



Equipment Maintenance Policy

The purpose of an inspection is to identify whether the equipment can be operated, adjusted and maintained safely and that any deterioration (for example defect, damage, wear) can be detected and remedied before it results in unacceptable risks. Maintenance is carried out to prevent problems arising, to put faults right, and to ensure equipment is working effectively. Maintenance is part of a planned programme and/or carried out at short notice after a breakdown.

Action to eliminate/control any risk might include, for example, during maintenance:

- disconnecting the power supply to the work equipment
- supporting parts of the work equipment which could fall
- securing mobile work equipment so it cannot move
- removing or isolating flammable or hazardous substances
- depressurising pressurised equipment.

Maintenance programme

While conducting maintenance:

- ensure safe access
- ensure the safety of others who may be affected by work, such as other members working nearby
- alert other workshop users that machine will be out of use temporarily while maintenance is carried out
- release any stored energy, such as compressed air or hydraulic pressure that could cause the machine to move or cycle
- allow components that operate at high temperatures time to cool.

Different types of inspection

An inspection should concentrate on those safety-related parts which are necessary for the safe operation of equipment, and, in some cases, this may require testing or dismantling. However, not all safety-critical features on a particular item of equipment may require inspection at the same intervals. You only need to inspect what is necessary for safety.

Machine instruction manuals can be referred to.

Most machines were purchase in 2023/24, while a few are donated. The condition/age of a machine must be taken into account on inspection.

All users are responsible for quick checks before use. E.g. dust extraction, blades, functional testing of brakes, guard adjustments and electric cable condition on hand held tools. Issues to be dealt with immediately, the supervisor notified and all tools needing repair put in repair box.

The workshop supervisors and coordinator are responsible for weekly checks eg presence of guarding, and function of safety devices.

Annal maintenance includes more extensive examinations, alongside PAT, see below.

Defective equipment identified during shed operation is labelled with an out of service label.



Detailed maintenance advice on workshop machines

Disc and belt sanding machine

Daily check

- Clean any dust not removed by the extraction system
- Check condition of sanding belt/disc and replace if torn/worn
- Check fit of sanding table to disc/belt (it should be as close as possible, no greater than 2 mm)
- Check that any guard is in the correct position.

Weekly check

- Empty dust-collection tray/bag if fitted
- Visually check condition of electrical switches, conduit, cable, etc.

Annual check

- Check condition of motor, drive system and drive belts, if fitted. Replace if worn
- Lubricate if necessary
- Check operation of dust-extraction system
- Clean filters in dust-extraction system, if fitted
- Check bearings for wear.

Bobbin sanding machine

Daily check

- Clean any dust not removed by the extraction system
- Check condition of sanding belt/disc and replace if torn/worn
- Check fit and tilt of sanding table to disc/belt
- Check that any guard is in the correct position.

Weekly check

- Empty dust-collection tray/bag if fitted
- Visually check condition of electrical switches, conduit, cable, etc.

Annual check

- Check condition of motor, drive system and drive belts, if fitted. Replace if worn
- Lubricate if necessary
- Check operation of dust-extraction system
- Clean filters in dust-extraction system, if fitted
- Check bearings for wear.

Drilling machine

Daily check

- Check that the chuck guard is clean, functions correctly and is not cracked/broken.
- Make sure that the guard over the driving belt fits correctly and that the interlock or securing device is in place and working correctly.

Weekly check

- Make sure that the chuck works correctly
- Visually check condition of electrical switches, conduit, cable, etc.
- Lubricate if necessary.
- Make sure that the drill head clamping bolts are tight and the head-locking ring is in place.
- Make sure that the table clamps function correctly
- Check condition of drill bits. Sharpen as required. Replace twist drills that have worn shanks.
- If wooden blocks are used under the work piece, replace those that are worn.

Annual check

- Check condition of motor, drive system and drive belts. Replace if worn
- Lubricate if necessary. Machines with gears running in an oil bath should have the oil level checked.



- Check bearings for wear
- Check that machine vices and hand vices function correctly and are not worn or clogged with waste materials.

Band saw

Daily check

- Clean any dust not removed by the extraction system
- Check condition of blade; replace if blunt
- Check that blade guard is correctly set
- Check that machine braking system functions correctly.

Weekly check

- Empty dust-collection tray/bag, if fitted
- Visually check condition of electrical switches, conduit, cable, etc
- Check fit of table
- Check blade guides and thrust wheels for wear and adjust/replace as required
- Check tracking setting and condition of rubber tyres on blade wheels, if fitted. Replace if required
- Lubricate if necessary.

Annual check

- Check condition of motor, drive system and drive belts, if fitted. Replace if worn
- Lubricate if necessary.
- Check operation of dust-extraction system
- Clean filters in dust-extraction system, if fitted
- Clean the inside of the machine using an industrial vacuum cleaner
- Check bearings and blade guards for wear and replace if necessary.

Combination/Mitre saw

Daily check

- Clean any dust not removed by the extraction system
- Check condition of blade and replace if blunt
- Check that guard is correctly set
- Check that connected correctly to the extraction system
- Check that machine braking system functions correctly.

Weekly check

- Empty dust-collection tray/bag, if fitted
- Visually check condition of electrical switches, conduit, cable, etc
- Lubricate if necessary.

