

Personal Protective Equipment Procedure

1.0 Haringey Council Procedure

- 1.1 The aim of this procedure is to establish safe practices that must be adopted for the use of Personal Protective Equipment (PPE).
- 1.2 Haringey Council employs staff in a range of roles which may involve the use of PPE that will protect the user against health or safety risks. The Personal Protective Equipment at Work Regulations 1992 places a duty on employers to provide such equipment where there are risks to health and safety that cannot be adequately controlled in other ways.

2.0 Scope of Procedure

- 2.1 The purpose of this procedure is to formalise the Council's arrangements for the following:
- the assessment and provision of suitable PPE
 - the maintenance and storage of PPE
 - instructions and training on the correct and safe use of PPE
- 2.2 The procedure applies to all staff employed by Haringey Council, including temporary employees (who work directly for Haringey Council), trainees and students on work experience.
- 2.2.1 Although PPE regulations do not apply to non-employees (for example visitors and voluntary workers), the Health and Safety at Work Act requires the employer to ensure the safety of non-employees, as it does that of employees. Therefore, this policy should be adopted for non-employees where PPE would normally be required for employees. However, the Council would ensure so far as is reasonably practicable that non-employees are not exposed to hazards that would require the wearing of PPE.
- 2.2.2 If you are an agency or temporary worker, you must be provided with PPE if it is necessary for protecting your health and safety. This should be made available to you free of charge. It will be between the line manager and employment business to decide who will provide and pay for the PPE before the worker starts, or in any case, before the work requiring PPE commences.
- 2.2.3 Contractors must assess the work being undertaken by their employees. Where PPE is the only effective means of controlling the risks of injury or ill health, their employers must ensure that PPE is available to them.
- 2.3 The PPE regulations do not apply where the specific provision and use of PPE is required against the hazards in the following regulations:
- the Control of Lead at Work Regulations 2002
 - the Ionising Radiations Regulations 1999
 - the Control of Asbestos Regulations 2012
 - the Control of Substances Hazardous to Health Regulations 2002
 - the Control of Noise at Work Regulations 2005

- 2.4 The Employment Act 1989 provide an exemption from the need to wear head protection in any workplace, including construction sites, for turban wearing Sikhs, with certain limited exceptions for high risk tasks. This applies to employees or non-employees; the exemption only applies to head protection and Sikhs are required to wear all other necessary PPE.

3.0 Key Terms and Summary Information

3.1 Key Terms

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, face masks, visors, high-visibility clothing, safety footwear and safety harnesses.
Risk Assessment	Identifying sensible measures to control risks in the workplace.
Hazard	Anything that may cause harm, e.g. chemicals, workplace transport, noise, falling objects hitting head or body.
Risk	The chance, high or low, that somebody could be harmed by the hazards, together with an indication of how serious that harm could be.

4.0 Responsibilities for Implementation

4.1 Directors/Assistant Directors

- 4.1.1 Ensure adequate budgeting provision is made for PPE.
- 4.1.2 Bring to the attention of all their staff the contents of this procedure and monitor its implementation.
- 4.1.3 Ensure managers are aware of their health and safety responsibilities and that risk assessments (including for PPE) are carried out.

4.2 Managers/Head Teachers

Managers will, if required, seek support from Haringey Council's Corporate Health and Safety Team to assist with any decision making relating to PPE, and:

- 4.2.1 Conduct risk assessments so that risks are reduced to the lowest reasonably practicable levels by using preventative measures in order of priority (ie. elimination, substitution, engineering controls, administrative controls). Only after all the previous measures have been tried and found ineffective in controlling risks to a reasonably practicable level, must PPE be used.
- 4.2.2 Identify and select the most suitable and appropriate PPE where required by researching manufacturer's and supplier's literature in conjunction with the user's

cooperation and help, whilst also considering the hazards that PPE may bring to the activity.

