of new machinery should:

- Select and provide suitable work equipment, taking account of working conditions and the health and safety risks in the workplace
- Ensure equipment complies with all relevant supply laws

Ensure that it is used correctly; and kept maintained in a safe condition. (Covered by our maintenance and workshop policies. Responsibility of H&S Officer and Maintenance Officer).

Before we buy new machinery, we will think about:

- Where and how it will be used?
- What it will be used for?
- Who will use it (skilled, trainees etc)?
- What risks to health and safety might result from its use?
- How well health and safety risks are controlled by different manufacturers, comparing things such as noise or vibration levels produced, to keep them to a minimum
- Any space restrictions?
- Bench/floor mounted?
- Diversity of equipment to suit multiple needs
- Ease of use and any special needs of users
- Is it good value for money?
- Is there good after sales support, (spares and repairs)?

When purchased and received, machinery must be checked to ensure it is correctly marked (UKCA conformity marking, or until 31 December 2021, with CE marking) and accompanied by:

- the Declaration of Conformity, which covers all of the relevant product supply legislation including the Supply of Machinery (Safety) Regulations 2008 as amended, or where CE marked the Machinery Directive (2006/42/EC)
- and a set of instructions in English, stating how the machine should be used and maintained.

A machine is normally regarded as being a piece of equipment which has moving parts and, usually, some kind of drive unit and usually are hand fed. Described as high-risk machinery the following items are subject to ongoing inspection as part of our Shed Policy:

Circular saws and sawing machinery, Surface planer and thicknesser and combined machinery, Band-saws, Tenoning machinery, Vertical spindle-moulding machinery, Presses, Milling machines, Lathes.