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**Local Code of Practice**  
**Personal Protective Equipment and Clothing**  
**Section 16**  
**(Version 2.00 – March 2019)**

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**STATEMENT:**

In order to comply with legislation and fulfil statutory responsibility, the Council must make sure that:

**SCOPE:**

This Local Code of Practice (LCoP) applies to:

- All managers including head teachers referred to as managers herein in LBB maintained schools.
- All employees of Barnet Borough Council.
- All contractors, agency staff, volunteers and temporary workers working on behalf of the Council
- All visitors to council premises (members of public, pupils etc.)

## Issue Control

This Local Code of Practice is issued and managed by the Safety, Health and Wellbeing team.

Issue		Revision		
Number	Date	Number	Date	Amendments
1.00	Jan 2004	1.01	Mar 2019	Review
2.00	March 2019			Review and update
<b>Review Schedule</b>				
Review Conducted		Next Review Date		

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This LCoP should be read in conjunction with the London Borough of Barnet (LBB) Policies listed below in relation to LBB employees.

- Part C – Section 1 – Management of Health and Safety
- Part C – Section 11 – Control of Substances Hazardous to Health (COSHH)
- Part C - Section 16 – Personal Protective Equipment

These can be found by clicking on this link <https://wwc.barnet.gov.uk/wwc/working-children-barnet/information-schools/health-and-safety-schools/health-and-safety>

**Note, these policies are for the exclusive user of London Borough of Barnet employees only**

## 1. Responsibilities

### Senior Managers/Head Teachers are responsible for ensuring:

- 1.1. Risk assessments have been undertaken and appropriate controls are in place to manage hazards at source in line with the management controls (see LBB Policy C1 Management of Health and Safety).
- 1.2. Personal Protective Equipment (PPE) and Respiratory Protection Equipment (RPE) are suitable for the task.

### Managers are responsible for ensuring compliance with this LCoP and must:

- 1.3. Carry out risk assessments, identifying and implementing controls to deal with hazards at source using the hierarchy of risk controls.
- 1.4. Provide suitable and adequate PPE and RPE to protect against any residual risks arising from identified hazards free of charge.
- 1.5. Ensure selected PPE and tight or loose fitting RPE meets the relevant British and European standards, compatible with other equipment/PPE and is CE marked.
- 1.6. Provide where appropriate suitable storage for PPE and RPE.
- 1.7. Provide employees who are expected to use PPE and RPE with appropriate information, instruction and training on its use, maintenance, cleaning and storage arrangements to ensure their competence. See Standard Procedure for Use of Reusable Half Mask Respirator.
- 1.8. Ensure if tight fitting RPE is provided there is a competent person who can carry out the face fit test and record results from the testing. See RPE Routine Inspection/Examination Record.
- 1.9. Ensure employees who must wear tight fitting RPE are subject to and pass face fit testing so the correct RPE is provided and worn,  
**Note:** loose fitting RPE does not require face fit testing to be carried out, however a RPE Routine Inspection/Examination Record must be completed.
- 1.10. Have a system in place to record the issue of PPE and RPE.
- 1.11. Carry out monitoring and supervision to ensure PPE and RPE is used and worn appropriately.
- 1.12. Ensure PPE and RPE is replaced when worn out, damaged or past its use by/shelf life date.
- 1.13. When implementing the selection and use of PPE and/or RPE, consult with safety representatives.

### Employees must:

- 1.14. Use PPE and RPE in accordance with manager's instructions.
- 1.15. If required to wear tight fitting RPE which requires an effective seal with the face for proper functioning, be clean shaven where the respirator seals with the face.
- 1.16. Maintain, clean and store PPE and RPE in line with training and managers instructions.
- 1.17. Attend and pass face fit testing for the tight fitting RPE they have to wear.
- 1.18. Not wilfully damage or misuse PPE and RPE provided for their safety.
- 1.19. Report any defects/incompatibilities with other PPE and RPE or equipment to their manager and stop the process if necessary until the issue has been resolved.