- 4.2.3 Ensure that where more than one item of PPE is worn at the same time, they can be used together, e.g. wearing safety glasses may disturb the seal of a respirator, causing air leaks.
- 4.2.4 Provide a suitable quantity of PPE, free of charge, with an appropriate stock level maintained.
- 4.2.5 Make sure anyone using PPE is aware of why it is needed, when to use, repair or replace it, how to report it if there is a fault, and its limitations.
- 4.2.6 Shall, where necessary, commence disciplinary action if employees persistently fail to use hearing protection properly.
- 4.2.7 Train and instruct people in the use of PPE **and in accordance with manufacturer's** instructions and regularly check they are doing this.
- 4.2.8 Provide appropriate PPE cleaning arrangements for any reusable equipment and **ensure that the manufacturer's maintenance schedule is followed** for reusable equipment (including recommended replacement periods and shelf lives). Single use disposable PPE is designed to be used once and therefore is not subject to a maintenance schedule.
- 4.2.9 Make provision so that users have adequate storage facilities for their PPE, e.g. hooks for weatherproof clothing, a dry clean cupboard, or for smaller items, in a box or case.
- 4.2.10 Maintain records of issue and receipt for PPE using the **'Personal Protective Equipment (PPE) Record Form'** – see Appendix 1.
- 4.2.11 **Maintain records of PPE inspection and maintenance using the 'Personal Protective Equipment (PPE) inspection and maintenance record'** – see Appendix 2.
- 4.2.12 Ensure the following information is recorded and maintained:
 - a) the risk assessment where PPE is required for the activity to be carried out safely
 - b) the provision of training
 - c) the issue and receipt for PPE
 - d) maintenance and inspection of PPE
 - e) replacement of PPE

4.3 Employees

All employees shall:

- 4.3.1 Co-operate with managers in any PPE selection.
- 4.3.2 Sign for any PPE issued (*see Appendix 1 for Personal Protective Equipment Record form*).
- 4.3.3 Participate in any training given for the use of PPE.
- 4.3.4 Wear or use any PPE provided and use it correctly and in accordance with the findings of the PPE risk assessment and the training and instruction given. Disciplinary action

may be taken if employees persistently fail to use hearing protection or do not use it properly.

- 4.3.5 Carry out PPE maintenance and cleaning where necessary and in accordance with the training given and **the manufacturer's** guidelines. Simple maintenance can be carried out by the trained user, but more intricate repairs should be notified to the Manager so that it can be done by specialists.

After any checks and/or maintenance is carried out, the Manager must complete the **'Personal Protective Equipment (PPE) inspection and maintenance record'** in conjunction with the staff member – see Appendix 2.

- 4.3.6 After use, store the PPE correctly and use the appropriate storage facilities where provided.
- 4.3.7 Employees need to check PPE for defects prior to each use and report any defects or wear and tear to their Manager.
- 4.3.8 Obtain replacement for any lost or damaged PPE.
- 4.3.9 Not intentionally or recklessly interfere with or misuse any PPE provided.
- 4.3.10 Notify the manager of any changes in PPE, materials and work methods as the PPE and risk assessment may need to be updated.
- 4.3.11 Employees need to inform the Manager if any additional PPE is required.
- 4.3.12 If employees feel that due to medical grounds, they have difficulty in using the PPE provided, they should advise their Manager and be referred to Occupational Health for an assessment.

4.4 Contractors

- 4.4.1 **Contractors have a responsibility to ensure that they adhere to the Council's** procedures. Contractors working for the Council will match the standard of care required by this procedure, when managing safety of their employees.
- 4.4.2 Contractors will need to be supplied with adequate information regarding local site hazards in order for them to carry out a suitable and sufficient risk assessment (including PPE).

4.5 Health, Safety and Wellbeing Champion

- 4.5.1 The Health, Safety and Wellbeing Champion shall bring any significant concerns reported to them, and in relation to PPE, to the attention of their Director, Assistant Director or relevant Health and Safety Board.

4.6 Corporate Health and Safety Team

The Council's corporate Health and Safety Team shall:

- 4.6.1 Provide advice, support and technical assistance in matters relating to PPE.
- 4.6.2 If required, assist managers in undertaking serious PPE/ill health related incident investigations.

5.0 Specialist Advice

5.1 What is PPE?

- 5.1.1 The policy covers all forms of PPE which are defined in the PPE regulations 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 against one or more risks to his health or safety, and any addition or accessory designed to meet that objective.”

