

# **POLICY FOR HEALTH, SAFETY AND WELFARE**

## **Part C - Arrangements**

### **Section 16**

#### **PERSONAL PROTECTIVE EQUIPMENT (PPE)**

## **Part C**

### **Section 16**

#### **Personal Protective Equipment**

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## **1.0 INTRODUCTION**

This arrangement outlines the procedures to be taken to comply with the Personal Protective Equipment at Work Regulations (PPE), as amended by the Health and Safety (Miscellaneous Amendments) Regulations 2002.

The arrangement applies to all Council employees and to all councils premises and sties were there is a requirement for visitors to wear PPE.

No charge can be made to the employee for the provision of PPE that is used at work.

## **2.0 DEFINITIONS**

### **Personal Protective Equipment (PPE)**

PPE is defined as being "all equipment which is intended to be worn or held by a person at work and which protects him against one or more risks to his health or safety, and any addition or accessory designed to meet that objective".

Some examples of PPE are: -

- Safety helmets
- Protective Gloves
- Eye Protection
- High Visibility Clothing
- Respiratory Equipment
- Safety Harnesses, etc.

There are exceptions to this definition:

- Normal work clothes not specifically intended to protect health and safety e.g. uniforms, catering aprons etc.
- Cycle helmets, crash helmets or motor cycle leathers worn by employees on the public highway.
- Protective sports equipment used by competitors. However, protective sports equipment worn by employees while they instruct others is covered by the PPE Regulations.
- Portable devices for detecting and signalling risk and nuisances e.g. gas detectors, Geiger counters etc.

## **3.0 RESPONSIBILITIES**

**Directors** have a duty to ensure that there are appropriate arrangements in place within their Delivery Units to ensure the assessment, purchase, maintenance and storage of PPE.

**Managers** are to make arrangements to ensure that an assessment of work activities is made to identify were PPE is required, and following this, the type of PPE necessary. They must also make arrangements to ensure that their staff can report to them the loss of or defect in PPE. These procedures should ensure that defective PPE is

repaired or replaced before the employee concerned re-starts work, which requires the PPE to prevent and adequately control the risks.

**Employees** are under a statutory duty to make full and proper use of issued personal protective equipment. Employees should also take reasonable steps to ensure it is returned to the accommodation provided for it after use.

Employees that fail to wear/use the correct PPE in a proper manner may be disciplined in accordance with Personnel Procedures.

Employees must also take reasonable care of PPE provided and, as soon as practicable, report to their manager any loss, defect or concerns about PPE serviceability

#### **4.0 APPLICATION TO NON EMPLOYEES**

The Regulations do not apply to people who are not employees; however, other legislation requires that persons not in our employment are not exposed to risks to their Health or Safety. If a DU needs to provide PPE to comply with this duty (e.g. PPE is issued to pupils in schools) it is recommended that this arrangement be followed.

Please note that this arrangement also applies to trainees and children on work experience programmes.

#### **5.0 COMPATIBILITY**

If more than one item of PPE is to be issued and worn at the same time by an employee to control workplace risks, the different items of PPE must be compatible with each other, e.g. certain types of eye protection will not fit correctly if they are worn by somebody wearing a respirator

#### **6.0 THE ASSESSOR**

Managers are to ensure that any person given the task of assessing PPE is fully aware of the legal requirements and how and where the PPE is likely to be used.

#### **7.0 ASSESSMENT OF PERSONAL PROTECTIVE EQUIPMENT**

The Regulations place duties on the Council to ensure that PPE issued to staff is suitable and maintained in good condition.

PPE must always be regarded as the last resort to protect against risks; engineering controls and safe systems of work should always be considered first.

Where a Service manager identifies PPE as the most appropriate means of reducing health and safety risks, which an employee could encounter during their work, the manager must ensure that an assessment is made to determine whether or not the PPE is suitable.

All PPE must:

- be appropriate for the risk(s) involved, the workplace conditions and the period for which it is worn;
- take account of ergonomic requirements and the state of health of the person(s) who may wear it, and of the characteristics of the workstation of each such person;
- fit the wearer correctly after any necessary adjustment;
- so far as practicable, be effective to prevent or adequately control the risk(s) involved without increasing the overall risk;
- display a "CE" mark; conform to relevant harmonised European Standards [i.e. BS EN ...] and, in the case of respiratory equipment, be Health and Safety Executive approved.
- be free from risk to health and provided for individual use only, where hygiene is paramount.

PPE Assessments must be recorded. DU's may use the attached Personal Protective Equipment pro-forma or use their own record system.

Any PPE assessment shall include:

- an assessment of the risk(s), to health which have not been avoided by other means;
- definition of characteristics which PPE must have to be effective against the risk(s), taking into account any risks posed by wearing the PPE
- comparison of preferred PPE against characteristics.
- an assessment as to whether the PPE is compatible with other PPE which is in use and which an employee would be required to wear simultaneously.

