

DISPOSAL OF PLANT/EQUIPMENT

Prior to disposal

Note If you are disposing of an electrical piece of plant/equipment which has no other associated hazards (e.g. hazardous chemicals; asbestos; energy build up) then the following actions are not relevant. To dispose of these items ensure that the cord is cut and the item is disposed of via the waste disposal system, there is no requirement for documentation.

- It is the responsibility of the Head of School/Branch and/or the researcher to arrange and bear the costs for the removal of plant/equipment from the University.
- Plant/equipment must be decommissioned by a proficient/competent person. Engage licensed contractors where required.
- Where the plant/equipment is hard-wired or part of the building infrastructure the School/Branch must consult with the Infrastructure Branch who in most cases will engage and manage any external contractors on the School's behalf.
- A risk assessment is to be conducted prior to disposal where the act of disposal presents a hazard, and should include considerations of:
 - hazardous chemicals, including asbestos. (For radiation equipment refer to the HSW Handbook Chapter [Radiation Safety Management](#) and speak to the HSW team.)
 - electrical isolation and energy dissipation of the plant/equipment.
- All items must be rendered safe (disabled) prior to disposal, e.g. electrical isolation and energy dissipation; removing the power cord, or releasing any contained pressure.
- Any documentation relating to the plant/equipment must be available to the person carrying out the decommissioning process.

Scrapping or providing for spare parts

If second-hand plant is to be supplied or sold for scrap or spare parts the School/Branch must inform the receiver that the plant, in its current form, is not to be used as plant. This must be done in writing or by marking the item of plant.

Donations, sale or transfer

If you are donating, selling or transferring a piece of plant/equipment then you will be required to transfer all documentation to the receiver, such as:

- All supplier's and manufacturer's documentation for the item of plant/equipment.
- All documentation and information on the plant/equipment's current condition e.g any faults and/or any repairs that are required.
- Any existing risk assessment documentation must be provided to the recipient at the time of exchange and a copy kept on file for five years.

Where there is documented risk associated with the plant/equipment, a written acknowledgement must be provided by the recipient that they accept those risks and a copy kept on file for five years.

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