

Mechanical, Electrical & Visitor Attraction Equipment

[To be read in conjunction with Practice Note 4]

Health and Safety legislation applies to all mechanical, electrical or visitor attraction equipment and is very specific about what is required and when. It sets out what are known as Absolute Duties which means the requirements are mandatory. It also continually requires you to apply the regimes' set out in your Manufacturers Technical and User Handbooks. Most insurance companies make this a condition of cover.

The measures highlighted in green are essential to maintaining legal compliance.

- 1. You must complete a risk assessment for this area of your activity and either have completed the installation of control measures or you can demonstrate a planned delivery of the controls**
- 2. Make sure you have both Manufacturers User and Technical Handbooks for the equipment you use.**
- 3. Make sure any equipment that is redundant or temporarily unfit for use is obviously identified and not able to be used.**
- 4. Play equipment that is unfit for use and cannot be removed must be physically blocked off from use. Signs and bits of tape are easily taken down or can become detached.**
- 5. Make sure you have a maintenance record file for each item of equipment which shows their service and repair.** The record should show not only what has happened but also what is planned to happen. This is known as a Planned Preventative Maintenance Programme [PPMP].
6. All plant and equipment should be subject to a PPMP. By following the process below you will ensure the item of plant or equipment is operated and maintained to as high as practicably possible level of efficiency:
 - An individual identification number where 2 or more similar items are in use.
 - A selection process and monitoring programme to ensure it is "Fit for Purpose" which reflects the requirements described in the Manufacturers Handbooks.
 - A specified Daily or Weekly inspection process operated by the members of staff who are trained and directed to complete the inspections before its use.
 - Daily / Weekly checklist inspection processes that identify what is to be checked and what is considered safe for use
 - A defect reporting and management procedure that ensures the defect is dealt with in a timely manner. Such a system will also stipulate what defects renders the item of plant and equipment Unsafe for Use.
 - The defects system that ensures a signature of inspection before the item of equipment returns to operational duty. This signature should be completed by a senior member of the operational staff.
- 7. Some items of equipment also require a Periodical Inspection by a Competent Person and, if required, a Calibration Programme. These can only be completed by specially trained persons who have completed a specified training programme.**

Electrical Testing and Inspection

Electrical equipment is one of the areas that require inspections by a registered NICEIC Competent Persons. You are required to implement different inspection regimes depending on whether the equipment is a fixed installation or portable.

- 8. Electrical equipment must only be inspected by a registered electrical engineer, who carries out the statutory inspections according to a fixed schedule. That being so, it cannot be completed by untrained persons. A record of that inspection must be available on request by any visiting inspector or an electrical engineer who may be working on or with that equipment.**
- 9. All fixed installations will be:**
 - Routinely inspected on a specified interval depending on its use or condition.
 - Inspected following any major intervention work.

- Inspected following any significant damage or significant unplanned service interruptions other than power cuts.
- Inspected following all extension of any electrical wiring circuits.

10. All Portable Electrical Appliances will be subject to a Portable Appliance Test [PAT Testing] at an interval deemed suitable by an NICEIC Registered Electrical Engineer based on its use and its condition.

Public Attraction and Mechanical Play Equipment

These items of equipment must be dealt with in a similar manner. We must remind ourselves that we cannot continually be present when some of this equipment is used; therefore our provisions need to be more robust. In many cases we may also offer moving rides to people who do not understand the risks involved in misbehaving on equipment. **The safeguards you provide must be extended to include:**

11. Properly designed with sufficient tolerances in the design to allow for some abuse when in use

12. Engine driven equipment that is used for public transport must be subject to some form of speed control so that the maximum desired speed cannot be accidentally exceeded. You may specify that a selected maximum gear will be sufficient. Where this control is used, make sure you have signified this on a driver / operator reminder notice on the equipment
13. Key controlled ignitions fitted on self driven equipment with engines

14. Head protection for users of self driven equipment with petrol engines

15. Seating, seatbelts and safety guards need to be fully operational and not frayed, broken or cracked.
16. **Guard rails or fences must be designed to prevent persons from climbing over or under and thus gaining access to a dangerous or unauthorised area.**
17. **Steps and ladders need to be firmly fixed and the steps defect free**
18. **Sharp edges need to be rounded off where people are climbing or holding on for balance**
19. Balance aids or balustrades fitted at the correct height to assist the intended user of the equipment.
20. Balance aids and balustrades must continue to offer the support that is not only desired, but also what it is perceived to provide. This is particularly important where rope balustrades are used as the rope may stretch and give.

