

CORPORATE PROCEDURE

Personal Protective Equipment (PPE)

1 Aim of the procedure

The aim of this Corporate Procedure is to ensure Personal Protective Equipment (PPE) is provided and used wherever there are risks to health and safety that cannot be adequately controlled by other means, which are equally or more effective.

2 Responsibilities

2.1 Corporate Directors

Corporate Directors will be responsible for the overall implementation of this Corporate Procedure.

2.2 Heads of Service

Heads of Service will be responsible for the day-to-day implementation of this Corporate Procedure and will ensure the provision of the necessary resources to ensure a safe system of work, comply with the requirements of the policy and the regulations.

2.3 Governing Bodies of Schools Maintained by Education Authority

There is a shared overall responsibility for health, safety and welfare between the LEA, governing body and Headteacher.

2.4 Managers/Team Leaders/Headteachers

2.4.1 Managers/ Team Leaders/Headteachers are responsible for ensuring the implementation of this Corporate Procedure within their workplaces to comply with management guidance.

2.4.2 Managers / Team Leaders/ Headteachers are responsible for: -

- Conducting and reviewing risk assessments and implementing control measures, where necessary
- Ensuring where an assessment identifies the need for PPE that suitable PPE is provided and is always easily available to all employees that need to use it.

- Ensuring that adequate information and training is provided to all employees who need to use, maintain or select PPE.
- Ensuring that any injuries, ill health or incidents relating to the use of PPE are investigated, with remedial action(s) taken (if appropriate).
- Ensuring that the use and maintenance of PPE is regularly monitored and reviewed.
- Ensuring that employees use the PPE provided properly.
- Ensuring that special arrangements are made, where necessary and possible, for individuals with health conditions that could be affected by the use of PPE.

2.5 Employees

All employees will: -

- Use all PPE provided wherever it is required to be use
- Attend training sessions and comply with the training, instruction and information provided
- Check the condition of their PPE prior to every occasion it is use
- Use the PPE provided in accordance with the training given
- Ensure that it is returned to its correct storage area after use
- Store, clean and maintain their PPE correctly
- Report any losses, defects or other problems with PPE to their line manager or another responsible person immediately
- Report to management, in confidence, any personal conditions that may affect their ability to use the PPE

3 Information and Training

- 3.1 Employees shall be provided with sufficient information, instruction and training, including demonstrations in the wearing of PPE.
- 3.2 This includes temporary staff, persons gaining work experience, contractors, as well as those in direct employment.
- 3.3 Departmental managers who are responsible for users of PPE will also receive appropriate training, as will those responsible for selecting and maintaining it.

- 3.4 For low risk hazards involving simple pieces of PPE, this training will generally be conducted by a competent person “on the job” or induction sessions.
- 3.5 Where the task constitutes a significant risk to health or the use of more complex or multiple pieces of PPE, a written safe system of work should be adopted. This should include:
- Conducting a pre-use check;
 - How to use the PPE;
 - How the PPE works, performance and limitations;
 - How to fit the PPE properly
 - What to do if the PPE fails whilst in use
 - Where the maintenance record is; and
 - How to clean, decontaminate or dispose of the PPE safely
- 3.6 Refresher training should be conducted at regular intervals. Refresher training in the use of complex items of PPE must be given at frequent intervals, particularly when the piece of equipment is not in regular use.
- 3.7 A record of all training should be kept for each individual.

4 PPE and Designated Safety Zones

- 4.1 PPE must be used where and when identified in a risk assessment. The use of “BLUE” mandatory safety signs indicate areas where PPE must be worn. Everybody entering these areas must wear the PPE specified. Advice regarding signage may be obtained from The Corporate Health and Safety Section.

5 Compatibility of Personal Protective Equipment

- 5.1 If more than one item of PPE is being worn, the different items of PPE must be compatible with each other. For example, certain types of respirators will not fit properly and give adequate protection if a safety helmet is worn. In such cases when selecting PPE it should be ensured that both items when used together will adequately control the risks against which they are provided to protect.

6 Selection of suitable PPE

- 6.1 Once the Manager/Competent Person identifies the potential hazards, there may be several types of PPE that would offer suitable protection. The risks at the workplace and the parts of the body endangered are the two key elements to consider in this assessment process.

For example, when assessing the need for eye protection, Managers/Supervisors shall identify the types of hazards present, such as airborne dust, liquid splashes or projectiles, and then assess the degree of risk – for example the likely size and velocity of the projectiles. They can then select a suitable type of PPE from the range of ‘CE’ marked equipment available. In this case, eye protection is designed for dust or chemical protection, and to different levels of impact resistance.

- 6.2 When selecting PPE to be used while doing a job, the nature of the job and the demands it places on the worker should be taken into account. This will involve considering the physical effort required to do the job, the methods of work, how long the PPE needs to be worn, and requirements for visibility and communication. Those doing the job should always be involved in the assessment process. The aim should always be to choose PPE which will give minimum discomfort to the wearer, as uncomfortable equipment is unlikely to be worn properly.

7 Maintenance and replacement of personal protective equipment

- 7.1 It is essential that an effective PPE maintenance system be implemented.

Maintenance includes: -

- Cleaning
- Disinfection
- Examination
- Replacement
- Repair
- Testing

Maintenance programmes will vary with the type of equipment and the use to which it is put. For example, mechanical fall arrestors will require a regular planned preventative maintenance programme which will include examination, testing and overhaul. However, gloves may only require regular visual inspections by the user, depending on what they are being used to protect against. These inspections will not need to be documented unless a defect has been identified.

- 7.2 In general, PPE should be examined to ensure that it is in good working order, before being issued to the wearer. The user should also examine PPE before it is put on and should not be worn if it is found to be defective.

8 Accommodation for personal protective equipment

The Manager needs to ensure that accommodation is provided for PPE so that it can be safely stored or kept when it is not in use. Accommodation may be simple, for example, pegs for weatherproof clothing or safety

helmets. It need not be fixed, for example, safety spectacles could be kept by the user in a suitable carrying case, and PPE used by mobile workers can be stored in suitable containers in their vehicle. The storage should be adequate to protect the PPE from contamination, loss or damage by for example harmful substances, damp or sunlight.