

Personal Protective Equipment PPE Policy

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Approved by: College of Management
Council of Trustees

Date: February 2018
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Review information: Version 2 reviewed by Kaycee Fordham.
No significant changes from Version 1 based on Mentor guidance.
Review date: December 2018
Date for review: October 2020 (unless new legislation is forthcoming beforehand).

Introduction

There are about 50 deaths and more than 3,500 major injuries each year caused by falls from height. Working at height is defined by the Health and Safety Executive as: 'Work in any place, including a place at or below ground level, or obtaining access to or egress from such a place, while at work, except by a staircase, where, if suitable measures were not taken, a person could fall a distance likely to cause personal injury'. This means that anyone undertaking any work where they could fall is working at height and therefore the risk this poses must be taken into consideration and properly controlled.

Personal Protective Equipment (PPE) is all equipment (including clothing providing protection against the weather) which is intended to be worn or held by people at work and which protects them against one or more risks to their health or safety.

Examples include: safety helmets, gloves, eye protection, high-visibility clothing, safety footwear.

Items not classed as PPE under the current legislation include:

- ordinary uniforms and work clothes which do not provide any protection
- equipment used while taking part in sport
- personal protection used for travelling on a road, as defined by the Road Traffic Act.

The main purpose of PPE is to protect employees from risk of injury. According to the hierarchy of controls, PPE should only be used as a last resort or in combination with other risk control measures. It is vital that PPE is issued in conjunction with adequate training.

Policy - Statement of Intent

The aim of this policy is to ensure, so far as is reasonably practicable, the health, safety and welfare of our employees while they are at work, in relation to the provision and use of PPE, and to comply with all relevant legislation.

Employer Responsibilities

To ensure that the use of PPE will be undertaken safely and that our policy will be clearly understood throughout the school, we will:

- ensure suitable PPE is provided free of charge where necessary;
- ensure that where PPE is provided, it is suitable for use;
- provide employees with adequate information, instruction and training to enable them to use PPE safely;
- provide adequate storage facilities for PPE;
- provide resources to maintain PPE;
- monitor the use of PPE to ensure that it is being used correctly;
- ensure that adequate resources are made available to fulfil the requirements of this policy; and
- review this policy at least annually or more frequently if significant changes occur.

Procedure

To fulfil our responsibilities as outlined above, we will:

- identify all operations and activities that may require the provision of PPE;
- avoid, wherever possible, the requirement for PPE by introducing other risk control measures;
- ensure our risk assessments identify the need for PPE as a control measure, where relevant, and that they take into consideration fit, comfort and compatibility with other items of PPE used simultaneously;
- train all employees in the risks presented by their work activities and how these can be controlled by using PPE in the correct manner;
- arrange for adequate accommodation for the correct storage of PPE;
- implement steps for the correct maintenance, cleaning and repair of PPE, according to manufacturers' instructions;
- implement a fault reporting system for employees to report broken or damaged PPE;
- replace PPE provided as necessary and at no cost to the employee;
- monitor the use of PPE in the workplace to ensure it is being worn correctly as outlined in the risk assessment process; and
- review, and amend as necessary, risk assessments on an annual basis, when significant changes or accidents occur or when we have any reason to believe the assessment is no longer valid.

Controls

- Health & Safety Induction and Annual Confirmation
- PPE Requirement Register
- PPE Briefing
- PPE Issue Record Form
- Defect Report Form
- Health Monitoring Form

Information/advice/guidance:

- HSE guide: Personal Protective Equipment (PPE) at work
<http://www.hse.gov.uk/pubns/indg174.pdf>

Compliance:

- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999
- The Personal Protective Equipment Regulations 2002 and the Personal Protective Equipment at Work Regulations 1992 (as amended) give the main requirements.
- The Equality Act 2010

Linked Policies:

- Health and Safety Policy
- Risk Management Policy
- Staff Induction Policy