

# Health & Safety Policy

## HSP 23

### Personal Protective Equipment (PPE)

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Key Document details:

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<b>Title:</b>	HSP22 – Personal Protective Equipment (PPE)
<b>Author(s):</b>	David Maine
<b>Date:</b>	May 2019
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<b>Application:</b>	This policy applies equally to all The White Horse Federation (TWHF) employees including agency or casual staff, and to all premises where TWHF is either the ‘employer’ or is in control of the premises.

<b>Definitions</b>	For the purpose of this policy, the following definitions apply;	
	Personal Protective Equipment (PPE)	PPE is equipment that will protect the user against health or safety risks at work. It can include items such as safety helmets and hard hats, gloves, eye protection, high-visibility clothing, safety footwear and safety harnesses.
<b>Policy Aims</b>	To meet the requirements of the Personal Protective Equipment at Work Regulations 1992 (as amended) and implement the use of PPE as a last line of defence to protect employees and further reduce the risk of injury from hazards in the workplace that could not be adequately controlled in other ways.  <b>Note:</b> There are specific regulations covering the requirement of PPE for Asbestos, Lead, Noise, Ionising Radiation and Respiratory Protection Equipment.	
<b>Policy</b>	It is the policy of TWHF to provide Personal Protective Equipment (PPE) for all its employees where required. PPE may be required to further reduce the risk of injury even after engineering controls, safe systems of work and other appropriate preventative measures have been applied in the workplace.	
<b>Risk</b>	Exposure to workplace hazards that could have been mitigated by the use of PPE.	
<b>Responsibility</b>	This responsibility is discharged primarily at the line management/operational level.	

**Roles & Responsibilities**

1.	Roles and responsibilities are defined in HSP2 Organisation.  Any specific actions are detailed in the arrangements section below.
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**Arrangements**

1.	<p><b>Assessing Suitable PPE</b></p> <p>Where the risk assessment identifies the need for PPE, consider whether the identified PPE will protect the wearer from the risks identified.</p> <p>To determine suitability:</p> <ul style="list-style-type: none"> <li>• Assess the interactions of the working environment and conditions as factors in determining the suitability of the selected PPE.</li> <li>• Assess the comfort level and compatibility of using the selected PPE especially if other PPE is also being utilised.</li> <li>• Assess whether or not the PPE can be adjusted to suit the wearer.</li> <li>• Assess whether the introduction of PPE would make the work more difficult to accomplish safely or introduce new risks or a higher risk level.</li> </ul>
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	<p><b>Note:</b> Different hazards in the workplace may identify the need for different PPE to provide adequate protection against them. This may mean different PPE being required for different jobs.</p> <p>Your PPE supplier should be able to provide advice on the types of PPE available and their suitability for different tasks.</p>
2.	<p><b>Selection and Use</b></p> <p>When selecting PPE:</p> <ul style="list-style-type: none"> <li>• Choose good quality products which are CE marked in accordance with the Personal Protective Equipment Regulations 2002 – suppliers can advise you;</li> <li>• Choose equipment that suits the wearer – consider the size, fit and weight; you may need to consider the health of the wearer, e.g. if equipment is very heavy, or wearers have pre-existing health issues, standard PPE may not be suitable;</li> <li>• Let users help choose it, they will be more likely to use it.</li> </ul> <p>Using and distributing PPE to employees:</p> <ul style="list-style-type: none"> <li>• Instruct and train people how to use it;</li> <li>• Tell them why it is needed, when to use it and what its limitations are;</li> <li>• Never allow exemptions for those jobs that ‘only take a few minutes’;</li> <li>• If something changes on the job, check the PPE is still appropriate – speak with your supplier, explaining the job to them;</li> <li>• If in doubt, seek further advice from a specialist adviser.</li> <li>• All issued PPE should be recorded. See HSF 23.1 PPE Issue Record</li> </ul> <p><b>Note:</b></p> <ul style="list-style-type: none"> <li>• PPE is to be provided to all employees free of charge.</li> <li>• PPE issued is for use only during employment with TWHF</li> <li>• PPE issued to staff must only be used for TWHF authorised work tasks and must not be used in any other capacity.</li> </ul>
3.	<p><b>Training</b></p> <p>Training measures for employees requiring PPE should include information, instruction and and training on the following:</p> <ul style="list-style-type: none"> <li>• Ensure that anyone using PPE is aware of why it is needed, when to use, repair or replace it, how to report it if there is a fault and its limitations.</li> <li>• Employees should be trained and instructed in how to use PPE properly in accordance with the manufactures/ suppliers guidance.</li> <li>• Managers and supervisors should also be trained and instructed to ensure their staff are using it correctly.</li> <li>• Ensure that staff understand safety signs that advocate the use of PPE, what they mean and where they can get equipment, e.g. for visitors or contractors.</li> </ul>

	<p><b>Maintenance</b></p> <p>To maintain PPE, ensure that employees are competent to carry out routine daily maintenance of PPE issued to them, i.e. equipment is kept clean and in good repair. Simple maintenance can be carried out by the trained wearer, but more intricate repairs should only be done by specialists.</p> <p>Ensure that:</p> <ul style="list-style-type: none"> <li>• Employees make proper use of PPE and report its loss .</li> <li>• Equipment is well looked after and properly stored when it is not being used, e.g. in a dry, clean cupboard, or for smaller items in a box or case;</li> <li>• The manufacturer’s maintenance schedule is followed (including recommended replacement periods and shelf lives);</li> <li>• Replacement parts match the original, e.g. respirator filters;</li> </ul>
	<p><b>CE Marking</b></p> <p>Ensure any PPE you buy is ‘CE’ marked and complies with the requirements of the Personal Protective Equipment Regulations 2002. 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.</p>
	<p><b>Return of PPE Issued</b></p> <p>All PPE remains the property of TWHF and is provided for use undertaking job role responsibilities during employment with TWHF.</p> <p>On leaving the organisation, all staff are required to return all PPE issued for use during their period of employment.</p> <p>All PPE should be returned and accounted for by the last day of employment.</p> <p>Any instances of non-return, refusal to return will be deemed contravention of TWHF policy and appropriate management measures will be implemented for retrieval.</p>
6.	<p><b>Limitations of this Policy</b></p> <p>The policy cannot anticipate all eventualities; therefore professional judgement should be used to identify the appropriate course of action needed to protect those who are vulnerable and/or at risk. This judgement should derive from multi-disciplinary team discussion rather than any one individual where possible.</p>
7.	<p><b>Appendices</b></p> <ol style="list-style-type: none"> <li>1. HSF 23.1 PPE Issue Record</li> <li>2. HSF 23.2 PPE Inspection Record</li> </ol>