## 2. Introduction

This LCOP sets out the LA's guidelines for ensuring that staff are provided with and use suitable personal protective equipment.

The Personal Protective Equipment Regulations 1992 came into force on January 1<sup>st</sup> 1993 and places duties primarily on the employer (LA)

Governing bodies have a duty to ensure, so far as their position allows, that the premise, plant and substances used in the premise are safe and without risk.

Governing bodies have a legal duty to comply with LA directions and to co-operate with the LA to enable the LA to comply with its statutory duties.

It is the responsibility of premises controllers (Headteachers) to carry out the policies agreed and maintained by the LA and where applicable the governing body.

It is the responsibility of the premises controller to manage the day to day practicalities of personal protective equipment within the framework of arrangements defined by the LA and governing body.

The LA recommends that these arrangements are implemented by all educational establishments and that they be used to produce their own codes of practice on Personal Protective Equipment (PPE).

All employees are under a statutory duty to co-operate the LA an governing body, so far as is necessary, to enable all parties to meet their legal obligations.

Personal Protective Equipment (PPE) is defined as being ' all equipment (including clothing affording protection against weather) which is intended to be worn or held by a person at work and which protects them against one or more risks to their safety or any addition or accessory designed to meet that objective'.

The Management of Health & Safety at Work Regulations 1999 requires employers to identify and assess the risk to health and safety in the workplace, so enabling the most appropriate means of reducing those risks to an acceptable level to be determined.

PPE must be considered as the last resort and hazards should be eliminated or controlled at source as PPE seldom provides absolute protection. The use of PPE only protects the person using it, whereas other control measures protect all who may be exposed or affected.

There are exceptions to this definition:

- Normal work clothes intended to protect health & safety ( uniforms, catering aprons)
- Cycle helmets, crash helmets or motor cycle leathers worn by employees on the highway
- Protective sports equipment used by competitors, however protective sports equipment worn by PE staff while they instruct others is covered by PPE regulations

- Portable devices for detecting and signalling risk and nuisances (gas detectors, geiger counters)

The requirements to assess the suitability of PPE to be issued to staff does not apply to the following regulations:

- Control of Lead at Work Regulations 2002
- Ionising Radiation Regulations 1999
- Control of Asbestos at Work Regulations 2002
- Control of Substances Hazardous to Health Regulations 2002
- Noise at Work Regulations 1989
- Construction Head Protection Regulations 1989

These existing regulations already impose duties on employers to provide suitable PPE.

### **Application to non-employees:**

These regulations do not apply to non employees, However, section 3 of the Health & safety at Work Act 1974, requires that, It shall be the duty of every employer to conduct his undertaking in such a way as to ensure, so far as is reasonable practicable, that persons not in his employment who may be affected hereby are not exposed to risks to their health & safety will still apply. If an employer needs to provide PPE to comply with this duty, then by following the requirements of the regulations will fully satisfy this duty. These regulations do apply to trainees and pupils on work experience programmes.

### **Assessment of Personal Protective Equipment:**

Where the premises controller, or head of department identifies that PPE is the most appropriate means of reducing health & safety risks which an employee could encounter during their work the premises controller must ensure that an assessment is made to determine whether the PPE they intend to provide is suitable. (The attached PPE assessment form should be used for this purpose.)

The task of completing the assessment form may be delegated by the premises controller, however, they must ensure that the assessor is fully aware of the legal requirements and where and how the PPE will be used.

