

Personal Protective Equipment Procedure

Document Control

Version	Date Document Reviewed	Publication on Web Site	Date of next Review	Summary of main changes
0.1	March 2016	April 2016	March 2017	<ul style="list-style-type: none"> ○ Conversion from Policy to Procedure ○ Checked for legal compliance ○ Minor changes to update terminology or to reflect current practices
0.2	January 2017	January 2017	January 2018	<ul style="list-style-type: none"> ○ Assessment of Personal Protective Equipment section updated to include information on sharing of PPE
0.3	October 2017	October 2017	October 2018	<ul style="list-style-type: none"> ○ Checked for legal compliance
0.4	April 2019	April 2019	November 2019	<ul style="list-style-type: none"> ○ Checked for legal compliance
0.5	August 2021	August 2021	August 2022	<ul style="list-style-type: none"> ○ Checked for legal compliance ○ Reference to the Ionising Radiation Regulations updated to 2017

Personal Protective Equipment Procedure

1 Introduction

This procedure forms part of the University's Health and Safety Management System and should be considered in relation to the University's Safety, Health and Wellbeing Policy.

This procedure applies to all relevant Schools and Departments within the University. The aim is to outline the requirements of the Personal Protective Equipment (PPE) at Work Regulations 1992 (as amended), including the issue and maintenance of personal protective equipment in the workplace.

Where there are existing comprehensive regulations which require the use of Personal Protective Equipment, the PPE Regulations will not take precedence over more specific legislation e.g., The Control of Lead at Work Regulations 2002, The Ionising Radiation Regulations 2017 (IRR17), The Control of Asbestos at Work Regulations 2012, The Control of Substances Hazardous to Health Regulations 2002 (as amended) and The Noise at Work Regulations 2005.

Where there are no current Regulations dealing with the issue of PPE then the PPE Regulations will apply.

2 Accountabilities

A key role in implementing this procedure lies with the Executive Members and all managers who must ensure the requirements in this procedure are addressed and implemented within their area of responsibility and control. In certain circumstances, the advice and assistance of specialist advisors may be required.

3 Procedure

Within the scope of the Regulations 'Personal Protective Equipment' means all equipment (including, if required clothing affording protection against the weather) which is intended to be worn by a person at work to protect him from one or more risks to his health and safety.

The term 'Personal Protective Equipment' does not include uniforms, crash helmets, etc., for protection while travelling on public highways, or equipment used whilst playing competitive sports, unless used by professional instructors e.g. life jackets for canoeists.

Before selection of PPE an assessment must be undertaken to identify those risks for which it is required.

Personal Protective Equipment should always be considered as a last resort in protecting against risks to health and safety as it only protects the person wearing it and effective levels of protection can be reduced if, for example, the PPE doesn't fit correctly or restricts the wearer to some extent by limiting movement or visibility. Therefore, other controls should be considered first, for example, removing the risk completely, using engineering controls and developing safe systems of work.

Assessment of Personal Protective Equipment

When assessing the suitability of PPE for the particular risks involved and for the circumstances of its use, the following should be taken into consideration:

- the activity involved and the risks for which protection is needed. For example, safety glasses may be required to protect against the risk of both chemical splashes and projectiles.
- the physical effort required to do the job, how long the PPE has to be worn, and the requirements for visibility and communication
- the environment and surrounding conditions, for example the weather if working outside, temperature, noise, ventilation etc
- the health of the person wearing the PPE. PPE made of certain materials should not be issued to workers if they are known to cause allergies, for example latex gloves
- where more than one item of PPE is required, they are compatible and continue to offer adequate protection against the risks in question
- information from the PPE manufacturers/suppliers

All PPE selected must bear the 'CE' mark and comply with the Personal Protective Equipment Regulations concerning the design or manufacture of PPE with regard to health and safety.

Most PPE should be provided for personal use however it can be shared where it is only required for limited periods and can be properly cleaned and where required, decontaminated to ensure there are no health risks to the next person using it. Where a cleaning/decontamination regime is required, the relevant School/Department should ensure this is documented and communicated to the relevant persons.

Details on selecting appropriate PPE can be found in the guidance to the PPE Regulations – see section 4 of this procedure for further information.

Once a range of potentially suitable PPE has been identified, the persons using it should be involved to ensure a suitable fit, comfort and compatibility with the activity to be carried out.

The PPE requirements should be recorded on the [PPE assessment template](#) (Part 4 of the General Risk Assessment Template).

Maintenance/Replacement of Personal Protective Equipment

Where PPE has been issued, this shall be maintained in an efficient state, efficient working order and in good repair and the member of staff should also receive appropriate information and training on its' maintenance, including ensuring that PPE is examined before issue and use.

Information on maintenance and inspection of the PPE used should be gained from the manufacturer or supplier and these instructions should be followed.

Periodic inspection of PPE should be undertaken to ensure maintenance schedules are being adhered to.

Accommodation for Personal Protective Equipment

Arrangements should be made so that PPE can be safely stored when not in use (e.g. lockers, spectacle cases, clothes pegs etc) and the storage facility shall be sufficient to protect PPE from contamination.

Usable PPE should be clearly segregated from PPE awaiting repair or maintenance and any PPE which has become contaminated during use must be stored separately from ordinary clothing.

A notification process should be in place for damaged or contaminated equipment and an identified process for the cleaning of equipment such as overalls.

Information, Instruction and Training

Any member of staff requiring to wear PPE shall be provided with information, instruction and training which is appropriate to the PPE being worn.

A programme of training for each item of PPE to include the following;

- The risks which this PPE will control
- Operation, adjustment and limitations of the PPE
- Storage of PPE
- Any factors which may affect the performance of the PPE
- Maintenance schedules
- Identifying defects

The training shall be repeated as appropriate and all records of training/retraining shall be kept.

Use of Personal Protective Equipment

Where Personal Protective Equipment has been issued, steps shall be taken to ensure it is properly used. This can be achieved by undertaking periodic inspections to monitor the proper use of PPE.

Staff should wear the PPE provided in accordance with the instruction and training received and return PPE to the proper storage area after use.

Reporting Loss or Defect

The School/Department should ensure that arrangements are in place to allow staff to report lost or defective PPE and that the PPE is issued with a replacement or the defect repaired.

Every member of staff must report any loss or defect in personal protective equipment to their direct supervisor as soon as the loss or defect is identified and report any concerns regarding the serviceability of their PPE.

4 Further Information

A copy of the guidance on the PPE Regulations can be downloaded from the Health and Safety Executive website via the following link

<http://www.hse.gov.uk/pubns/books/l25.htm>