



## **Safety & Wellbeing Policy Arrangement**

### **Section 18 – Personal Protective Equipment**

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## **Section 18 – Personal Protective Equipment**

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Further guidance on this matter can also be obtained from the Health and Safety Unit  
Telephone No. 01698 520645

## 1. Introduction

The Personal Protective Equipment at Work Regulations 1992, hereafter referred to as the Regulations, came into force on 1 January 1993 and lay down minimum requirements for Personal Protective Equipment used by workers in the course of employment. The Regulations define PPE as “all equipment (including clothing affording protection against the weather) which is intended to be worn or held by a person at work and which protects him/her against one or more risks to his/her safety and health and any addition or accessory designed to meet that objective.”

It is stressed that PPE should only be provided and used when the risks cannot be adequately controlled by other means (e.g. engineering controls, safe systems of work etc.)

1.1 The Regulations require employers to:

1. Assess the risks.
2. Select PPE which:
  - (a) protects against the risks;
  - (b) is suitable for the employee, including fitting correctly;
  - (c) is compatible with the work and any other PPE which is required to be worn;
  - (d) complies with EEC provisions on design and manufacture.
3. Provide suitable PPE free of charge.
4. Maintain PPE in clean good working order.
5. Provide information, instruction and training in the use of PPE.
6. Provide accommodation for PPE.
7. Ensure that PPE, provided under these Regulations, is properly used.

Employees are required to use PPE properly, in conjunction with the training and instructions they receive, report loss or any defects and return it to the accommodation after use.

1.2 For clarification, the following items are not regarded as PPE for the purposes of the Regulations.

- (a) ordinary working clothes and uniforms which do not specifically protect the health and safety of the wearer;
- (b) an offensive weapon used as self-defence or as deterrent equipment
- (c) portable devices for detecting and signalling risks and nuisances;
- (d) P.P.E. used for protection while travelling on a road within the meaning of the Roads (Scotland) Act 1984 (Section 151);

- (e) equipment used during the playing of competitive sports;
- (f) any other item of P.P.E. required by other specific regulations, for example, personal gas detectors or radiation dose meters.

## **2. Statement**

Where risk assessment identifies PPE as a control measure, this will be provided by the Council in accordance with the Personal Protective Equipment at Work Regulations 1992.

Any PPE supplied by the Council will be suitable and appropriate for the risks involved, fit the wearer correctly and will, so far as is practicable, be effective to adequately control the risks.

Prior to supplying the equipment, an assessment will be carried out to ensure that it is effective against the identified risks. The PPE will be maintained in an efficient state, in efficient working order, good repair and will be kept in appropriate accommodation when not in use.

All employees are required to use PPE in accordance with training and/or instructions received.

## **3. Implementation and Review**

Where applicable, each Service should implement these arrangements, or, in consultation with the Council Health and Safety Officer, an adaptation of the arrangements more suitable for operational needs. A copy of the Service arrangements will be lodged with the Business Organisational and People Solutions.

These arrangements will be reviewed on a regular basis in line with changes in legislative requirements, working practices etc.

The Council Health and Safety Officer will monitor to ascertain that, where applicable, each service has implemented these arrangements or an agreed adaptation of them. This monitoring is independent of the monitoring that should take place at an operational level to ensure PPE is being used properly.

## **4. Assessments**

Services should identify all tasks for which PPE will be required; assess the risks against which the PPE is expected to protect, and estimate the required performance of the PPE before selection. Most assessments will not require to be in writing although PPE Assessment Form Part 1 (Appendix 1) should be used to record the selection of PPE for each task. Where high risk activities are assessed or \*'Complex' PPE is required, assessments require to be in writing and Assessment Form Part 2 (Appendix 2) should be used.

\* Complex PPE is defined in Appendix 3.

Assessments will require to be reviewed if there is a significant change in the work.

## 5 Selection and Provision

As well as protecting against the identified risks, services when selecting PPE will require to take into account ergonomic requirements, the state of health of the wearer and the capability of the PPE to fit the wearer correctly. This could mean providing a range of specific types (e.g. goggles) rather than one type.