PPE shall not be suitable unless:

- It is appropriate for the risk(s) involved and the conditions at the place where exposure to the risk may occur and the period for which it is worn.
- It takes into account ergonomic requirements and the state of health of the person who may need to wear it and the characteristics of the workstation of each such person
- It is capable of fitting the wearer correctly.
- Where it is necessary to ensure that PPE is hygienic and otherwise free of risk to health, every employer and every self-employed person shall ensure that PPE provided is for the use only by that individual.
- So far as is practicable, it is effective in preventing or adequately controlling risk(s) without increasing the overall risk
- It complies with UK legislation and European Directives concerning the design and manufacture of PPE with regard to Health & Safety (Displays a 'CE mark EEC equivalent of a British Standard)

**Review:**

The maximum period between reviews should be established. The period should not exceed 5 years, but the nature of the risk should dictate the actual period. In addition, the assessment should be reviewed if:

- There is reason to suspect that any element of the assessment is no longer
- valid
- There has been significant change in the work to which the assessment
- relates
- The review changes the assessment ( e.g a new type of PPE is required)
- changes should be implemented with immediate effect.

**Provision of PPE:**

Section 9 of the Health & Safety At Work Act 1974 states that no charge can be made to the employee for the provision of PPE used at work.

**Compatibility of PPE:**

If more than one item of PPE has to be worn to protect an employee while they carry out a task , the employer has a duty to carry out an assessment to ensure that the PPE is compatible with other PPE which is in use and which an employee would be required to wear simultaneously.

**Maintenance and Replacement of PPE:**

An effective system of maintenance of PPE is essential to make sure that equipment continues to provide the degree of protection for which it was designed. Maintenance is required under the regulations and includes appropriate cleaning, disinfection, examination, replacement, repair and testing. The premises controller is responsible for ensuring that maintenance is carried out although they may choose to delegate specific tasks to other members of staff. The premises controller is also responsible for ensuring that written maintenance procedures are produced in accordance with the guidance produced by the manufacturers. These procedures together with any records of tests and examinations should be either kept by each department or held centrally on site.

In addition the premises controller should arrange for a competent person to check the PPE before it is issued to staff and to instruct staff to check their own PPE before it is worn.

Maintenance may be carried out in house depending on the knowledge of the staff and the complexity of the maintenance required. To reduce the cost of maintenance, premises controllers are encouraged to arrange for manufacturers and suppliers of the PPE to train the staff to carry out simple maintenance tasks. Such training events should be recorded and the organisation delivering the training should be asked to provide certificates of competence.

PPE which requires maintenance or repair should be clearly segregated from PPE ready for use

**Accommodation for PPE**

The premises controller should ensure that accommodation is provided for safe storage when it is not in use. This should be adequate enough to protect the PPE

from, loss, damage or harmful substances, damp, sunlight, or excessive heat or cold. Employees should be instructed to take all reasonable steps to ensure that it is returned to the accommodation provided for it after use. PPE should not be taken home by employees.

### **Information, instruction and training**

The premises controller must ensure that all employees who use, supervise the use of, or maintain the PPE are provided with such information, training and instruction as is adequate and appropriate to enable them to understand:

- The risks which PPE will avoid or limit
- The purpose for which and the manner in which the PPE is to be used
- Action to be taken by the employee to ensure that the PPE remains in an effective condition, good working order and state of repair.
- 

The instruction and training should include:

- Theoretical training
- An explanation of the risks present and why PPE is required
- The operation, performance and limitations of the equipment
- Instructions on the selection, use, storage of the PPE including any written operating procedures that may need to be followed
- Factors that may affect the protection provided by the PPE (other items of PPE, personal factors, working conditions, inadequate fitting, defects, damage and wear).
- Recognition of defects and arrangements for the reporting of loss and defects

Practical Training should also be provided on;

- Practice in putting on, wearing and removal of the PPE
- Practice and instruction in inspection of the PPE
- Practice and instruction in the maintenance which can be performed by the user, such as cleaning and the replacement of certain components.
- Instruction in the correct storage

The extent of training that is required will depend on the type of equipment, how frequently it is used and the needs of the users.

In addition to the initial training, refresher training (including the organisation of demonstrations in the wearing of PPE) may need to be provided. Records of training should be maintained by each establishment.

### **Use of PPE**

All employees are under a statutory duty to make full and proper use of PPE issued to them.

Employees should take reasonable steps to ensure that it is returned to its storage location after use.

