For guidance on managing construction health risks go to
www.hse.gov.uk/construction

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Air Cooler - Evaporative

The rules and procedures in force where people are at work may require the person responsible for this equipment to carry out a specific risk assessment.

It is important to read this entire leaflet BEFORE using the Air Cooler

1. Plan your work and think ahead to make sure you will always be working safely.
2. Electricity can be hazardous and must always be used with great care.
3. This equipment uses up water in the cooling process. Take care not to allow the water to touch electrical parts when refilling the cooler.
4. If you have not used an evaporative air cooler before, familiarise yourself with how to set it up, and how to use it safely, before you start to use it.
5. Plan how and where to set the equipment up so that it does not become a hazard, lay the cable out carefully so that people will not trip over it.
6. This equipment must not be set up, moved or adjusted, by minors, or by anyone under the influence of drugs or alcohol.
7. This equipment is designed for operation by an able bodied adult. Anyone with either temporary or permanent disability must seek expert advice before using it.
8. You must have at least the following items of personal Protective Equipment: you should use a residual current device "rcd" to help protect you against electric shock if using a 230volt (mains) supply.

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Using the Evaporative Air Cooler

1. Put the air cooler in a safe level place near one source of ventilation. The cool air from the equipment should ideally be directed towards an open window, or other point of extraction, on the other side of the room.
2. Make sure the evaporative air cooler is sited in a safe secure place before switching on.
3. It must always be standing upright, never lay it on its side.
4. The evaporative air cooler will consume water, slowly but continuously while in use; check the level of water in the container at least daily.
5. Check the water level in the container at least once a day while in use. Keep it topped up with clean, fresh water.
6. Do not allow the water to become stale. Drain out any stale water, and flush through, before refilling with fresh water.
7. Do not move the unit while it is working.
8. Switch off and unplug before moving the evaporative air cooler.
9. Switch off and unplug, and empty, drain and dry the container, if you are not using the evaporative air cooler.
10. If the evaporative air cooler is not in use, for instance over the weekend, the water container should be drained and allowed to dry. If possible, run the machine without water for a while to dry it out. Do not refill the container until needed.
11. If you think the cable may be cut or damaged in any way, switch off and unplug at the mains before inspecting it. If the cable attached to the evaporative air cooler is damaged, stop using it. Contact the hire company. If an extension cable has been damaged, do not use it again.
12. Take care not to accidentally pull the plug from the socket.
13. If your equipment does not work properly, do not attempt to repair it. Contact the hire company.

Please keep this leaflet safely as it may be required for future reference

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Before Starting Work...

WORK AREA

1. Do not use this evaporative air cooler where there is a danger of explosion. It will ignite fumes from petrol, or gas cylinders.
2. Use the air cooler only in rooms where there is adequate ventilation. Using the evaporative air cooler in a closed room will reduce its efficiency and may form excessive condensation.
3. Do not use this evaporative air cooler in the rain or where it might get wet.
4. If you are using a 110v transformer remember it will get hot in use. If you leave it standing on a carpet it may 'iron' a permanent flat patch where it stood.
5. Evaporative air coolers designed to run directly from 230v mains will have either a normal square pin plug fitted, or a blue industrial plug.
6. The unit must always be standing upright: never lay it on its side.
7. Position the unit so that no-one will need to stand directly in front of the airflow.
8. Do not cover or block the air intakes and outlets while the evaporative air cooler is in use.
9. Do not stand anything on top of the evaporative air cooler.
10. This evaporative air cooler can be left unattended once it has been set up safely.
11. Check on how all the control work – before you switch the evaporative air cooler on, you must know how to switch it off.

ELECTRICAL SAFETY

Your evaporative air cooler will only operate on one voltage: it will be 110v or 230v. 110v evaporative air coolers will have a yellow industrial plug fitted. 230v evaporative air coolers will have either a normal square pin plug fitted, or a blue industrial plug. Read the instructions below for your evaporative air cooler.

110 VOLT MACHINES (YELLOW PLUG)

1. If you are using a portable transformer, plug the transformer directly into the 230 volt socket. Do not use any 230v extension cables.
2. If you need to use an extension cable, follow any special instructions given by the hire company. If the hire company have not given any special instructions, you should only use a suitably rated heavy-duty 110v extension cable, not longer than 50 metres (160 feet). You must only use an extension cable between the transformer and the evaporative air cooler.
3. Lay the extension cable out carefully avoiding liquids, sharp edges, doorways or windows where it might be trapped, and places where vehicles might run over it. Unroll it fully or it will overheat and could catch fire.
4. Make sure that any extension cable connections are dry and safe.

230 VOLT MACHINES (SQUARE PIN OR BLUE PLUG)

1. Use a residual current device ("rcd") plugged directly in to the 230volt socket. Plug your evaporative air cooler into the rcd. This will help to protect you against electric shock if the cable or evaporative air cooler is damaged.
2. Use the "TEST" button to check that the rcd is working each time you use it. Reset the rcd according to the instructions supplied with it.
3. If you need an extension cable, follow ay special instructions given by the hire company. If the hire company have not given any special instructions, you should only use a suitably rated heavy duty one, not longer than 50 metres (160 feet). Plug it directly into the rcd.
4. Lay it out carefully avoiding liquids, sharp edges, doorways or windows where it might be trapped and places where vehicles might run over it. Unroll it fully or it will overheat and could catch fire.
5. Make sure that any extension cable connections are dry and safe.

Useful Reference Points • www.hae.org.uk/businessguard

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