When specifying PPE either directly or through Procurement, Services will need to consider what they require from suppliers in addition to the basic item being purchased, to ensure that the equipment can be maintained and to ensure that users can be adequately trained (See Appendix 4). There will be no charge to employees for personal protection required at work. On some occasions employees may pay towards the provision of a more aesthetically pleasing style or make as long as the level of protection required is not diluted, for example the provision of prescription safety glasses or safety boots.

When Respiratory Protective Equipment (RPE) is being selected not only must it adequately remove the hazard but the need for face fit testing must be discussed with the relevant Service Health and Safety team.

## 6 Maintenance

Services will require to ensure that PPE is maintained (including cleaned or replaced as appropriate) in an efficient state, good working order and in good repair. Most PPE will be provided on a personal basis. However, where an item of PPE is used by a number of people, arrangements for cleaning and disinfecting will require to be made. The issue of who should carry out maintenance is covered in Appendix 4. It should be noted that, for some items of PPE there are statutory requirements for examination, (e.g. Respiratory Protection Equipment under COSHH) and systems should be introduced to ensure that these requirements are met.

## 7 Accommodation

Services will need to provide appropriate accommodation for PPE when it is not being used. This should be adequate to protect PPE from contamination, loss or damage from, for example, harmful substances, damp or sunlight.

This accommodation may be basic – pegs, lockers, etc. in fixed installations and carrying cases or boxes for mobile workers.

## 8 Information, Instruction and Training

Services have a duty to provide suitable information, instruction and training to enable them to make effective use of the PPE provided to protect them against the assessed risks. Everyone involved in the use or maintenance of PPE should, therefore, be adequately trained or instructed.

Training requirements can be split into two sections:

## i) Management Training

Those persons undertaking assessments will require to be trained to understand the basics of the Regulations.

Such training should also consider the steps to be followed when assessing the requirements and limitations of various PPE, bearing in mind that the principle of protection is to prevent, or at least control, the risk. It will be essential for the Assessor to be able to determine the hazards and the risks and have a knowledge of alternative methods of control.

The training should enable managers to decide on the type, standard and specifications of the personal protective equipment to be used in their area of control.

Training will be required for those expected to complete PPE Assessment Forms HSF20 and HSF21 (refer to Appendix 1 and 2).

## ii) Users' Training

The instruction and training should include:

### (a) Theoretical Training

- (i) an explanation of the risks present and why the PPE is needed;
- (ii) the operation, performance and limitations of the equipment;
- (iii) instructions on the selection, use and storage of the PPE related to the intended use. Written operating instructions such as permits to work involving PPE should be explained;
- (iv) factors which can affect the protection provided by the PPE such as: other protective equipment; personal factors; working conditions; inadequate fitting; and defects, damage and wear;
- (v) recognising defects in the PPE and arrangements for reporting loss or defects.

### (b) Practical Training

- (i) practice in putting on, wearing and removing the equipment;
- (ii) practice and instruction in inspection, and where appropriate, testing of the PPE before use;
- (iii) practice and instruction in the maintenance which can be done by the user, such as cleaning and the replacement of certain components;
- (iv) instruction in the safe storage of equipment.

Appendix 5 can be used to provide some initial information to PPE users as it replicates the content of Information Sheet IS79 – Personal Protective Equipment.

## 9 Employees' Duties

Employees are required to make full and proper use of PPE, to ensure that it is returned to the accommodation after use and to report to their employer any loss or obvious defect in that PPE.

Although these duties have been placed on employees, employers are required to enforce the use of PPE by taking all reasonable steps to ensure that it is properly used.