The school/establishment safety policy should state that failure to use the correct PPE

may result in disciplinary action being taken.

### **Reporting loss or defect:**

Any loss or defect should be reported to the premises controller or delegated person.

An employee should not be allowed to carry out a task requiring the use of PPE until it has been repaired or replaced.

### **Further Information and Guidance**

The Health and Safety Executive have provided free downloadable guidance to the regulations [L25](#). They have also produced a short guide [INDG 174 \(rev2\)](#) to the Personal Protective Equipment at Work Regulations. Managers should use these guides and others detailed below to help inform the risk assessment process and management of PPE and RPE required by this procedure.

### **3. Main Legislation Relevant to This Document**

- 4.1. [Health and Safety at Work etc Act](#)
- 4.2. [The Management of Health and Safety at Work Regulations](#)
- 4.3. [The Control of Substances Hazardous to Health Regulations](#)
- 4.4. [The Control of Noise at Work Regulations](#)
- 4.5. [The Control of Vibration at Work Regulations](#)
- 4.6. [The Control of Lead at Work Regulations](#)
- 4.7. [The Ionising Radiation Regulations](#)
- 4.8. [The Control of Asbestos at Work Regulations](#)
- 4.9. [The Confined Spaces Regulations](#)
- 4.10. [The Personal Protective Equipment at Work Regulations](#)

### **4. Contact Address's and Guidance Links**

- 5.1. Health and Safety Executive  
[www.hse.gov.uk](http://www.hse.gov.uk)
  - 5.1.1. L25 [Personal protection equipment at Work](#)
  - 5.1.2. INDG174 (rev2) [Short guide to the Personal Protective Equipment at Work Regulations](#)
  - 5.1.3. HSG53 [Respiratory Protective Equipment at Work](#)
  - 5.1.4. INDG305(rev2) [Lead and You](#)
  - 5.1.5. INDG362 [Noise at Work](#)
  - 5.1.6. INDG 330 [Selecting protective gloves for work with chemicals](#)
  - 5.1.7. HSG247 [Asbestos The licensed contractors guide](#)
  - 5.1.8. [HSE respiratory protective equipment web page](#)
  - 5.1.9. INDG 460 [Is your mask protecting you?](#)
- 5.2. British Safety Industry Federation  
[www.bsif.co.uk](http://www.bsif.co.uk)
- 5.3. Royal Society for the Prevention of Accidents  
[www.rospa.co.uk/](http://www.rospa.co.uk/)

- 5.4. Institute of Occupational Safety and Health  
[www.iosh.co.uk/](http://www.iosh.co.uk/)
- 5.5. Corporate Health and Safety Service  
[Health and Safety Intranet](#)
  - 5.5.1. [Control of Contractors Microsite](#)



PERSONAL PROTECTIVE EQUIPMENT ASSESSMENT FORM

SECTION A COMPLETE IN BLOCK CAPITALS

SERVICE.....

ESTABLISHMENT/LOCATION.....

ASSESSOR'S NAME..... DATE.....

DESCRIPTION OF TASK.....

.....

.....

.....

- 1. Have control measures other than Personal Protective Equipment been considered? Yes  No
- 2. Is Personal Protective Equipment (PPE) required? Yes  No

If you have answered 'YES' to both the above questions proceed to complete the assessment form.

If alternative control measures have not been considered, they should be. Review the need for PPE.

If you have answered 'NO' to the need for PPE end the assessment now.

**ASSESSOR'S SIGNATURE** .....

N.B. This assessment must be reviewed if it is no longer valid or there has been a significant change in the matters to which it relates.

ASSESSMENT REVIEW DATE.....

