1. **OBJECTIVE AND SCOPE**

Personal Protective Equipment is one of a number of procedures forming East Ayrshire Leisure’s Health and Safety Policy written arrangements in compliance with general duties under the Health and Safety at Work etc. Act 1974.

This standard outlines the arrangements in place for the provision of personal protective equipment (PPE) in the workplace and relates specifically to compliance under the [Personal Protective Equipment at Work Regulations 1992](http://www.legislation.gov.uk/uksi/1992/2966/contents/made).

[Personal Protective Equipment at Work L25](http://www.hse.gov.uk/pubns/priced/l25.pdf) (third edition) and a [Short Guide to the PPE at Work Regulations INDG 174](http://www.hse.gov.uk/pubns/indg174.pdf) provides further useful information for managers.

1. **RESPONSIBILITY**

Overall responsibility for this standard belongs to the Chief Officer and Development Managers. Co-ordinators and Supervisors are responsible for ensuring arrangements are fully implemented within their areas of control. Employees are responsible for ensuring they wear all items of PPE issued for any work activity or task where a risk to their health or safety has been identified and for ensuring that any issues with PPE are reported immediately to management.

Each department will need to supplement this standard with written details of the local arrangements in place, including risk assessments identifying PPE requirements and registers of PPE issued to each individual employee. These local arrangements are subject to audit.

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#

1. **INTRODUCTION**

The Personal Protective Equipment Regulations 1992 places duties on employers to provide and maintain suitable Personal Protective Equipment (PPE) where health and safety risks have been identified. This standard provides guidance to managers on the selection, provision and use of PPE in the workplace.

1. **DEFINITION OF PERSONAL PROTECTIVE EQUIPMENT (PPE)**

PPE is defined as all equipment (including clothing giving protection against the weather) to be worn or held by a person at work to protect them against one or more risks to their health or safety.

PPE includes head protection, gloves, eye protection, high visibility clothing, safety footwear, safety harnesses, hearing protection and respiratory protective equipment (See Appendix 1)

Hearing protection and respiratory protective equipment provided for most work activities are not covered by the PPE Regulations but by more specific regulations including:

* [*Control of Substances Hazardous to Heath Regulations 2002*](http://eacintranet/Services/HealthandSafety/MasterSafetyFileStandardReviews/Control-of-Substances-Hazardous-to-Health-%28B5%29.pdf)
* [*Control of Noise at Work Regulations 2005*](http://www.legislation.gov.uk/uksi/2005/1643/contents/made)
* [*Control of Vibration at Work Regulations 2005*](http://www.legislation.gov.uk/uksi/2005/1093/contents/made)
* [*Control of Asbestos Regulations 2012*](http://www.legislation.gov.uk/uksi/2012/632/contents/made)

PPE does not include items such as uniform or corporate identity work wear provided by East Ayrshire Leisure Trust.

PPE does not normally apply to protective clothing provided in the food industry primarily for food hygiene purposes. Waterproof or insulated clothing may be classified as PPE where employees are working in conditions that could adversely affect their health or safety e.g. adverse weather, excessively hot or cold working conditions.

PPE does not include items of personal equipment used by employees involved in competitive sports e.g. shin guards, head protection and other sports equipment.

1. **DUTIES AND RESPONSIBILITIES**

**3.1 Development Managers**

Development Managers must ensure that work activities have been properly risk assessed, with suitable and sufficient control measures put in place to reduce the risks to employees.

This includes providing employees with suitable personal protective equipment (PPE) for the work activities carried out; suitable storage for PPE issued and appropriate training and instruction in its use.

Managers must also have in place a suitable program of inspection and replacement, to ensure that all PPE issued to employees remains in good working condition and is fit for purpose.

Managers should always consult with employees who do the job as they are often in the best position to know what is involved in specific tasks. Consultation in the selection process can also help with PPE being more effectively used as employees become involved in the decision making process.

**3.2 Employee responsibilities**

Employees are responsible for ensuring that they comply with the requirements of all training and information provided in relation to any PPE which is provided for their protection.

They must take reasonable care of any PPE provided and maintain it in good condition as far as reasonably practicable, including storing PPE in the accommodation provided after use.

