

ESTATES OPERATIONS

HEALTH & SAFETY DOCUMENT

CODE OF PRACTICE

DOCUMENT TITLE

PERSONAL PROTECTIVE
EQUIPMENT

ISSUE DATE & VERSION

APRIL 2018 v2.2

Please Note – the guidance provided in this Code of Practice pertains only to the Estates Operations Group and its activities. For Imperial College Health & Safety policies and Codes of Practice go to: <https://imperial.ac.uk/safety>.

INTRODUCTION

This Code of Practice sets down the standards applicable to the safe and appropriate use of Personal Protective Equipment (PPE) for the employees of Estates Operations.

Over and above the general duty of care owed by the College to its staff, students and others under the Health and Safety at Work etc. Act 1974, all work that requires the use of PPE must take into account duties under the Personal Protective Equipment at Work Regulations 1992.

The Management of Health & Safety at Work Regulations 1999 require an employer to undertake a risk assessment to determine whether the duties staff are required to undertake present a significant risk. Where significant risks are identified the employer has a duty to eliminate or reduce them to a tolerable level.

Personal Protective Equipment will only be provided for the use of staff where it has not been possible to eliminate or reduce the risk of undertaking a particular task to an acceptable level through the application of other control measures. (See Appendix 1.)

This Code of Practice provides the following:

- A definition and the scope of the applicable Regulations
- The duties Imposed on the employer/employee/others
- Types of personal protective equipment
- Further guidance

1. Overview and Introduction to Personal Protective Equipment

The Personal Protective Equipment Regulations 1992 (as amended) are described and detailed in the associated Health and Safety Executive Guidance on Regulations (L25). Also the Management of Health and Safety at Work Regulations 1999 (MHSWR) in so far as to provide employees and visitors with the appropriate Personal Protective Equipment.

PPE is defined as “all equipment – including clothing affording protection against the weather- which is intended to be worn or held against a person at work and which protects him/her against one or more risks to their health or safety”.

The principle requirement is that PPE is to be supplied and used at work, wherever there are risks to health and safety that cannot be adequately controlled in other ways. The Management of Health and Safety at Work Regulations sets out a hierarchy of controls, which should be applied when seeking to identify the most effective means of reducing the residual risk to those exposed to the potential workplace hazard. Further guidance on the hierarchy of control is contained within Appendix 1 to the rear of this Code of Practice.

2. Duties Imposed on the Employer/Employees/Others

The Personal Protective Equipment at Work Regulations 1992, seek to ensure that where the risks cannot be controlled by other means, Personal Protective Equipment (PPE) is correctly selected and used.

The Regulations do not apply where requirements are detailed in other regulations e.g. respirators in the Control of Substances Hazardous to Health Regulations (COSHH).

In addition, a number of other regulations have specific requirements for the provision, maintenance and use of PPE including:

- 1. Control of Lead at Work Regulations 2002;**
- 2. Ionising Radiations Regulations 1999;**
- 3. The Control of Asbestos Regulations 2006;**
- 4. Control of Substances Hazardous to Health Regulations 2002;**
- 5. Construction (Head Protection) Regulations 1989 and;**
- 6. The Control of Noise at Work Regulations 2005.**

Under the general requirements of The Health and Safety at Work Act 1974, employees *cannot* be charged or be expected to contribute for the provision or maintenance of PPE.

Estates Operations will ensure that the requirement to wear PPE is a last resort and the need to use PPE must be determined by a risk assessment and the application of the hierarchy of controls (*Refer to [Appendix 1](#)*). PPE must be 'suitable' for the task - which means it must:

1. be appropriate for the hazards/risks to which the person is exposed;
2. be ergonomically suitable for the person wearing it;
3. must fit person or be capable of reasonable adjustment to fit;
4. must not increase the risks or create others as a consequence of using PPE;
5. capable of providing the accepted standards of protection for the user;
6. be compatible with any other PPE provision worn by the employee.