**Personal Protective Equipment - Assessment Form** **Part 1**

Service \_\_\_\_\_ Location \_\_\_\_\_ Ref. \_\_\_\_\_

<b>TASK/OPERATION</b>		<b>RISKS</b>																																							
		<b>The PPE at Work Regulations 1992</b>										<b>Specialist Regulations such as CAR, COSHH and NAW Regulations will each apply to the appropriate hazard</b>																													
		<b>PHYSICAL</b>					<b>THERMAL</b>					<b>RADIATION</b>					<b>CHEMICAL</b>					<b>BIOLOGICAL</b>																			
		<b>MECHANICAL</b>			<b>Slipping, Falling Over</b>		<b>Scalds, Heat, Fire</b>		<b>Cold</b>			<b>Electrical</b>		<b>Non-Ionising Radiation</b>		<b>Ionising Radiation</b>			<b>Noise</b>			<b>AEROSOLS</b>			<b>LIQUIDS</b>																
<b>Falls from a height</b>		<b>Blows, Cuts, Impact, Crushing</b>	<b>Stabs, Cuts, Grazes</b>		<b>Vibration</b>	<b>Scalds, Heat, Fire</b>		<b>Cold</b>			<b>Electrical</b>		<b>Non-Ionising Radiation</b>		<b>Ionising Radiation</b>			<b>Noise</b>			<b>Dust Fibre</b>			<b>Fume</b>		<b>Vapours</b>		<b>Immersion</b>		<b>Splashes, Spurts</b>		<b>Gasses, Vapours</b>		<b>Harmful Bacteria</b>		<b>Harmful Viruses</b>		<b>Fungi</b>		<b>Non- Microbe biological</b>	
<b>PARTS OF THE BODY</b>	<b>HEAD</b>	Cranium																																							
		Ears																																							
		Eyes																																							
		Respiratory tract																																							
		Face																																							
		Whole Head																																							
	<b>UPPER LIMBS</b>	Hands																																							
		Arms (parts)																																							
	<b>LOWER LIMBS</b>	Foot																																							
		Legs (parts)																																							
	<b>VARIOUS</b>	Skin																																							
		Trunk/ Abdomen																																							
Whole Body																																									
<b>PPE Recommended (Type/Model)</b>																																									

Signed: \_\_\_\_\_ Date: \_\_\_\_\_



**FOR COMPLEX PPE/HIGH RISK OPERATIONS – COMPLETE ASSESSMENT FORM PART 2**



**PERSONAL PROTECTIVE EQUIPMENT ASSESSMENT FORM** **PART 2**

<b>Task/Operation</b>	<b>Ref.</b>
<b>Service</b>	<b>Location</b>
<b>Description of Task</b>	
<b>Risk(s)</b>	
<b>Reason for PPE as Control Measure (NOTE: PPE used as last resort)</b>	
<b>Required Performance/Characteristics of PPE</b>	
<b>PPE Selected</b>	
<b>Risk Controlled</b>	YES <input type="checkbox"/> NO <input type="checkbox"/>
<b>PPE Suitable for Wearer</b>	YES <input type="checkbox"/> NO <input type="checkbox"/>
<b>Further Recommendations/Comments</b>	
<b>Signed:</b> _____	<b>Date:</b> _____

**“PPE unit of complex design” means a PPE unit which is:**

- (a) a filtering respiratory unit for protection against solid or liquid aerosols or against irritant, dangerous, toxic or radiotoxic gases;
- (b) a respiratory unit to provide full insulation from the atmosphere, including a unit used in driving;
- (c) a unit to provide only limited protection against chemical attack or against ionising radiation;
- (d) an emergency unit for protection (other than a unit within paragraph (e) of this definition) in an environment the effects of which are comparable to those of an air temperature of 100 degrees Celsius or more (“a high temperature environment”);
- (e) an emergency unit for protection in a high temperature environment in which there may be present a high level of infra-red radiation, flames or the projection of large amounts of molten material;
- (f) an emergency unit for protection in an environment the effects of which are comparable to those of an air temperature of minus 50 degrees Celsius or less;
- (g) a unit for protection against falls from a height;
- (h) a unit for protection against electrical risks including dangerous voltages or for insulation from the risks encountered in work on high tension electrical equipment;
- (i) a motor cycle helmet or visor,
- (j) in any case where there is:
  - (i) a risk of mortal danger to the individual wearing or holding the unit; or
  - (ii) a risk which may seriously and irreversibly harm the health of such an individual,

and where the designer cannot reasonably assume that the individual will himself identify the effect of the risk in sufficient time to avoid any adverse effect.