Annual check

- Check condition of motor, drive system and drive belts, if fitted. Replace if worn
- Lubricate if necessary
- Check operation of dust-extraction system
- Clean filters in dust-extraction system, if fitted
- Clean the inside of the machine using an industrial vacuum cleaner
- Check fit of table, any inserts if fitted, and replace if required
- Check bearings and replace if necessary
- Check condition of crown guard and replace if necessary.

Table saw

Daily check

- Clean any dust not removed by the extraction system
- Check condition of blade and replace if blunt



- Check that guard is correctly set
- Check that connected correctly to the extraction system
- Check that machine braking system functions correctly.

Weekly check

- Clean filters in dust-extraction system, if fitted
- Empty dust-collection tray/bag, if fitted
- Visually check condition of electrical switches, conduit, cable, etc
- Lubricate if necessary.

Annual check

- Check condition of motor, drive system and drive belts, if fitted. Replace if worn
 - Lubricate if necessary
 - Check operation of dust-extraction system
 - Clean the inside of the machine using an industrial vacuum cleaner
 - Check fit of table, any inserts if fitted, and replace if required
 - Check accuracy of fence and sliding carriage
 - Check bearings and replace if necessary
 - Check condition of guard and replace if necessary
- Check sharpness of blade, replace if necessary

Planner/thicknesser

Daily check

- Clean any dust/shavings not removed by the extraction system
 - Check that all guards are correctly set
 - Check that machine braking system functions correctly
- Check beds are clean and polish with silicon oil

Weekly check

- Empty dust-collection tray/bag, if fitted
- Check condition of blades and replace if blunt
- Visually check condition of electrical switches, conduit, cable, etc.
- Lubricate if necessary.

Annual check

- Check condition of motor, drive system and drive belts. Replace if worn
- Check condition of feed roller drive, clean, overhaul and lubricate as required
- Lubricate if necessary
- Check operation of dust-extraction system
- Clean filters in dust-extraction system, if fitted
- Check bearings and blade guards for wear and replace if necessary.

Fret saw

Daily check

- Clean any dust
- Check condition of blade and replace if blunt
- Check that blade guard is correctly set
- Check that machine 'foot' functions correctly.

Weekly check

- Visually check condition of electrical switches, conduit, cable, etc.
- If fitted, check fit of table insert and replace if required.
- Lubricate if necessary.

Annual check

- Check condition of motor, drive system and drive belts, if fitted. Replace if worn



- Lubricate if necessary
- Check bearings for wear.

Wood-turning lathes

Daily check

- Clean any dust not removed by the extraction system
- Check functioning of electrical interlock for top guard on headstock, or mechanical fixing as appropriate
- Check that emergency-stopping device functions correctly
- Check that mandrel nose guard for unused spindle nose is in place.

Weekly check

- If fitted, check functioning of dust-extraction system
- Visually check condition of electrical switches, conduit, cable, etc.

Annual check

- Check condition of motor, drive system and drive belts. Replace if worn
- Lubricate as necessary
- Check operation of dust-extraction system
- Check bearings wear and replace if necessary.

Metal-turning lathe

Daily check

- Clean chuck guard and any chip screens if fitted
- Check functioning of electrical interlock on chuck guard
- Check that cover plate on outer end of hollow mandrel is in place
- Check functioning of electrical interlock on change wheel guard.

Weekly check

- Visually check condition of electrical switches, conduit, cable, etc
- Lubricate if necessary.

Annual check

- Check condition of motor, drive system and drive belts. Replace if worn
- Lubricate as necessary, including slideways
- On machines with geared headstock, check oil level in gearbox
- Check bearings for wear and replace if necessary
- If fitted, check coolant pump and system; clean if required.

Milling machine

Daily check

- Clean all cutter guards
- Check sharpness of milling cutters; take out of use any that are blunt or damaged.

Weekly check

- Visually check condition of electrical switches, conduit, cable, etc. This should include any separate motors used for power feeds
- Lubricate if necessary.

Annual check

- Check condition of motor, drive system and drive belts. Replace if worn.
- Lubricate as necessary, including slideways
- Check bearings for wear and replace if necessary
- If fitted, check coolant pump and system.



Mortising machine

With machines that are used infrequently the checks below should be made before use.

Before use

- Check condition of chisel and auger bit; replace or sharpen if blunt or damaged.
- Check that the vice functions correctly
- Check that all guards are in place, including the guard around the auger chuck.
- Visually check condition of electrical switches, conduit, cable, etc.
- Lubricate if necessary.

Annual check

- Check condition of motor, drive system and drive belts, if fitted. Replace if worn.
- Lubricate as necessary, especially sliders of motor frame.
- Check bearings for wear and replace if necessary.

Grinding machines

Weekly and Annual check

- Clean eye screens and check that they are in the correct position.
- Check position of tool rest and adjust if required; (the tool rest should be as close as possible to the grinding wheel, normally within 3 mm).
- Check condition of grinding wheels.
- Visually check condition of electrical switches, conduit, cable, etc.

Electrical Hand tools

Inspection of all mains powered hand tool. (PAT testing will be conducted separately)

Battery powered tools

There is a mix of purchased and donated tools.

Weekly

- Inspection of electric cable condition
- Check fixings where relevant, e.g sandpaper adhesion, cutting bits, screwdriver bit holders.

Annual

- Visual check of switches, covers, enclosures and cable
- Check condition of any extraction connectors
- Check condition of fixings – e.g hook & loop on sanding machines