



Personal Protective Equipment Procedure

April 2022

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
3.1	Review of Policy	K Fitzgerald	08/04/2022
3.2	Add limb (b) workers, in line with Personal Protective Equipment at Work (Amendment) Regulations 2022 which amend 1992 regulations. Details of amendment included	K Fitzgerald	08/04/2022
3.3	Make amended to brand (1.6)	K Fitzgerald	08/04/2022
3.4	College Nurse updated to Occupational Health provider (1.12)	K Fitzgerald	08/04/2022
3.5	Limb Workers added (1.14)	K Fitzgerald	08/04/2022
3.6	Duties of employees and students amended to "Duties of anyone wearing PPE (1.14)	K Fitzgerald	08/04/2022
3.7	Using the right type of PPE added (1.7)	K Fitzgerald	08/04/2022

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1.1 Introduction

The Personal Protective Equipment at Work Regulations 2022 (amended), which supersede the 1992 regulations, which originally 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 fourth edition (2022).

1.2 The Personal Protective Equipment at Work Regulations 2022 (as Amended)

Interpretation

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.

Amended regulations

On 6 April 2022 the Personal Protective Equipment at Work (Amendment) Regulations 2022 (PPER 2022) came into force. They amend the 1992 Regulations (PPER 1992).

They extend employers' and employees' duties regarding personal protective equipment (PPE) to limb (b) workers.

Duties unchanged but extended

Under PPER 2022, the types of duties and responsibilities on employers and employees under PPER 1992 remain unchanged but are extended to limb (b) workers, as defined in PPER 2022.

If PPE is required, employers must ensure their workers have sufficient information, instruction and training on the use of PPE.

A limb (b) worker now has a duty to use the PPE in accordance with their training and instruction, and ensure it is returned to the storage area provided by their employer.

You can find guidance on the PPE duties in:

What this means for employers

PPER 1992 places a duty on every employer in Great Britain to ensure that suitable PPE is provided to 'employees' who may be exposed to a risk to their health or safety while at work.

PPER 2022 extends this duty to limb (b) workers and came into force on 6 April 2022. Employers need to carefully consider whether the changes to UK law apply to them and their workforce and make the necessary preparations to comply.

What this means for limb (b) workers

If a risk assessment indicates that a limb (b) worker requires PPE to carry out their work activities, the employer must carry out a PPE suitability assessment and provide the PPE free of charge as they do for employees.

The employer is responsible for the maintenance, storage and replacement of any PPE they provide. As a worker, you are required to use the PPE properly following training and instruction from your employer. If the PPE you provide is lost or becomes defective, you should report that to your employer.

Definitions of limb (a) and limb (b) workers

In the UK, section 230(3) of the Employment Rights Act 1996's definition of a worker has 2 limbs:

- Limb (a) describes those with a contract of employment. This group are employees under the Health and Safety at Work etc. Act 1974 and are already in scope of PPER 1992
- Limb (b) describes workers who generally have a more casual employment relationship and work under a contract for service – they do not currently come under the scope of PPER 1992

PPER 2022 draws on this definition of worker and captures both employees and limb (b) workers: "worker" means 'an individual who has entered into or works under:

- *(a) a contract of employment; or*
- *(b) any other contract, whether express or implied and (if it is express) whether oral or in writing, whereby the individual undertakes to do or perform personally any work or services for another party to the contract whose status is not by virtue of the contract that of a client or customer of any profession or business undertaking carried on by the individual, and any references to a worker's contract shall be construed accordingly*
- *General duties of limb (b) workers*

Generally, workers who come under limb (b):

- carry out casual or irregular work for one or more organisations
- after 1 month of continuous service, receive holiday pay but no other employment rights such as the minimum period of statutory notice
- only carry out work if they choose to
- have a contract or other arrangement to do work or services personally for a reward (the contract doesn't have to be written) and only have a limited right to send someone else to do the work, for example swapping shifts with someone on a pre-approved list (subcontracting)
- are not in business for themselves (they do not advertise services directly to customers who can then also book their services directly)

As every employment relationship will be specific to the individual and employer, the precise status of any worker can ultimately only be determined by a court or tribunal.

