



Working Together

Personal Protective Equipment Procedure

August 2019

History of Changes

Version	Description of Change	Authored by	Date
1.1	Definition of PPE changed to reflect wording in 3rd edition of PPE Regs Clear definition for work wear and procedure for ordering	K Drum	05/07/16
2.1	Changed reference from HoF to CLM	K Drum	12/08/19

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1.1 Introduction

The Personal Protective Equipment at Work Regulations 1992 (as amended) came into force on 1.1.93, and were introduced under the provisions of the Health & Safety at Work Act 1974 to enable the UK to implement the requirements of the European Directive 89/656/EEC. The Directive obliges member states to introduce minimum health and safety requirements for the use by workers of Personal Protective Equipment (PPE) at the workplace.

This procedure has been updated to reflect changes incorporated into the third edition (2015).

1.2 The Personal Protective Equipment at Work Regulations 1992 (As amended)

Interpretation (Regulation 2)

PPE means all equipment (including clothing affording protection against the weather) which is intended to be worn or held by a person at work and which affords protection against one or more risks to that person's health or safety, and any addition or accessory designed to meet that objective.

Protective clothing includes - for example - aprons, gloves, safety footwear, safety helmets and high visibility jackets.

Protective equipment includes eye protectors, safety harnesses, respirators and life jackets.

1.3 Disapplication (Regulation 3)

Clothing or work wear

The regulations do not apply to the following types of clothing:

- uniforms provided for the primary purpose of presenting a corporate image.
- ordinary working clothes: and
- 'protective clothing' provided in the food industry primarily for food hygiene purposes

However, where any uniform or clothing protects against a specific risk to health and safety, for example high visibility clothing, it will be subject to the regulations. Weatherproof or insulated clothing is subject to the regulations if it is worn to protect against risks to health and safety, but not otherwise.

Where clothing is provided by the college this will be considered as 'work wear' and the funds for this will be ring-fenced by department at the start of the financial year. Once the budget has been spent, no more funds will be available for 'work wear' until the next financial year. Work wear should be ordered on the PPE/ Work Wear request form, HS 09.

The College does not have to provide protective clothing and equipment that may be used by employees during the playing of competitive sports.

1.4 Provision and Compatibility

Regulation 4 is amended to include extra provisions requiring personal protective equipment (PPE) to be suitable for "the period for which it is worn" and for the "characteristics of the work station" used by individuals.

The added requirement in regulation 4 that, where it is necessary to ensure PPE is hygienic, employers and the self-employed are to ensure workers do not share PPE.

1.5 Provision of Personal Protective Equipment

Except where risks are adequately controlled by other means, the College will provide suitable PPE to employees who may be exposed to those risks.

In addition, any risk assessment carried out should ensure compatibility of PPE with other PPE which might be worn at the same time.

1.6 Charges

The College shall not levy or permit to be levied on any employee in their charge in respect of anything done or provided in pursuance of any specific requirements of the relevant statutory provisions.

Should an employee wish a particular make of PPE, then provided it meets the required specification standards, is suitable for the hazard it protects against and suitable for the wearer, the College will make a reasonable contribution.

Where an assessment of risks has taken place under the Management of Health & Safety at Work Regulations and residual risks exist after control measures have been applied, then the provision of PPE will be a specific requirement for employees. In these circumstances no charge will be made for the PPE.

1.7 Selection of PPE

When selecting items of PPE the College/employee shall ensure that the PPE -

- is appropriate for the risk(s) involved and the conditions at the place where exposure may arise;
- takes ergonomic considerations into account, be capable of being fitted to (and used by) that employee or student, where applicable;
- so far as is practicable, prevent or adequately control the risk of exposure without increasing the overall risk;
- is designed and manufactured to an approved standard.

Where more than one sort of PPE has to be used simultaneously, each must be compatible with the other and full effectiveness must be maintained.

1.8 Assessment of PPE

College employees shall be involved in the proposed provision of PPE to ascertain whether or not it is suitable. Employees shall be involved in the selection of types and styles of PPE in conjunction with the College Health & Safety Manager and will have an informed choice wherever possible.

1.9 Maintenance and Storage

PPE must be maintained by the user - e.g. cleaned, repaired or replaced - in an efficient state.

A reasonable level of spare PPE, spare parts and cleaning materials should be kept to facilitate this. Ordering of replacement PPE should be carried out through the Line Manager and the Health & Safety Manager

Suitable storage arrangements should be made to prevent damage to the PPE, including that which has already been issued.

PPE which has been supplied free of charge by the College for use at work shall remain the property of the College and shall not be used for non-occupational purposes.

1.10 Information, Instruction and training

The College shall ensure that employees are given adequate and comprehensible instructions, information and training in:

- the purpose for which the PPE has been provided;
- the risks it will protect against;
- the correct method of use;
- ensuring that the PPE remains in an efficient state, properly working and in good repair.

Training shall enable employees to use PPE properly, so that risks from particular work activities are adequately controlled.

The College - through the Health & Safety Manager, Line Managers and lecturers - shall give sufficient information, instruction and training to ensure the health and safety of workers using PPE. This includes temporary staff, persons gaining work experience within the College, and students.