## **8.0 REVIEW OF PPE ASSESSMENTS**

The maximum period between assessment reviews should be established. The nature of risk should dictate the actual period. In addition, an assessment is to be reviewed if:

- there is reason to suspect that any element of the assessment is no longer valid;
- there has been a significant change in the work to which the assessment relates.

If the review changes the assessment, (e.g. a new type of PPE is required), these changes must be made forthwith.

## **9.0 MAINTENANCE OF RE-USABLE PERSONAL PROTECTIVE EQUIPMENT**

An effective system of maintenance of reusable PPE is essential to make sure the equipment continues to provide the degree of protection for which it is designed. Maintenance is required under the regulations and includes, where appropriate, cleaning, disinfection, examination, replacement, repair and testing.

Managers are responsible for ensuring that maintenance is carried out. They must also ensure that written maintenance procedures are produced in accordance with advice from PPE manufacturers and any relevant British or European Norm (EN) standards. These procedures, together with any records of tests and examinations, should be kept for a minimum of five years.

Maintenance procedures should, where appropriate, require a competent person to check PPE before it is issued to staff and instruct staff to check their PPE before it is worn.

Maintenance may be in-house or outside depending on the knowledge of staff and complexity of equipment/maintenance procedures.

PPE that require maintenance or repair must be clearly segregated from PPE, which is ready for use. It is recommended that the storage facilities are lockable to prevent unsuspecting people removing and using PPE awaiting maintenance or repair.

## **10.0 ACCOMMODATION FOR PPE**

All DU's are to ensure that accommodation is provided for PPE so that it can be safely stored or kept when it is not in use. Accommodation may be simple, (for example pegs), however, it should be adequate to protect the PPE from contamination, loss or damage by harmful substances, damp, sunlight, excessive heat or cold.

Employees should be instructed to take all reasonable steps to ensure it is returned to the accommodation provided for it after use. So far as is reasonably practicable, employees should not take PPE home.

## **11.0 INFORMATION, INSTRUCTION AND TRAINING**

Directors must ensure all employees who use, supervise that use of or maintain/repair PPE are provided with such information, instructions and training as is adequate and appropriate to enable them to know:

- the risk(s) which the personal protective equipment will avoid or limit;
- the purpose for which and the manner in which personal protective equipment is to be used (for more complex equipment such as respiratory and fall arrest, this may include demonstrations in the wearing of PPE);

- any action to be taken by the employee to ensure that the PPE remains in an effective state, in effective working order, in good repair and to ensure that such information is kept available to employees.

The instruction and training must be comprehensible, kept available and should include:

### **Theoretical training**

- a. explanations of the risks and why PPE is needed;
- b. the operation, performance and limitations of the equipment;
- c. instructions on the selection, use and storage of PPE. Written operating procedures, such as permits to work, involving PPE should be explained;
- d. factors, which can affect the protection provided such as: other protective equipment; personal factors; working conditions; inadequate fitting; defects, damage and wear;
- e. recognising and reporting defects and arrangements for reporting loss.

### **Practical Training**

- a. demonstration and practice in putting on, wearing and removing PPE;
- b. practice and instruction, in inspection and, where appropriate, testing of the PPE before use;
- c. practice and instruction in the maintenance and cleaning of PPE;
- d. instruction in the safe storage of equipment.

The extent of training that is required will depend on type of equipment, how frequently it is used and needs of people being trained (e.g. English may not be the first language of some employees).

Many manufacturers of PPE run training courses for users of their equipment, which Directors may wish to consider.

Refresher training may need to be provided. Training records should be kept by Service managers [see: Section 2 Safety Training Arrangement of the Corporate Health, Safety and Welfare Policy].

**PERSONAL PROTECTIVE EQUIPMENT ASSESSMENT FORM**

**SECTION A**      COMPLETE IN BLOCK CAPITALS

DU/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		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 The Ionising Regulations, The Control of Asbestos at Work Regulations, The Control of Substances Hazardous to Health Regulations, The Noise at Work Regulations.

**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 PPE 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

.....

.....

.....

**SECTION F**

If some PPE is missing please indicate when it will be provided:

Type of PPE	Date Provided or to be Provided
.....	.....
.....	.....
.....	.....
.....	.....

**SECTION G            TO BE COMPLETED BY WEARERS**

I have read the assessment form for the above task and confirm that I understand it. I have also been instructed on how to use, wear and maintain the PPE listed. I have also been informed of how to obtain replacements if the PPE reaches the end of its useful life or breaks.

Name	Signed	Date
.....	.....	.....
.....	.....	.....
.....	.....	.....
.....	.....	.....
.....	.....	.....
.....	.....	.....
.....	.....	.....
.....	.....	.....

# PERSONAL PROTECTIVE EQUIPMENT (PPE) REGISTER

## SECTION H

Project:

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



## APPENDIX B

### FLOW CHART TO ASSIST SERVICES IN COMPLYING WITH POLICY

