Trolley Register

Department:

Name:  
(of person responsible for carrying out inspection)

The purpose of this register is to record formal inspections of the trolleys and manual handing equipment in the department. The person who undertakes the inspections must be competent or coaching is provided by HSAS.

1. Identify the equipment with a unique ID number. Mark the equipment, for example with a sticky label, with ID number and space for last inspection date.
2. Complete **Form 1** Record the date when the equipment was received by the department and where it will usually be kept and used.
3. Perform an inspection, using the attached checklist and photograph for guidance.
4. Record the inspection outcome on **Form 2**. Record inspection date on the equipment.
5. Repeat the formal inspection at regular intervals, minimum annually, for an office trolley. Frequently used equipment may require more frequent checks. Update register and label.

**FORM 1: Trolley and manual handling equipment inventory**

| **Description of**  **Equipment** | **Equipment ID** | **Location** | **Purchase Date** | **Inspection**  **Frequency** |
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Add rows

**THE EQUIPMENT MUST BE REPLACED IF IT FAILS ANY OF THE INSPECTION CHECKS**

Trolley and manual handling equipment register

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**FORM 2: Inspection Record**

| **Equipment ID** | **Inspection date** | **Outcome** | **Pass/fail** | **Action taken** | **Your name** |
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**Add more rows**

Trolley Safety Inspection Procedure

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| --- | --- | --- |
| **Wheels** | If brakes are fitted, ensure they all work correctly.  Tyres are in good condition, no splits and tight fit to rim.  Ensure castors are secured to frame, wheels rotate and swivel freely with no excessive play in bearings. |  |
| **Frame** | If frame secured with bolts, ensure all bolts are tight. Loose bolts should be removed and inspected before re-tightening. Ensure welds are sound, rust free with no cracks.  Check handles are secured to the frame.  Check for forward/backward and lateral movement in the frame.  Ensure there are no sharp edges or nicks in the frame or handles. |  |
| **Shelves** | Shelves should be secure to the frame and free of debris, cracks and splinters. |
| **Overall** | Push trolley to check it runs straight and freely without undue corrective effort.  Wheels are quiet and smooth running.  Stand back and look at trolley, ensure it stands straight and level. |
| **Conclude Inspection** | If no issues are found, complete inspection record (form 2) and the tag attached to trolley.  If issues are found, record results, remove tag from trolley and it must not be used until safe to do so. If it can’t be fixed, safely dispose of the equipment. |