- 5.1.2 Examples of hazards and types of PPE:

	Hazards	PPE options	Note
Eyes	Chemical or metal splash, dust, projectiles, gas and vapour, radiation, any body fluids.	Safety spectacles, goggles, face-shields, visors.	Make sure the eye protection has the right combination of impact/dust/splash/molten metal eye protection for the task and fits the user properly. Remember that this protection may need to be used with the users own spectacles.
Head	Impact from falling or flying objects, risk of head bumping, hair entanglement.	A range of helmets, hard hats and bump caps.	Some safety helmets incorporate or can be fitted with specially designed eye or hearing protection. Don't forget neck protection, eg. scarves for use during welding. Do not use head protection if it is damaged or if it has already been exposed to an impact – replace it. And remember, do not use hard hats that have passed their expiry dates.
Ears	Noise – a combination of sound level and duration of exposure, very high-level sounds are a hazard even with short duration.	Earplugs, earmuffs, semi-insert/canal caps.	Provide the right hearing protectors for the type of work, and make sure workers know how to fit them. Choose protectors that reduce noise to an acceptable level, while allowing for safety and communication.
Breathing & Lungs	Dust, vapour, gas, oxygen-	Disposable filtering face-	The right type of respirator filter must be used as

	deficient atmospheres, biological agents (eg. bacteria and viruses)	piece or respirator, half- or full-face respirators, airfed helmets, breathing apparatus.	each is effective for only a limited range of substances. Where there is a shortage of oxygen or any danger of losing consciousness due to exposure to high levels of harmful fumes, only use breathing apparatus – never use a filtering cartridge. Filters only have a limited life; when replacing them or any other part, check with the manufacturer's guidance and ensure the correct replacement part is used. Many masks require a good seal against the face in order to protect the user. Therefore, the user should be clean shaven where a tight fitting mask is required. Where respiratory protective equipment is used, fit testing should be conducted by a competent person prior to use to ensure the equipment is suitable for the wearer.
Protecting the body	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.	Conventional or disposable overalls, boiler suits, specialist protective clothing, eg chain-mail aprons, high visibility clothing.	The choice of materials includes flame-retardant, anti-static, chain mail, chemically impermeable, and high visibility . Don't forget other protection, like safety harnesses or life jackets.
Hands and arms	Abrasion, temperature extremes, cuts and punctures, impact, chemicals,	Gloves, gauntlets, mitts, wrist-cuffs, armlets.	Avoid gloves when operating machines such as bench drills where the gloves could get caught. Some materials are quickly penetrated by

	electric shock, skin infection, vibration, prolonged immersion in water, disease or contamination.		chemicals so be careful when you are selecting them. 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. Be aware that some people may be allergic to materials used in gloves, eg latex.
Feet and legs	Wet, electrostatic build-up, slipping, cuts and punctures, falling objects, metal and chemical splash, abrasion.	Safety boots and shoes with protective toe caps and penetration-resistant mid-sole, gaiters, leggings, spats.	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. It is important that the appropriate footwear is selected for the risks identified.

- 5.1.3 If PPE may have been contaminated by blood or other body fluids, it must be removed safely before leaving the workplace and kept apart from uncontaminated PPE and normal 'street' clothes. It should be cleaned and decontaminated or, if necessary, disposed of safely and in accordance with current guidelines and/or in accordance with the Infection Control procedures.

5.2 Coronavirus

- 5.2.1 Coronavirus is a respiratory illness that can affect the lungs and airways. COVID-19 symptoms include a fever, shortness of breath, breathing difficulties, muscle pain, tiredness, dry cough, dyspnoea (laboured breathing), sore throat, diarrhoea, anosmia (loss of smell), dysgeusia (loss of taste), conjunctival hyperaemia (sore/bloodshot/dry eyes).

The COVID-19 virus is transmitted between people through close contact and droplets.

- 5.2.2 Although use of PPE is the most visible control measure used to prevent the spread of infection, it is only one of the measures that may be used and should not be relied on as a primary prevention measure.
- 5.2.3 When carrying out the risk assessment, Managers should ensure that risks are reduced to the lowest reasonably practicable levels by using preventative measures in order of priority (i.e. elimination, substitution, engineering controls, administrative controls). Only after all

the previous measures have been tried and found ineffective in controlling risks to a reasonably practicable level, should PPE be used.