1.11 Arrangements for securing the Health and Safety of Employees

The College will, in consultation with staff and their representatives:

- carry out an assessment of proposed PPE to determine whether or not it is suitable;
- take as necessary, measures to remedy any risks found as a result of the assessment;
- replace PPE to meet statutory obligations, as necessary and at no cost to the employee;
- inform every employee of the risks that exist;
- re-assess - as necessary - any substances used, or work processes that have changed.

1.12 Procedures for dealing with Health and Safety Issues

Where an employee raises a matter related to health and safety with the use of PPE, the College shall:

- take all necessary steps to investigate the circumstances;
- take corrective action where appropriate;
- advise the employee of the action taken.

Where a problem arises with the use of PPE staff must:

- inform a responsible person immediately - ie Line Manager, Curriculum Learning Manager;
- in case of an adverse health condition advise the College Occupational Nurse and his/her own general practitioner.

1.13 Safe Systems of Work

The use of PPE is an important means of controlling risks involved in various work activities. To ensure that it is effective, it is necessary to follow the manufacturer's and employer's instructions on its correct use. The following procedures must be observed at all times when using PPE:

- ensure that protective clothing fits properly and adjust PPE so that it is comfortable when working;
- make sure that the PPE is functioning properly, If not report the defect **immediately**;
- when using two (or more) types of PPE together, ensure that items are compatible and that combined use does not reduce their effectiveness;
- report symptoms of discomfort or ill health immediately;
- inform the College of any training requirements;

1.14 Employee and Student Duties

College employees and students are obliged to use PPE in accordance with the instructions and the training they have been given. Employees, self-employed persons and students must return the PPE to the designated storage area or accommodation after use. Sections 7 and 8 of the Health & Safety at Work Act lays down general duties for employees:

- (a) "To take reasonable care of their own Health and Safety, and that of others who may be affected by their acts or omissions"
- (b) "To co-operate with their employer so far as is necessary to enable the employer to comply with his duties under the Act"
- (c) "It is an offence for anyone to intentionally or recklessly interfere with or misuse anything provided in the interests of Health, Safety and Welfare".

The Management of Health & Safety at Work Regulations further require each employee to use properly any equipment, system of work or other measure provided by the employer in accordance with the instruction and advice given. This general duty extends to the proper use of PPE.

Where an item of PPE becomes defective or lost, the employee must report the loss or defect immediately to the employer.

1.15 What does the PPE Purchaser/User need to know?

All PPE should carry a CE mark (this signifies compliance with the relevant European standards of manufacture and performance).

The CE marking signifies that the PPE satisfies certain basic safety requirements and in some cases will have been tested and certified by an independent body.

1.16 Personal Protective Equipment - Requested

As and when items of PPE are required by members of staff, they should in the first instance complete the Form HS09, which is available in the Health and Safety area on the College Intranet, with the approval of their Line Manager. Form HS09 should then be sent on to the College Health & Safety Manager for the purpose of ordering and checking the correct PPE has been selected for the task/risks involved. Form HS09 can, if required, be completed with the help of the Health & Safety Manager if in any doubt about the selection of suitable PPE.

1.17 Personal Protective Equipment - Issued

On receipt of any PPE ordered, all members of staff will then be asked to sign Form HS09 by the College Health & Safety Manager as proof of issue and to confirm their duty to wear the PPE when carrying out the tasks it was supplied for.

1.18 Replacement of existing Personal Protective Equipment

Any member of staff requiring replacement of existing items of PPE should also complete Form HS09 as above. Staff should note that PPE will only be replaced if existing items are needing replaced or defective and not on an annual basis.

1.19 Face Fit testing

As required under the “Control of Substances Hazardous Regulations”, members of staff who use respiratory protective equipment at work are required to undergo a “face-fit test”. This will be under the supervision of a competent Occupational Health staff member.

Face piece fit testing is a method for checking that a tight fitting face piece matches a persons facial features and seals adequately to the wearers face. It will also help ensure that incorrectly fitting face pieces are not selected for use. It is also useful to check that a wearer can put on a respirator face piece correctly to prevent exposure to dust, fumes etc.

An appointment to see an Occupational Health specialist will be made for all existing / new users of respiratory protection.

However staff are reminded that they should report any concerns they may have about their respiratory protective equipment (or any other item of PPE) as they occur.

Equality Impact Assessment

(Rapid impact assessment tool)

What Impacts may there be from this proposal on any group's ability to use the College services?

Procedure: Personal Protective Equipment Procedure

Positive Impacts (Groups affected)	Negative Impacts (Groups affected)
This procedure will ensure the College fulfils its legal obligation as required by the Personal Protective Equipment at Work Regulations 1992	None identified
Actions taken to alleviate any negative Impacts: No negative impacts	
Recommendations: Updated procedure to be adopted	

From the outcome of the rapid equality impact assessment, have negative impacts been identified for any protected characteristic or any other potentially disadvantaged group?

No

Has a full Equality Impact Assessment been recommended?

Yes

No

Reason for recommendation:

No negative impacts

Personal Protective Equipment Procedure

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