Please note: These changes do not apply to those who have a 'self-employed' status.

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 workstation" 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 brand 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 exists 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 Personal Protective Equipment

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.

Using the right type of Personal Protective Equipment

When your risk assessment shows you should provide PPE, you need to make sure you choose the right type to protect different parts of the body. This section explains how you can do that.

Eyes

Hazards to the eyes include chemical or metal splash, dust, projectiles, gas and vapour or radiation.

PPE options include safety spectacles, goggles, face screens, face shields and visors.

Make sure the PPE you choose has the right combination of eye protection against various hazards of impact, dust, splash or molten metal. It should also be appropriate for the task and fit the user properly.

Head and neck

Hazards to the head and neck include falling or flying objects, risk of banging the head, hair getting tangled in machinery, chemical drips or splash, climate or extreme temperatures.

PPE options include safety helmets, bump caps and hairnets. Some safety helmets incorporate or can be fitted with specially designed eye or hearing protection. Don't forget neck protection, for example, during welding.

Always replace head protection if it is damaged.

Ears

Hazards to the ears from noise come from a combination of sound level and duration of exposure. Very high-level sounds are a hazard even with short duration.

PPE options include earplugs, earmuffs or semi-insert/canal caps.

Provide the right hearing protectors for the type of work, and make sure workers know how to fit them. Choose protectors that [reduce noise to an acceptable level](#), while allowing for safety and communication.

Hands and arms

Hazards to the hands and arms include abrasion, temperature, cuts, impact, chemicals, electric shock, radiation, biological agents or prolonged immersion in water.

PPE options are gloves (including gloves with a cuff), gauntlets and sleeving that covers part or all of the arm.

Avoid gloves when operating machines such as bench drills, where they might get caught.

Barrier creams are not a substitute for proper PPE. Using separate cotton inner gloves can help prevent skin problems from wearing gloves for long periods. Choose gloves made from materials that are not quickly penetrated by chemicals. There is more guidance on [skin at work](#).

Feet and legs

Hazards to the feet and legs include temperature, electrostatic build-up, slipping, cuts, falling objects, heavy loads, metal and chemical splash or being struck by a vehicle.

PPE options include penetration-resistant safety boots and shoes with protective toecaps or specific footwear, for example foundry boots and chainsaw boots.

Select appropriate footwear for the risks. It can have a variety of sole patterns and materials to help prevent slips in different conditions, including oil or chemical-resistant soles. It can also be anti-static, electrically conductive or thermally insulating.

Lungs

Hazards to the lungs include oxygen-deficient atmospheres, dusts, gases or vapours.

Respiratory protective equipment (RPE) options include respirators which rely on filtering contaminants from workplace air. These can be simple filtering face pieces and respirators or power-assisted respirators. Some RPE may be face fitted.

Some types of RPE give an independent supply of breathable air, for example fresh-air hose, compressed airline and self-contained breathing apparatus.

There is [detailed guidance on RPE](#), including how to make sure [it fits properly](#).

Whole body

Hazards to the whole body include heat, chemical or metal splash, spray from pressure leaks or spray guns, contaminated dust, impact or penetration.

PPE options include safety harnesses, life jackets, conventional or disposable overalls, boiler suits, aprons and chemical suits. Where it is needed, choose material that is flame-retardant, anti-static, chain mail, chemically impermeable or high visibility.

Emergency equipment

Careful selection and maintenance and regular operator training is needed for equipment to use in emergencies, like compressed-air escape breathing apparatus, respirators and safety ropes or harnesses.

1.8 Assessment of Personal Protective Equipment

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 – i.e. Line Manager, Curriculum Learning Manager;
- in case of an adverse health condition advise the Occupational Health provider 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;
- any specific training requirements will be monitored by line manager/Health & Safety manager

1.14 Duties of anyone wearing Personal Protective Equipment

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, students and Limb Workers 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 Personal Protective Equipment 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 person’s 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.

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