For all, the most effective preventive measures during a pandemic include:

- Maintaining physical (or social) distancing (a minimum of 2 metres) from other individuals;
- Hand washing frequently with soap and water or use of an alcohol-based hand rub as a supplement to hand washing or if soap and water is not available;
- Avoiding touching your eyes, nose, and mouth;
- Practicing respiratory hygiene by coughing or sneezing into a bent elbow or tissue and then immediately disposing of the tissue;
- Routine cleaning and disinfection of environmental and other frequently touched surfaces;
- Working from home where possible;
- If travelling to the workplace, staff will still need to observe the social distancing guidance whilst travelling, as far as is practical;
- In the workplace staff need to observe, where possible, the social distancing guidance.

5.2.4 Where the risk assessment requires the use of PPE, ie. in the absence of effective engineering or administrative controls, you must follow this procedure, Council policy and where necessary, any other HSE or Government guidance.

5.2.5 Where disposable face masks are required (such as disposable FFP3 masks), they rely on **having a good seal with the wearer's face. A face fit test should be carried out to ensure** the face mask or respiratory protective equipment (RPE) can protect the wearer. The user should carry out a pre-use seal check or fit check. The [HSE poster and video](#) give guidance on how to put on disposable face masks and how to do a pre-use seal check or fit check.

5.2.6 You can get up-to-date information about [Coronavirus \(COVID-19\) and what you need to do](#) on GOV.UK. You should also speak to your Manager and/or the Corporate Health and Safety Team if you require advice or have any concerns. Finally, you can get advice and up-to-date news from **the Council's intranet**.

6.0 Other documents you may need to consider

6.1 Legislation and Guidance (hyperlinks)

6.1.1 [The Personal Protective Equipment at Work Regulations 1992](#)

6.1.2 [Personal Protective Equipment at Work L25 – HSE Guidance](#)

6.1.3 [Risk assessment and risk management – HSE Guidance](#)

6.1.4 [Using disposable respirators - HSE poster](#)

6.2 Forms and Procedures (hyperlinks)

6.2.1 [Haringey Council Risk Assessment Form](#)

6.2.2 [Haringey Council Accidents, Near Misses and Ill Health Reporting Form](#)

6.2.3 [Haringey Council Accident Investigation Form](#)

7.0 Action to Take

7.1 Risk Assessment

- 7.1.1 In order to determine what PPE is needed for a task, an assessment should be undertaken using **Haringey Council's generic risk assessment template**. When carrying out the risk assessment, you should ensure that risks are reduced to the lowest reasonably practicable levels by using preventative measures in order of priority (i.e.. elimination, substitution, engineering controls, administrative controls). Only after all the previous measures have been tried and found ineffective in controlling risks to a reasonably practicable level, must PPE be used.
- 7.1.2 This should be used in conjunction with any other risk assessment such as COSHH assessments. You will need to consider the different hazards in the workplace and identify the PPE that will provide adequate protection against them; this may be different for each job.
- 7.1.3 When carrying out a risk assessment, the following factors need to be considered:
- what is the hazard and route of exposure?
 - who is exposed to the hazard?
 - duration and frequency of exposure
 - level of exposure (e.g., noise levels, concentration in air of a toxic material), and therefore what level of protection is required?
 - what existing controls are already in place?
 - can any other engineering or automatic control measure be implemented rather than simply relying on PPE alone?
 - the task and work environment, e.g. duration, temperature of the work area
 - the characteristics of the individual, e.g. size and shape, health and fitness
 - compatibility of PPE
 - manufactured to British or European Standard i.e. BS or CE marked

7.2 Assessing the suitability of PPE

- 7.2.1 To make sure the right type of PPE is chosen, the Manager shall consider the different hazards in the workplace and identify the PPE that will provide adequate protection against them; this may be different for each job. The Manager can ask the supplier for advice on the types of PPE available and their suitability for different tasks (whilst also

taking into consideration products that are CE marked). In some cases, they may need to get advice from specialists or from the PPE manufacturer.

7.2.1 When assessing the suitability of PPE, the following factors should be considered:

- 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 agricultural pesticides may not offer adequate protection when using an angle grinder to cut steel or stone
- does using PPE increase the overall level of risk or add new risks, eg 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, check that they compatible. For example, does using a respirator make it difficult to fit eye protection properly?
- has the health condition of those using the PPE been taken into account?
- arrangements for trial of PPE should be considered – where appropriate, suppliers should be asked for a trial period for staff to trial potential new PPE prior to items being purchased or where there are possible compatibility issues. Staff should also be given the opportunity to provide their comments on the items being trialled

7.3 Training, Information and Instruction

7.3.1 The Manager should ensure suitable training, instruction and information is provided to employees for the correct use, storage and maintenance of PPE.