Any lost or defective PPE must be reported to the appropriate manager / supervisor immediately.

Any employee who breaches the requirements of this Standard may be subject to disciplinary action under the East Ayrshire Leisure Trust’s Disciplinary Policy and Procedures.

1. **PROVISION AND USE OF PPE**

**4.1 Assessment of PPE Requirements**

The *Management of Health and Safety at Work Regulations 1999* (as amended) requires employers to identify and assess risks to the health and safety of employees, which are present in the workplace, and put in place suitable control measures to eliminate or reduce those risks to the lowest possible level.

Workplace risk assessments should always include the identification of any PPE requirements for the particular task or activity being carried out.

It is important to remember that **PPE should only be regarded as the last resort to protect against risks to health and safety;** safe systems of work should always be considered first. PPE only helps to protect the person wearing it, whereas controlling the risk at source can eliminate or minimise the risk to everyone in the workplace.

It should also be noted that in some workplaces and sites, wearing PPE is considered **mandatory** due to the residual risks present, examples of which include:

* Construction sites
* Designated hearing protection zones e.g. workshops, recycling operations etc.
* East Ayrshire Depots (including all ARA Depots).

In circumstances where PPE is a mandatory requirement, suitable instruction will be given outlining the PPE to be worn, for example head protection, high-visibility tabard/ jacket and steel toe capped boots on a construction site.

The Control of Substances Hazardous to Health Regulations (COSHH), places duties on employers to assess risks to employees who may be exposed to any substance which presents a hazard to health.

1. ***Substance:*** *Any natural or artificial substance in solid, liquid or gaseous vapour form, including mixtures of substances. Consideration must also be given to dusts, biological agents, asphyxiates, carcinogens and mutagens which presents a hazard to health.*

More information on COSHH and hazards to health is available in the [COSHH Standard](https://leisurenet/media/1731/coshh-standard.docx)

When assessing the suitability of PPE the following must be taken into account:

1. **Appropriateness for the job:** consider the risks for which the protection is needed e.g. where there is a risk of striking your head, appropriate head protection must be provided; where there is a risk of injury to the hands, suitable gloves must be provided etc. (See Appendix 2).
2. **The Environment**: consider the conditions surrounding the employees e.g. the weather, heat, noise etc.
3. **The Individual**: the health of the person wearing the PPE and the ergonomic effects it may have, for example:
* PPE made of materials which may cause allergies to the wearer, such as latex gloves
* Heavy or bulky items which may cause or exacerbate musculoskeletal conditions or cause the wearer to suffer from thermal discomfort.
1. **Consultation**: talk to people who do the job as they are often in the best position to know what is involved in specific tasks - consultation in the selection process can also help with PPE being more effectively used as employees become involved in the decision making process.
2. **Compliance:** managers must ensure that any PPE purchased bears a ‘CE’ mark and complies with the *Personal Protective Equipment (Enforcement) Regulations 2018 (SI 2018/390)* concerning the design or manufacture of PPE with regards to health and safety.

There is a further requirement to review the continued use of PPE where there is a reason to suspect it is no longer suitable due to:

* Deterioration in the condition of the PPE
* Significant changes to the work activity which requires different specification of PPE
* The requirements of individuals to whom it has been issued e.g. health issues which may impact on their ability to wear certain items.

**4.2 Recording of PPE Assessments**

The PPE Regulations require that assessments of PPE should be recorded, i.e. where hazards have been identified resulting in the requirement for specific PPE as a control measure, this will be recorded within the workplace risk assessment and/or COSHH assessment.

**NB: Remember PPE is the last resort when implementing control measures, other safe systems of work should always come first.**

**4.3 PPE Registers**

A record of PPE issued to each individual employee should be kept, detailing the PPE items issued, date of issue and signature of the recipient.

A PPE Register has been developed for this purpose (Appendix 3).

1. **MAINTENANCE AND REPLACEMENT OF PPE**

PPE provided to employees has to be maintained in full working order and kept in good condition at all times. It is the responsibility of managers to ensure PPE is properly maintained and replaced where necessary.

It is the responsibility of employees to notify managers of any loss, defect or deterioration in the condition of their PPE immediately.