21. Hinges, Catches and Latches must be correctly selected, fitted and operate correctly in the way they are designed

22. A regular, at least daily, cleaning regime for all items of equipment. This regime must be supplemented by additional cleaning when accidental incidents occur

23. Age limits clearly identified where they apply

24. Weight limits clearly identified where they apply

25. Signage that gives clear instructions as to how the equipment is to be used and if possible in picture format

26. **A method of locking off, locking out or immobilisation any equipment when a defect is identified that renders it unsafe for use.**

Risk Assessment

Mechanical, Electrical & Visitor Attraction Equipment

Hazard Identified	Examples of how increased risk or failure can occur	Likelihood	Severity
Structural or Mechanical Failure	Lack of correct planning or provisions Poor maintenance regime Wear and Tear Lack of correct provisions Poor design or installation Lack of regular inspection	Very possible	Serious Injury to person depending on failure. Permanent damage to equipment rendering it useless
Vehicle vs Person Impact	Wear and Tear Poor design or installation Lack of inspection	Possible	Fatal or serious injury
Fall from height into danger area	Lack of correct planning or provisions Poor maintenance regime Wear and Tear Lack of correct provisions Poor design or installation Lack of regular inspection	Possible	Fatal or serious injury

Control Measures Introduced	Predicted Outcome	Additional measures required
Introduction of 26 listed control measures	Reduction of risk to an acceptable level and you can demonstrate you are applying best practice	Continual monitoring to ensure the control measures work throughout the season
Introduction of all essential control measures only	You still run the risk that the controls may not be as effective as you desire and you may not be able to claim you are operating best practice	Introduction of the remainder is recommended, or extra supervision will be required
Introduction of selective controls only	You will run the risk of incidents that would be considered as under your influence and the likelihood of enforcement action is very possible You also run the risk of a member of the public making a false accusation	Full safety review to be carried out and action taken to introduce control measures within the next 6 months.
Lack of any control measures	Enforcement action is highly probable as you will not be complying with your legal obligations.	Closure of activities until control measures are fully introduced

Risk Assessment Controls Checklist Mechanical Equipment used for Public Rides

Date of review: _____ Person completing the review: _____

	Requirement	Comp ✓
1	I have both Manufacturers User and Technical Handbooks for the equipment you use.	
2	We make sure any equipment that is redundant or temporarily unfit for use is obviously identified and not able to be used.	
3	Play equipment that is unfit for use and cannot be removed must be physically blocked off from use. Signs and bits of tape are easily taken down or can become detached.	
4	I have a maintenance record which shows the service and repair for each item of equipment. The record shows detail not only what has happened, but also what is planned to happen.	
5	All equipment has an individual identification number	
6	Have you completed the actions identified on your most recent annual inspections	
7	Have you planned your next 12 monthly equipment inspections	
8	We have a selection process and monitoring programme to ensure it is "Fit for Purpose" which reflects the requirements described in the Manufacturers Handbooks.	
9	We have implemented a specified Daily or Weekly inspection process operated by the members of staff who are trained and directed to complete the inspections before its use.	
10	We have introduced a Daily / Weekly checklist inspection processes that identify what is to be checked and what is considered safe for use	
11	WE have a defect reporting and management procedure that ensures the defect is dealt with in a timely manner. Such a system will also stipulate what defects renders the item of plant and equipment Unsafe for Use.	
12	The defects system ensures a signature of inspection before the item of equipment returns to operational duty.	
13	All items of equipment that requires a Periodical Inspection by a Competent Person and, if required, a Calibration Programme are programmed to receive it.	



National Farm Attractions Industry Guidance Health and Safety Best Practice Note 6

Daily Checklist

Date of review: _____

Person completing the review: _____

Item of Equipment: _____

Item of Equipment: _____

What is to be checked	What you are looking for	Fit for use ✓	What is to be checked	What you are looking for	Fit for use ✓

Item of Equipment: _____

Item of Equipment: _____

What is to be checked	What you are looking for	Fit for use ✓	What is to be checked	What you are looking for	Fit for use ✓

Planned Preventative Maintenance Plan

Item of Plant/Equipment: _____

Item	Defected [Date]	Planned Service / Repair [Date]	Action to be taken	Authorised signature to return equipment for use