



Human Resources

SAFE MANAGEMENT OF EQUIPMENT POLICY

1. OVERVIEW AND PURPOSE

- 1.1 A wide variety of equipment is used both across the University campus and off-site, with varying levels of associated risk. The purpose of this policy is to ensure that all equipment used within the University—whether for teaching, research, maintenance, or operational purposes—is managed, operated, inspected, and maintained in a manner that safeguards the health, safety, and welfare of staff, students, visitors, and contractors.
- 1.2 This policy sets out the arrangements in place at the University to comply with all legislation concerning equipment usage and management, including all applicable codes of practice and standards, to facilitate and support safe and responsible operational and research practices without undue limitations.

2. SCOPE

- 2.1 The scope of this policy encompasses all equipment owned or managed by the University, both on-campus and off-site, used for work, research, or teaching. This policy does not cover equipment used by our staff, students, contractors, third parties and visitors which is owned and managed by others. It excludes equipment that employees personally own and bring to work for their own nonwork related use.
- 2.2 For the purposes of this policy, “equipment” refers to all assets, plant, machinery, appliances, installations, tools, and devices—whether manually operated (such as hand tools) or powered—and includes items that are commercially sourced as well as those designed or fabricated in the course of University activities. This definition covers basic equipment (e.g., hand tools, electrical appliances, audiovisual and IT equipment) as well as complex machinery such as scientific and technical instruments, lifting equipment, plant, all safety-critical devices, and equipment.

3. RESPONSIBILITIES

3.1 Vice-Chancellor

- 3.1.1 The Vice-Chancellor will provide leadership and executive oversight of health and safety. They are also accountable for ensuring that all work in relation to the management of equipment is in compliance with the applicable health and safety Regulations and requirements.

3.2 Executive Deans of Faculty and Directors of Professional Services

3.2.1 Executive Deans of Faculty and Directors of Professional Services are responsible for health and safety matters relating to the activities of their Faculty or Division, and the safe operation of equipment under their control, and must ensure that:

- Health and safety considerations are integrated into Faculty/ Division decision-making in relation to the management and use of equipment under their control.
- University processes for the purchase, design and development of new equipment and decommissioning/ disposal of same are followed.
- A Faculty/ Division Risk Register which includes equipment related health and safety risks under their control is maintained.
- Cooperation and coordination take place with other Executive Deans of Faculty and Directors of Professional Services colleagues where there is shared equipment to ensure ongoing safety of users.
- Relevant information on risks associated with hazards from equipment, including control measures, is documented and communicated clearly and effectively.
- Training and supervision are provided to those who are required to work with equipment, which may require the provision of specialist training.
- Suitable and effective arrangements are in place to deal with emergencies relating to hazards presented by equipment and that these events are reported centrally.
- Appropriate investigations are undertaken following any significant incidents, near misses, or untoward occurrences, relating to management and usage of equipment and that any remedial or improvement actions are implemented.
- All equipment under their control is serviced, maintained, and tested to ensure safe and effective operation, and relevant records are maintained.
- Access to areas under their control for maintenance/inspection servicing activity is enabled, and all relevant safety information is provided to those who need it, co-operating with Estates, Facilities and Commercial Services to ensure work/ research activities do not present a hazard to operatives and contractors.

3.3 Director of Estates, Facilities and Commercial Services

3.3.1 In addition to the responsibilities detailed in Section 3.2, the Director of Estates, Facilities and Commercial Services is responsible for the management and operation of assets and equipment related to estate infrastructure. They must:

- Ensure the work and maintenance regimes of any partners or contractors employed by the University meet the University's safety standards.

- Ensure Estates-related works and services commissioned directly by the University meet all relevant health and safety statutory requirements, including permit to work and access controls, and that the necessary resources are provided to ensure staff can perform their duties safely.
- Ensure the appropriate appointment of 'Appointed Persons,' 'Responsible Persons' and 'Competent Persons' as defined and required by legislation for equipment.
- Work closely with the Health, Safety and Wellbeing Team to ensure a holistic approach to health and safety, as it relates to the management and usage of infrastructure and equipment.