Some items of PPE are subject to inspection and test e.g. breathing apparatus and fall arrest equipment. Responsibilities for carrying out inspection and test should be clearly established, with details of the procedures to be followed and the required frequency of inspection.

Where inspection and test of PPE equipment is carried out, records should be kept for the lifetime of the equipment and for five years thereafter.Inspection and maintenance of this type of equipment must only be carried out by a suitably qualified person.

1. **ACCOMMODATION FOR PPE**

Accommodation must be provided for PPE so that it can be safely stored when not in use. Storage facilities should protect PPE from contamination, loss or damage; for example away from harmful substances, damp or sunlight.

A locker is the most suitable and convenient place to store PPE but alternative storage facilities can be used so long as it is ensured that the PPE does not become damaged or contaminated.

Where PPE may become contaminated during use; for example with tar, oil, grease etc. the storage accommodation should be separate from any provided for non-work clothing.

1. **INFORMATION INSTRUCTION AND TRAINING**

Where PPE is issued, employees must be provided with adequate instruction, information and/ or training in its use. This should include:

* The risk(s) against which the PPE will avoid or limit
* The purpose of the PPE and circumstances in which it is to be used
* How to wear it correctly i.e. by following the manufacturer’s instructions
* Any action to be taken by the employee to ensure PPE issued remains in full working order and in good condition
* The procedure for reporting of defects to management.
1. **CONTACT INFORMATION**

Health and Safety Working Group, East Ayrshire Leisure

Telephone: 01563 554057

E Mail: EALHealthandSafety@eastayrshireleisure.com

Intranet: [Health & Safety](https://leisurenet/admin-docs/health-safety/)

Health and Safety Section East Ayrshire Council

Tel: 01563 554825

E Mail: healthandsafety@east-ayrshire.gov.uk

EAC Intranet[Health and Safety](http://eacintranet/Services/HealthandSafety/HealthandSafety.aspx)

**Appendix 1 - Suitable Respiratory Protective Equipment (RPE)**

RPE is used to provide protection against a broad range of substances which can be classified into:

1. Dusts, mists and other particulate matter, including micro-organisms
2. Gases and vapours

These are three types of face pieces that can be utilised to control inhalation exposure:

|  |  |  |
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|  |  |  |
| Fig. 1 Filtering face piece(FFP) (tight-fitting)Note: this is a disposable mask which should be replaced after use.  | Fig. 2 Half mask  (tight-fitting) | Fig.3 Full face mask (tight-fitting) |

The selection and provision of suitable RPE should be based on a range of considerations:

1. The protection level (or protection factor) claimed by manufacturers for different types of RPE (further explanation within HSE publication, [*HSG 53 Respiratory Protective Equipment at Work: A Practical Guide.*](http://www.hse.gov.uk/pUbns/priced/hsg53.pdf))
2. The planned work activity; the physical effort to do it; the duration in which the equipment is worn; visibility requirements, comfort and the need for employees to communicate with each other; its compatibility with any other PPE that may be needed e.g. safety glasses;
3. The different facial characteristics of the RPE wearers, to ensure that the equipment fits correctly. The wearers should be consulted throughout the selection process as this helps to attain the most suitable and comfortable equipment which, in turn, is likely to be the most effective in use;
4. RPE must be ‘CE’ marked to show that it is manufactured to meet minimum legal requirements;
5. Employees should be trained in RPE use.
6. It should be appropriately stored, maintained and cleaned regularly to ensure effective operation.

RPE performance with a tight-fitting face piece depends on a good contact between the wearer’s skin and face seal of the mask. A good face seal can only be achieved if the wearer is clean-shaven in the region of the seal and the face piece is the correct size and shape to fit the wearer’s face. If spectacles with side arms and other PPE are also worn, they should not interfere with the correct fitting of the face piece or seal. The RPE performance of lose-fitting face pieces, e.g. visors, helmets, hoods etc., is less dependent on a tight fit on the face, but nevertheless requires the correct size to ensure the wearer is adequately protected.

For a tight-fitting face piece (filtering face pieces usually known as disposable masks, half and full-face masks) the initial selection should include fit testing to ensure the wearer has the correct device.