**FACTORS TO BE CONSIDERED WHEN SPECIFYING PERSONAL PROTECTIVE EQUIPMENT****1. GENERAL**

The minimum requirement should be for suppliers to provide maintenance schedules/instructions (including recommended replacement periods and shelf lives) and training schedules which should include both theoretical training and practical training.

When specifying PPE requirements, services will also need to be clear as to which PPE requires to carry the CE mark as “ordinary working clothes” and uniforms may be excluded. They may require to take appropriate steps to verify that the correct procedure has been undertaken by the suppliers to obtain authorisation to use the CE mark. For PPE which is not “complex”, e.g. goggles, safety helmets, protective footwear, it should be noted that there are no specific quality control measures required to ensure that the standard of the prototype submitted to the test house is maintained. Services may consider implementing some system of monitoring the standard of this type of PPE or satisfy themselves that the quality systems of the suppliers are adequate.

**2. MAINTENANCE**

Prior to specifying PPE, decisions will require to be made on the following:

- (a) Does the PPE require maintenance?
- (b) Who will carry out maintenance work?
- (c) Will spare parts require to be supplied?
- (d) Will users or other staff require training to carry out maintenance tasks?
- (e) How will maintenance checks be recorded?

Question (b) above may have more than one answer with in-house personnel carrying out simple maintenance and more intricate repairs undertaken by the supplier.

Services will require to decide which option is best for each item of equipment and write into specifications exactly what is required of the supplier of the equipment.

**3. TRAINING**

Users must be trained in the proper use of the PPE, how to wear it and what its limitations are. The extent of the training will depend on the complexity and performance of the equipment. There are a number of options on who should carry out the training. For example:

- (a) Suppliers provide training schedules and staff train users;
- (b) Suppliers train in-house trainers who cascade training down to users.
- (c) Suppliers train users.

Services will require to decide which option is best for each item of equipment and write into specifications exactly what is required of the supplier of the equipment.

## Employee Information Sheet - Personal Protective Equipment (PPE)

The law requires the Council to consider the appropriate provision and use of 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.

Cycle helmets or crash helmets worn by employees on the roads are not covered by the Regulations. Motorcycle helmets are legally required under road traffic legislation.

### What do the Regulations require?

PPE should be used as a last resort. Wherever there are risks to health and safety that cannot be adequately controlled in other ways, then the law requires that provided PPE is:

- properly assessed before use to make sure it is fit for purpose;
- maintained and stored properly;
- provided with instructions on how to use it safely;
- used correctly by employees.

### Assessing suitable PPE

To make sure the right type of PPE is chosen consideration needs to be given to the different hazards in the workplace and identify the PPE that will provide adequate protection against them.

This may be different for each work activity and should include:

- Does the PPE protect the wearer from the risks and take account of the environmental conditions where the task is taking place? For example eye protection designed to protect against chemicals may not offer adequate protection when using an angle grinder to cut steel or stone.
- Does the PPE increase the overall level of risk or add new risks, e.g. by making communication more difficult?
- Can it be adjusted to fit the wearer correctly?
- What are the needs of the job and the demands it places on the wearer? For example, the length of time the PPE needs to be worn, the physical effort required to do the job or the requirements for visibility and communication.
- If someone wears more than one item of PPE, are they compatible? For example does using a respirator make it difficult to fit eye protection properly?



## Selection and use

When selecting PPE it is important to ensure that:

- good quality products which are CE marked in accordance with the Personal Protective Equipment Regulations 2002 are chosen;
- equipment that suits the wearer (consider the size, fit and weight etc) is chosen;
- users are involved in choosing the PPE options
- PPE users are shown how to use it;
- PPE users are made aware of why it is needed, when to use it and what its limitations are.

## The hazards and types of PPE

PPE can be used to provide protection in a number of ways, this includes:

Eyes – e.g. protection from chemical or metal splash, dust, projectiles, gas and vapour, radiation by provision of safety spectacles, goggles, face-shields, visors.



Head – e.g. protection from impact from falling or flying objects, risk of head bumping, hair entanglement by the provision of a range of helmets, hard hats and bump caps.