3.4 Associate Director of Technical Operations

3.4.1 In addition to the responsibilities set out in 3.2, the Associate Director of Technical Operations will:

- Ensure the appropriate appointment of 'Appointed Persons,' 'Responsible Persons' and 'Competent Persons' as defined and required by legislation for non-infrastructure equipment, i.e. relating to teaching and research.

3.5 Line Managers, Supervisors, Technical Managers and Principal Investigators

3.5.1 Line Managers, Supervisors, Technical Managers, and Principal Investigators are responsible for ensuring that they and their teams are aware of all relevant operational arrangements in place for all equipment they use for work, teaching and/or research, and must ensure that:

- Risk assessments relating to work, teaching, and research activity within their areas of responsibility consider potential hazards relating to equipment, and consider risk to persons, including staff, students, and others, such as visitors, contractors, and research participants. A permit to access process is required for all equipment and areas identified as high risk following risk assessment. This process ensures hazards can be mitigated or activities suspended while personnel are present, and to ensure they receive all relevant safety information, instruction, and training as necessary before entering the space.
- Co-operation and coordination with Estates, Facilities and Commercial Services and third parties, such as Sussex Estates and Facilities LLP, to provide access for maintenance, inspection, refurbishment, or other works to equipment under their control.
- All persons they manage or supervise are fully aware of, and understand, equipment related risks and control measures (temporary or permanent) that have been put in place by their Faculty or Division, including how to respond to an emergency.
- Safety signage related to equipment used for research, teaching, and work activities (identified through risk assessment for instance) within their area of responsibility are developed, displayed and maintained.

3.6 **All staff, students, contractors, third parties and visitors.**

3.6.1 Every individual (staff member, student, contractor, third party and visitor) has a responsibility to:

- Ensure they use any equipment in a safe manner following any local rules in place.
- Not use personal equipment unless the equipment has been risk assessed and appropriate testing conducted following the university standard operating procedures.
- Make equipment available for Portable Appliance Testing when required.
- Not misuse or interfere with equipment, facilities, and/or signage in place to ensure their safety or the safety of others.
- Report any accidents, incidents, or hazards/defects in equipment, through the appropriate local reporting and escalation channels.

4. **POLICY**

4.1 **Policy Definitions**

4.1.1 **Hierarchy of controls**

The Hierarchy of Controls is a systematic, risk-based framework used in occupational health and safety to determine the most effective feasible solutions for mitigating or eliminating workplace hazards. It prioritizes control measures based on their inherent reliability and ability to reduce risk, moving from the most effective physical interventions to the least effective behavioural protections.

4.1.2 **Permit to work**

a formal, written safety system used to control high-risk activities. It is a documented process that ensures specific risks are identified and that the necessary safety precautions are in place before work begins.

4.2 **Policy Details**

4.2.1 All equipment on the University campus will be managed in a way to ensure compliance with all applicable health and safety regulations and requirements, including the safety Codes of Practice that sit alongside this policy (as linked at the end of the document). Control measures must be implemented in line with the hierarchy of control, as well as the assessment of significant risks associated with the management and usage of equipment, only allowing those with the necessary competence to undertake related tasks.

4.2.2 This policy and related supporting documents also work to ensure that the University and the Vice-Chancellor, as the accountable person, meets legal responsibilities as outlined in relevant legislation. The policy should be considered in addition to relevant UK Health and Safety legislation.