Fig. 4

Typical face-fit testing

Repeat fit testing will be needed when changing to different RPE or if there have been significant changes to a facial characteristics of the individual wearer, e.g. as a result of significant weight gain or weight loss or due to dentistry.

It is good practice to have a system in place to ensure repeat fit testing of RPE is carried out on a regular basis. This is especially important when RPE is used frequently as a primary means of exposure control, e.g. annual testing for workers involved in licensed asbestos removal.

The wearer should also carry out checks on RPE prior to its use. All RPE should be visually inspected for faults such as deterioration of filters and tampering. Performing simple exercises, such as the aforementioned, can help the wearer identify the escape of air from positive air supplied RPE seals. Such safety checks are vital before entering a potentially hazardous environment.

**Appendix 2 - Typical PPE Considerations**

PPE is equipment that will protect workers against risks at work and can include items such as safety helmets, gloves, eye protection, high-visibility clothing, safety footwear, safety harnesses, respiratory protective equipment (RPE) etc.

When selecting personal protective equipment, there are a number of factors that have to be taken into account. Generally:

* Select protection that’s suitable to the work activity, while also considering comfort and hygiene
* Consider compatibility when wearing other PPE and devices e.g. hard hats, glasses etc.
* Provide a suitable selection of PPE as employees may have a preference
* Any medical issues employees have which should be considered in the selection of PPE
* Avoid adopting a blanket approach to the provision of PPE in circumstances **where it is not a mandatory requirement**, as it may only apply to certain tasks and activities

The following PPE examples is not an exhaustive list of considerations.

**Hearing Protection** – e.g. Ear muffs, ear plugs, ear inserts.

Get protection that reduces noise to levels below actionable values 80-85 decibels at the ear and only target noisy work activities. Don’t over-protect from noise as workers may become isolated and/or cannot hear other immediate dangers e.g. moving vehicles, fire sirens etc.

**Eye Protection** – e.g. Safety spectacles, goggles, face screens, face shields and visors

Make sure the eye/face protection chosen has the right combination of impact/dust/splash/molten metal protection for the task and properly fits the user.

**Hands and Arms** – e.g. Gloves, gloves with a cuff, gauntlets and sleeving that covers part or all of the arm.

Gloves can offer protection from sharps, biological risks, heat etc. Some materials can be quickly penetrated by chemicals – take care in selection, see HSE’s [skin at work website](http://www.hse.gov.uk/skin/).[1]

Barrier creams are unreliable and are no substitute for proper PPE. Wearing gloves for long periods can make the skin hot and sweaty, leading to skin problems. Using separate cotton inner gloves can help prevent this. Where possible, avoid the use of latex gloves as these may lead to adverse allergic reactions to the wearer.

Anti-vibration gloves may not be as effective as manufacturers’ claim however the main benefit is that they keep hands warm. Warm hands improves the wearer’s blood circulation which in turn, helps reduce the likelihood of Hand-Arm Vibration Syndrome being experienced.

**Head Protection** – e.g. Industrial safety helmets, bump caps and hairnets.

Some safety helmets incorporate or can be fitted with specially-designed eye or hearing protection. Don't forget neck protection, e.g. scarves for use during welding. Replace head protection if it becomes damaged or is beyond its life expectancy (as per manufacturer’s recommendations).

**Footwear** –e.g.Safety boots and shoes with protective toecaps and penetration-resistant, mid-sole wellington boots and specific footwear, e.g. chainsaw boots or catering shoes.

Footwear can have a variety of sole patterns and materials to help prevent slips in different conditions, including oil - or chemical-resistant soles. It can also be anti-static, electrically conductive or thermally insulating.

**Appendix 3 - PERSONAL PROTECTIVE EQUIPMENT REGISTER**

|  |  |  |  |
| --- | --- | --- | --- |
| **Employee Name** |  | **Section****/Department** |  |
| **Job Title and Description****of Duties** |  | **Line Manager** |  |

|  |  |  |  |
| --- | --- | --- | --- |
|  | **PPE Issued** | **Date of Issue** | **Signature of Recipient** |
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Template can be found on the Intranet [here](https://leisurenet/media/1352/personal-protective-equipment-ppe-register.docx)