7.3.2 Records should be kept of PPE issued to staff including training in the correct use of the specific PPE issued (*See Appendix 1 for Personal Protective Equipment Record Form*) and of PPE that has been inspected and/or maintained (*See Appendix 2 for Personal Protective Equipment (PPE) inspection and maintenance record*)

7.3.3 Employees shall be given information on the following:

- why PPE is needed
- when it is needed
- how to wear it, use it and remove it properly
- how to carry out basic inspections
- when to replace or repair it
- how to report a fault
- what its limitations are, including factors which will reduce the effectiveness of the PPE such as incompatibility issues

7.4 Incident Reporting

7.4.1 Any failure or misuse of PPE should be reported to the responsible person supervising that work or activity and to the Manager, using the Council's 'Accidents, Near Misses, and Occupational Ill Health Reporting Form'.

7.4.2 All incidents including near miss events shall be investigated by the Manager responsible for the work area who should record their findings on the Council's 'Accident Investigation Form'.

7.4.3 For more information about accident and incident reporting, look at the Council's procedure on 'Accident and Incident Management'.

7.5 Charging for PPE

7.5.1 Haringey Council cannot ask for money from an employee for PPE, whether it is returnable or not. This includes agency workers if they are regarded as the Council's employees. If employment has been terminated and the employee keeps the PPE without the Council's permission, then, as long as it has been made clear in the contract of employment, the Council may be able to deduct the cost of the replacement from any wages owed.

8.0. Monitoring and Review

8.1 Managers should regularly check that PPE is used. If it isn't, managers must find out why not and put measures in to ensure PPE is worn.

8.2 Safety signs can be used to remind employees and contractors that PPE should be worn.

8.3 Both employees and managers should pay attention to any changes to PPE, materials and methods and where necessary update PPE used and any corresponding risk assessments.

8.4 This safety procedure must be reviewed by the Council's Corporate Health, Safety and Wellbeing Board within a period not greater than 26 months and where necessary, it will be revised as soon as practicable where changes in statute or industry best practice deem the content out of date.

9.0. Approval of the Procedure

9.1 This safety procedure was reviewed and approved by the Council's Head of Organisational Resilience on 19th June 2020.

9.2 Any required variations from this safety procedure should be brought to the attention of the Council's Head of Organisational Resilience.

Approved by (print name): Andrew Meek

Signature:

A handwritten signature in black ink, appearing to read 'AM', written over a light grey circular stamp.

Date: 19/06/20

Appendix 1

PERSONAL PROTECTIVE EQUIPMENT (PPE) RECORD FORM

(To be completed on receipt or on first day of employment – to be held in personnel file or PPE file).

Statement

I acknowledge by signing this form that the PPE provided to me fits, that I have been shown when and how to wear it, how it will be stored and looked after and that if it becomes defective/damaged in any way, I will notify my manager.

My manager has made me aware that if I fail to wear PPE when it is known to be mandatory, I may be liable to disciplinary action.

Name of employee:

Role:

Location:

PPE item (type/brand/model/ serial no.)	Date supplied	Training given (summary)	Date of training	Signature of employee	Replace date (where applicable)	Returned date (where applicable)	Issued by	Designation	Signature of issuer

Appendix 2

PERSONAL PROTECTIVE EQUIPMENT (PPE) INSPECTION & MAINTENANCE RECORD

PPE must be regularly examined to ensure it is in good working order and is checked for faults, damage, wear and tear, dirt and is operating as intended. Only spare parts recommended by the manufacturer must be used. Intricate/complex maintenance or repairs must be carried out by specialists (contact manufacturer).

Manufacturers' maintenance schedules and instructions must be followed (check instructions and information supplied by the manufacturer).

You **MUST NOT** use PPE if it is damaged, heavily worn, unfit for use or past its usable protective life. You must dispose of it properly and replace it.

Name of PPE user	PPE item (type/brand/model/serial no.)	Condition of equipment	Satisfactory OR Unsatisfactory	Repair work carried out OR Replaced	Inspection/maintenance performed by (name)	Signature	Date	Re-inspection date