- 4.2.3 Compliance with Health and Safety regulations and requirements relating to the management of equipment is achieved by the following expectations:
- 4.2.3.1 That all equipment to be used is suitable for the intended use, is maintained, inspected at appropriate schedule, and removed from use if no longer deemed safe.
 - 4.2.3.2 That maintenance logs must be kept up to date for high-risk equipment following statutory requirements.
 - 4.2.3.3 That the siting of new equipment/ equipment being moved to another location will be planned, with appropriate risk assessments undertaken. Equipment must not be used in locations not suitable for its use.
 - 4.2.3.4 That equipment will only be used by people who have received sufficient information, instruction and training and these people will be managed/supervised by appropriately trained staff.
 - 4.2.3.5 That equipment will be installed following manufacturer and supplier's instructions and commissioned before first use where required. All portable electrical equipment will undergo Portable Appliance Testing at a risk-based frequency.
 - 4.2.3.6 That all equipment will be disposed in a way that follows all applicable regulations including The Waste Electrical and Electronic Equipment (WEEE) Regulations 2013.
 - 4.2.3.7 That certain equipment, including high risk equipment, will be risk assessed and managed appropriately according to their associated Safety Code of Practice.
 - 4.2.3.8 That new equipment, designed, manufactured, and installed by the University for research, whether as a new 'product' / 'device' or in support of or to enable a research activity, will undergo all appropriate ethics approval and research governance processes, which should include risk assessment.
 - 4.2.3.9 The use of personal equipment for work purposes is generally prohibited. It may only be permitted in exceptional circumstances following a formal risk assessment, technical testing, and strict adherence to University Standard Operating Procedures (SOPs).
- 4.2.4 Standard Operating Procedures outline the requirements for the following, which all users must follow:
- 4.2.4.1 **Lifting equipment:** Equipment used for work purposes to lift a load, (either objects and/or a person) has additional requirements as define by the Lifting Operations and Lifting Equipment Regulations 1998.
 - 4.2.4.2 **Pressure systems:** Equipment that contains a gas (or a liquid that could turn into a gas under failure conditions) that is 0.5 Bar above atmosphere has additional requirements under the Pressure Systems Safety Regulations 2000.

- 4.2.4.3 **Radiation:** Equipment capable of producing any form of radiation including artificial optical radiation, Ionising radiation, magnetic fields, or electromagnetic fields is covered by the University's Radiation Safety Policy as well as this policy.
- 4.2.4.4 **Local Exhaust Ventilation:** Equipment designed to extract or filter air to comply with regulation 7 of the Control of Substances Hazardous to health has additional requirements placed upon them.
- 4.2.4.5 **Display Screen Equipment:** Equipment with a display screen, including its associated accessories and the immediate working environment, has additional requirements placed upon it where it is used as a significant part of normal work (typically for continuous periods of an hour or more on most working days).

5. LEGISLATION AND GOOD PRACTICE

5.1 Legislation

5.1.1 Please see below for related key legislation relevant to this policy area:

- [Health and Safety at Work etc. Act 1974](#)
- [The Lifting Operations and Lifting Equipment Regulations 1998](#)
- [The Control of Substances Hazardous to Health Regulations 2002](#)
- [The Electricity at Work Regulations 1989](#)
- [The Health and Safety \(Display Screen Equipment\) Regulations 1992](#)
- [The Provision and Use of Work Equipment Regulations 1998](#)
- [The Pressure Systems Safety Regulations 2000](#)
- [The Ionising Radiations Regulations 2017](#)
- [The Control of Artificial Optical Radiation at Work Regulations 2010](#)
- [The Waste Electrical and Electronic Equipment \(WEEE\) Regulations 2013](#)
- [The Personal Protective Equipment \(PPE\) at Work Regulations 1992](#)

5.2 Codes and Standards of Practice

Please see below for related key codes and standards of practice relevant to this policy area:

- [The Electricity at Work Regulations 1989 Guidance HSR25](#)

Review / Contacts / References

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Related internal policies, procedures, guidance:	A to Z of health and safety : Health and Safety : Schools and services : University of Sussex Electrical Safety Health and Safety Incident Reporting System University Health, Safety and Wellbeing Policy Radiation Safety Policy
Division:	Human Resources
Policy Owner:	Executive Director of Human Resources
Point of Contact:	Assistant Director Health Safety and Wellbeing University Health, Safety and Wellbeing Team, HR