



Author	Jeni Aston	Compliance and policy lead	Reviewed 08/02/2026	Review date 08/02/2027
Approved by	John Leeds	Equipment Compliance and Maintenance Lead		
Approved by	Bobbi Leeds	Equipment Compliance and Maintenance Lead		
Approved by	Julia Connett	Chairman		
Approved by	Liz Spain	Vice Chairman		

## EQUIPMENT POLICY

Hoopers Inc(lusive) accepts its legal obligations to take all reasonable steps to minimise risks arising from its activities which may affect its committee members, organisation members, event participants, visitors and members of the public. This policy highlights the requirements for equipment used.

It is to be carried out in accordance with the Management of Health and Safety at Work Regulations 1999. This should be read in conjunction with the Hoopers Inc(lusive)'s Health & Safety Policy to ensure that the correct level of control is taken.

**Scope** This policy is applicable to all equipment used at any events by any person attending Hoopers Inc(lusive) events.

**Legal Requirements** These arrangements will be carried out in full compliance with all relevant health and safety at work legislation including other sections of the Health & Safety Policy. The exact nature of the legislation applicable will be determined by the nature of the event.

### Responsibilities

Hoopers Inc(lusive) has made the commitment to creating a safe event environment for all persons.

The Health and Safety lead, along with the equipment maintenance and compliance leads shall ensure that all committee members and guest judges are fully aware of and understand their responsibilities with regard to the equipment used at events.

It is the responsibility of the all committee members to ensure that:

- This policy is brought to the attention of all persons to whom it may relate;

- All equipment/activities which may create a risk with respect to equipment used are risk assessed;
- Appropriate controls are put in place where a risk is identified.

The Health and Safety lead and the compliance and maintenance leads will:

- Not allow any new equipment to be used until it is fully checked if new, the relevant risk assessment has been completed if required and information, instruction and training have been provided to any judges on its safe use;
- Obtain all relevant information from suppliers in the use and maintenance of equipment, including second-hand equipment;
- Ensure that judges and their aides who use equipment have been provided with adequate information, instruction and if required training on its appropriate use;
- Identify any special measure required for vulnerable individuals – including dogs, young persons, those with additional needs and any person supporting them are aware of any risk.

Committee members

All committee members are expected to ensure all persons attending Hoopers Inc(lusive) event comply with Hoopers Inc(lusive)'s health and safety policies and procedures.

This will include:

- Using the equipment in the manner prescribed.
- Not, under any circumstances permit the interfering with or misusing anything provided at events in accordance with health & safety policy e.g. the deliberate removal, altering or moving any equipment, signage or other items essential to the event.
- If required to report any maintenance required of equipment to the Maintenance and Compliance Leads, ensuring that procedures are followed and that records of checks are maintained and recorded accurately.

Event participants

- will be informed of the hazards and the reason for following safe system of event running, and any equipment supplied as part of the event must not be interfered with.

Definitions

Equipment: almost any equipment used by any committee member regardless of whom it belongs too or who provided it or, is used by such as event participant or any person attending the events including:

- Machines such as photocopiers, mobile telephones, computer, circular saws, drilling machines, mowing machines, tractors;
- Hand tools such as screwdrivers, knives and hand saws.
- Other equipment such as event specific equipment. It includes “starting, stopping, setting, transporting, repairing, modifying, maintaining, servicing and cleaning”.

Main Requirements

All equipment must be suitable for the purposes for which it is used.

Consideration should be given to the conditions when selecting event equipment.

Event equipment must be properly maintained.

A maintenance log is kept then it must be kept up to date.

Responsible persons may be required to produce maintenance logs for inspection during any committee meetings or reporting of any event equipment malfunction.

If the use of event equipment creates a specific risk to health and safety then the use of that equipment should be restricted to those persons responsible for using it.

Repairs, modification or maintenance of such equipment must be restricted to designated trained persons.

Users and supervisors of event equipment should be given adequate information, instruction and training for health and safety purposes.

The Health and Safety lead, along with the Equipment Compliance and Maintenance Leads should provide information, instruction and training not only to those who actually use event equipment, but also to any person supervising or managing its use.

Competent equipment suppliers should be able to provide advice on purchase (both new and second hand) event essential equipment.

In respect of machinery, adequate operating instructions need to be provided with the equipment in addition to information about residual hazards (e.g. noise, vibration etc.).

When identifying the risks, consider:

- All the work which has to be done with the equipment during normal use also during setting-up, maintenance, repair, breakdown etc.
- Who will use the equipment, including inexperienced persons, those with language difficulties or those who may have particular difficulties e.g. those with impaired mobility;
- Young Persons, who may be inexperienced and lack knowledge or awareness of existing or potential risks;
- People who may engage in horseplay and/or act carelessly or are likely to make mistakes;
- Failure to provide adequate information, instruction, training and supervision for those using the equipment.
- Not maintaining work equipment or carrying out regular inspection and thorough examinations.