



## Guidance for Salvage Equipment

This guidance document is intended to provide a starting point when considering the equipment and store location needed for a salvage situation. Please be aware that your equipment list and store must be tailored to your own situation, checked, tested and maintained by you. You must ensure tools and equipment are used safely and that, where relevant, those who use it have been appropriately trained.

### Consider your collection

- Ensure equipment is relevant to the types of objects in your collection and takes account of the handling / removal requirements of those objects, in emergency situations
- Ensure you understand any hazards associated with objects and take this into account when planning removal (PPE, weight, harmful materials)
- If you have objects that need covering in situ, ensure you have the appropriate covers in a location which can be easily accessed

### Equipment store location

- Mark the locations of your store and local equipment, in your emergency plan
- Ensure your store is secure but easily accessed in an emergency.
- Locate your store so that you can easily get equipment to the objects you want to protect and to the location you choose to treat or store salvaged objects. If relevant, plan how you will transport equipment to the required location
- Some priority objects may need very specific equipment or supplies to aid removal. Consider locating some equipment adjacent to these items

### Equipment supplies

- Unpack equipment and ensure it is ready to use. You may need to use equipment such as wet vacs or fans immediately.
- Ensure you know how to use all equipment safely. This includes simple items like Stanley knives, saws, hammers and ladders. It also includes items like generators and pumps. These types of equipment must only be operated by competent persons who understand all the safety considerations.



- If you are relying on availability of equipment from national or local suppliers, consider what actions to take if the outlet is closed and also know how long it would take to transport from the supplier to you.
- If you have assets secured with security screws, ensure the appropriate screwdriver bits are available (but keep these secure)

## Equipment store maintenance

- Make a list of the items in your store. Keep the equipment list in your emergency plan and keep your store tidy
- You may need access to more equipment in salvage situations. Keep supplier contact numbers handy and understand who can authorise funding quickly in emergency situations
- PAT test equipment in your store
- If items are borrowed from your store, ensure they are returned or replaced
- Check your store equipment periodically and replace items when required
- Be aware of the safety standards for items such as breathing masks. Ensure you record replacement dates for items like hard hats etc. Ensure all items are used in accordance with suppliers instructions and only by competent persons
- Don't leave battery pack items on permanent charge as this may damage batteries and may cause a fire risk
- Check batteries regularly and store them safely
- Consider carefully where to charge large items such as external arc lamps. Charging these items may create a fire risk.