SECTION B Please tick the relevant boxes		HAZARD																				
		Mechanical				Thermal		The CLW, IRR, CAW, COSHH and NAW Regulations (1) will each apply to the appropriate hazard														
		Falls from a height	Blows, cuts, impact, crushing	Stabs, cuts, grazes	Vibration	Slipping falling over	Scalds, heat, Fire	Cold	Immersion	Non-Ionising Radiation	Electrical	Noise	Ionising radiation	Dust fibre	Fume	Vapours	Splashes, spurts	Gases, Vapours	Harmful viruses	Fungi	Non-micro Biological antigens	Others
RISK	HIGH																					
	MEDIUM																					
	LOW																					
PARTS OF THE BODY	Head	Cranium																				
		Ears																				
		Eyes																				
		Respiratory tract																				
		Face																				
		Whole head																				
		Teeth																				
	Upper Limbs	Hands																				
		Arms (parts)																				
	Lower Limbs	Foot																				
		Legs (parts)																				
	Various	Skin																				
		Trunk/Abdomen																				
		Whole body																				
Other Please State																						
Is PPE already available?(Yes/No) [If Yes ignore Section F]																						

(1) The Control of Lead at Work Regulations 2002, The Ionising Regulations 1999, The Control of Asbestos at Work Regulations 2002, The Control of Substances Hazardous to Health Regulations 2002, The Noise at Work Regulations 1989.

**SECTION C**

If you have identified a risk, which can only be adequately controlled by person(s) wearing PPE, please indicate which type(s) are required. You can do this by circling the relevant piece(s) of equipment listed below.

Head Protection	Industrial safety helmet Climbing helmets Cycling helmets Crash helmets
Eye Protection	Safety spectacles Eye Shields Safety Goggles Faceshields
Ear Protection	Ear plugs Ear muffs
Breathing Protection	Respirator mask} Disposable/reusable
Hand and Arm Protection	Gloves Gauntlets
Foot Protection	Safety boots or shoes Wellington boots Foundry boots Gaiters
Body Protection	Coveralls Overalls Aprons High visibility clothing Trousers (wet weather, thermal) Jacket (wet weather, thermal) Boilersuit Wetsuit Pads
Other Please describe	..... ..... ..... ..... .....

## SECTION D

When assessing Section D refer question to each piece of P.P.E. you are considering obtaining.

- (i) Does the personal protective equipment chosen carry the relevant European standard(s) 'CE' mark/number(s)? YES/NO
- (ii) Is the selected PPE appropriate for the risks identified above, the conditions at the place where exposure to the risk may occur, and the period for which it is worn? YES/NO
- (iii) Does the PPE take account of ergonomic requirements and state of health of person(s) who may wear it (consider length of time PPE is worn, need for communication, hygiene, visibility, physical effort involved in task)? YES/NO
- (iv) Is the PPE adjustable, will it fit the wearer(s)? YES/NO
- (v) Is the selected PPE compatible with all other PPE/clothing that the user could be expected to wear at the same time? YES/NO
- (vi) Will the chosen PPE prevent or adequately control the risks without increasing the overall risk? YES/NO

If all answers to the above 6 questions are 'YES' please write details of selected PPE in Section E. If you have answered 'No' to any question look at other PPE on the market.

**SECTION E**

**DETAILS OF SELECTED PPE**

Repeat the following questions for each piece of PPE. (Photocopy Section E if necessary).

MANUFACTURER'S NAME .....

SUPPLIER'S NAME .....

DESCRIPTION OF PERSONAL PROTECTIVE EQUIPMENT .....

.....

.....

SIZES OF PERSONAL PROTECTIVE EQUIPMENT .....

.....

COLOUR OF PERSONAL PROTECTIVE EQUIPMENT .....

.....

TYPE OF MATERIAL WHERE APPLICABLE .....

.....

CE MARK AND "BS EN" STANDARD (SPECIFY NUMBERS AND TITLE BELOW)

.....

.....

.....

OTHER DETAILS

.....

.....

.....



**PERSONAL PROTECTIVE  
EQUIPMENT (PPE) REGISTER**

**SECTION H**

Project:

Type of PPE	Issued to	Date Issued	Protection Against	Storage Arrangements	Checked for Defects