In addition the employer must:-

1. make no charge for the PPE provided, its maintenance or cleaning;
2. make adequate arrangements to store, maintain, replace & clean PPE;
3. provide information, instruction and training in its proper use, purpose, care & maintenance;
4. ensure it is properly used (i.e. undertake routine monitoring of compliance).

The Personal Protective Equipment at Work Regulations place duties on employees to take reasonable steps to ensure that PPE provided is properly used.

The Regulations also place the following duties on employees:

1. PPE must be worn and used in accordance with the instructions provided to them;

2. employees must take all reasonable steps to ensure that PPE is returned to the accommodation provided for it after it has been used (unless the employee may take PPE away from the workplace e.g. footwear or clothing);
3. PPE must be examined before use;
4. any loss or obvious defect must be immediately reported to their supervisor and;
5. employees must take reasonable care for any PPE provided to them and not carry out any maintenance unless trained and authorised.

3. Types of Personal Protective Equipment

The following is an example of the types of personal protective equipment which may need to be considered in the event that a risk assessment identifies the need for PPE.

Further guidance on the types of PPE available can be found in the *Guidance Documents Available* section to the rear of this Code of Practice.

Eye and Face Protection

Safety goggles, safety visor, full face shields

Head Protection

Safety helmets, hard hats, bump caps

Protective Clothing

Body suits, overalls, aprons, high visibility clothing

Hand/Arm Protection

Gloves, sleeving/arm protection

Fall Protection

Lanyards, safety harnesses, fall arrest systems

Protective Footwear

Steel toe cap boots, wellington boots, safety shoes

Hearing Protection

Earplugs, earmuffs

Drowning Protection

Life jackets, buoyancy aids

Respiratory Protective Equipment

Breathing apparatus

Appendix 1 – Hierarchy of Control / Further Guidance

The hierarchy of control, which should be applied when seeking to identify the most effective means of reducing the residual risk to those exposed to the potential workplace hazard, is as follows:

1. Elimination;
2. Substitution;
3. Separation/isolation;
4. Reduction in frequency and duration of exposure;
5. PPE and
6. Signage/ information.

PPE should always be considered as the last resort and only be used where other precautions cannot adequately reduce the risk of ill-health / injury OR it may be used as a precautionary measure, in addition to other more effective controls.

The employer is responsible for ensuring that the PPE provided for use at work is:

1. Fit for purpose;
2. Fits the person and
3. Provided free of charge.

Other legislative requirements and issues for consideration are contained in the following sections. Information, advice and guidance on the provision and use of PPE is available from the Estates Operations Department.

Information, Instruction and Training

Estates Operations will ensure that any member of staff, visitor or student who is required to wear personal protective equipment has received the appropriate information, instruction, and training to enable them to make effective use of the PPE provided to them.

Storage of Personal Protective Equipment

Estates Operations will ensure that an adequate means of storage is provided for all personal protective equipment when not in use. Appropriate storage will minimise damage and contamination to the PPE and also minimise the risk of theft or loss.

Maintenance of Personal Protective Equipment

Estates Operations will ensure that all personal protective equipment provided for use is adequately maintained. PPE will be required to be examined on a regular basis in order to inspect for any faults, damage and wear and tear. Reference should be made to the manufacturer's guidelines on the maintenance regime required.

A PPE register is to be developed to ensure that replacement equipment can be provided when required.

Appendix 2 - Guidance Documents Available

Simple guide to the Personal Protective Equipment Regulations 1992

This guide provides information about the legal requirements of the Personal Protective Equipment Regulations which came into force in 1992.

It gives a general indication of some of the main requirements of the Regulations. The guidance documents are available at the following link:

<http://www.hse.gov.uk/pubns/indg174.pdf>

The following link provides an example of the types of personal protective equipment available:

<http://www.hse.gov.uk/coshh/basics/ppe.htm>