Breathing – e.g. protection from dust, vapour, gas, oxygen-deficient atmospheres by providing disposable filtering face-piece or respirator, half- or full-face respirators, airfed helmets or breathing apparatus. Face fit testing may be required prior to the use of some respirators.

Protecting the body – e.g. protection from temperature extremes, adverse weather, chemical or metal splash, spray from pressure leaks or spray guns, impact or penetration, contaminated dust, excessive wear or entanglement of own clothing by the provision of conventional or disposable overalls, boiler suits, specialist protective clothing, e.g. chain-mail aprons, high-visibility clothing.

Hands and arms – e.g. protection from abrasion, temperature extremes, cuts and punctures, impact, chemicals, electric shock, skin infection, disease or contamination by the provision of gloves, gauntlets, mitts, wrist-cuffs, armllets.

Feet and legs – e.g. protection from the wet, electrostatic build-up, slipping, cuts and punctures, falling objects, metal and chemical splash, abrasion by the provision of safety boots and shoes with protective toe caps and penetration-resistant mid-sole, gaiters, leggings, spats etc.

## Training

It is not enough to simply give PPE out there is a need to provide some degree of information, instruction and training on its safe use, storage and maintenance.

## Maintenance

Inspection and maintenance of the PPE is critical and, in the first instance, is very often the responsibility of the user. The users need to inspect PPE before use and consider the following:

- is the equipment 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?;
- is the equipment being kept clean and in good repair?;
- is simple maintenance being undertaken by the user (in accordance with their training)? More intricate repairs should only be done by specialists;
- make sure replacement parts match the original, e.g. respirator filters;
- users need to know who is responsible for maintenance and/or how to do it;
- users need to know how to make proper use of PPE and how to report any damage, fault or loss.

Make sure suitable replacement PPE is readily available. In some situations it may also be prudent to have a supply of disposable PPE, e.g. for visitors who need protective clothing. Replace items that have past their “use by dates”.

### **Legal Position on Charging for PPE**

Where necessary PPE has been identified and is made available to an employee then the employer cannot ask for money from an employee for that PPE. On some occasions employees may pay towards the provision of a more aesthetically pleasing style or make as long as the level of protection required is not diluted, for example the provision of prescription safety glasses or safety boots.

### **Key points to remember**

- ✓ Health and safety risks should be adequately controlled without using PPE.

If not, check that:

- ✓ Suitable and appropriate PPE is being provided;
- ✓ Necessary PPE is being provided free of charge;
- ✓ An assessment has been undertaken to ensure that the types of PPE being used are suitable to protect against the hazard(s) and the related work tasks;
- ✓ Steps have been taken to ensure necessary PPE fits employees well. (Good practice will involve the users in the selection/procurement process);
- ✓ Where more than one item of PPE is being worn then they are compatible with each other;
- ✓ All users are adequately trained in safe use, inspection and maintenance of their PPE together with the actions to be taken when it is lost or damaged;
- ✓ Clean and appropriate storage is provided for PPE;
- ✓ That the needs of the job and demands it places on the wearer been considered, for example, physical effort and the need to communicate.
- ✓ If respiratory protective equipment (RPE) is being used then face fit testing of each individual may be needed. Discuss this with your line manager.

**Impact Assessments**

**Document Title:** Health and Safety Policy - Arrangement Section 18 – Personal Protective Equipment

**Environmental Impact Assessment:** This document has been assessed for significant environmental impact; no detrimental impact has been identified

**Equality Impact Assessment:** This document has been assessed for significant equality implications; no significant issues have been identified.

**General Comments:** This document is the arrangement section relating the duty to undertake risk assessments associated with the use of Personal Protective Equipment (PPE). This action is required in compliance with the Council's health and safety policy and the Health and Safety at Work Act 1974. The general aims of the council are to ensure a healthy and safe working environment for all persons working for or make use of Council Services. Nothing in the document serves to have a negative impact on either of the above topics. In general, this and associated documents will encourage positive consideration of relevant factors to ensure all members of the workforce and community are afforded access to the same safe and healthy workplace.