

MAIN POINTS TO LOOK FOR WHEN INSPECTING TROLLEYS

Wheels

If brakes are fitted, ensure they all work correctly.

Tyres are in good condition, no splits and fit tightly to the rim.

Ensure the castors are secured to the frame and the wheels rotate and swivel freely with no play in the bearings.

Frame

If frames secured with bolts, ensure all bolts are tight. Loose bolts should be removed and inspected before retightening to ensure the thread has not been worn.

Ensure all welds are sound, rust free with no signs of cracking.

Check handles are secured to the frame and if required to do so, move freely and correctly.

Check for forward/backward and lateral movement in the frame.

Ensure there are no sharp edges, protrusions or nicks in the frame or handles.

Shelves

Shelves should be secure to the frame and free of debris, cracks and splinters.

Overall

Stand back and look at the trolley, ensure it stands straight and level.

Push trolley to check it runs straight and freely without undue corrective effort and wheels are quiet and smooth running.

Conclude Inspection

If no issues are found, complete the inspection record and tag on the trolley.

If issues are found, record results, remove tag from trolley and it must not be used until safe to do so.

Nb some trolleys may require a Thorough Examination under the *Lifting Operations and Lifting Equipment Regulations (LOLER) 1998*. For more information on lifting equipment:

<https://staff.port.ac.uk/departments/services/corporategovernance/healthandsafety/atoz/liftingequipment/>