

Personal Protective Equipment			
Policy✓	Code of Practice...	Guidance...	Procedure...
Organisation-wide✓		Local...	
Approved by the University Health & Safety Committee			
Chairman Eliot Glover	Date 17 Nov 2022	Review date 2025	
The purpose of presenting this documents to the University Health and Safety Committee			
Standard 3 year re-fresh	Changes in practice and/or legislation... ✓	New Policy...	

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Appendix 1 PPE Management and Records

1 Introduction

The Personal Protective Equipment at Work Regulations 1992 describes an employer’s duties concerning the provision and use of personal protective equipment (PPE) at work. PPE is equipment that will protect the user against health or safety risks at work.

The regulation apply to those with a contract of employment. This group are employees under the Health and Safety at Work etc Act 1974 and are already in scope of PPER 1992

The regulations also apply to workers who generally have a more casual employment relationship and work under a contract for service – this is a revision under PPER 2022

The Regulations apply only to employees: there is no formal requirement to provide PPE to students, for instance. However, the University has duties to non-employees under the Health and Safety at Work Act (Section 3), and PPE may need to be provided in order to comply. Therefore Colleges and Institutes that have identified a need for PPE for their staff should provide an equivalent standard of protection for their students and visiting workers. For further information refer to: <http://www.hse.gov.uk/toolbox/ppe.htm>

2 Scope

This Policy applies to Brunel University London (BUL) as a whole and within the scope of the regulations PPE means all equipment (including, if required, clothing affording protection against the weather) which is intended to be worn by a person at work to protect him or her from one or more risks to his or her health and safety. The term PPE does not include uniforms, crash helmets, etc., for protection while travelling on public highways or equipment used whilst playing competitive sports.

3. Responsibilities

3.1 Executive Team Members

Executive Team Members are responsible for the implementation of this Policy, along with health and safety policies in general within their remit. In the terms of PPE, this relates to ensuring that the risks arising from work activity are identified and assessed and that appropriate programmes for the use of PPE are in place and allocating sufficient funding for the provision and maintenance of PPE. Furthermore, ensuring Line Managers, Supervisors and Principal Investigators are aware of their responsibilities towards those within their Groups.

3.2 Senior Managers reporting to an Executive Team Members

Senior Managers reporting to an Executive Team Member or equivalent are responsible for ensuring:

- appropriate risk assessments to correctly identify the need for PPE are carried out;
- adequate training and, where necessary, supervision of individuals using PPE is provided; and
- those individual personal PPE training records are in place and providing suitable storage accommodation for PPE along with providing maintenance and regular testing of PPE.

3.3 Employees and Research staff and Students

Employees, research staff and students are responsible for taking reasonable care of themselves and others who may be affected by their actions. Using the PPE provided in accordance with the relevant risk assessment, training and instruction given and checking equipment for defects before use and reporting any loss or defects in the PPE provided and taking all reasonable steps to ensure that their PPE is returned to the accommodation provided for it after use.

4. Assessment

If it is considered that there is a risk remaining after other measures have been taken and provision of PPE is necessary, an assessment needs to be made identifying the characteristics the PPE should have. A comparison is then needed with the claimed performance of available PPE. The assessment will normally have to be recorded.

4.1 Selection

When selecting PPE, the assessor will take into account the nature of the job and the demands it places on the worker. This will involve considering the physical effort required doing the job, the methods of work, how long the PPE needs to be worn and requirements for visibility and communication. Users are often best placed to know what is involved and they should be consulted. The University endorses the principle of choosing PPE which will give minimum discomfort to the wearer. Uncomfortable equipment is unlikely to be worn properly.

PPE is considered as a "last resort", and other measures must be considered first. Nevertheless there are many situations where it is essential and any PPE provided must fulfil these requirements:

- it must be effective in controlling the risk, without increasing overall risk;
- it must take into account both ergonomic requirements, including comfort, and the health of the wearer;
- it must fit properly, if necessary after adjustment; and
- Where two or more items of PPE are required, they must be compatible.

4.3 Training and instruction

The assessor will train users in the proper use of PPE, how to fit and wear it correctly and what its limitations are. Supervisors must also be aware of why PPE is being used and how to use it properly. If you are training someone in the use of PPE it is often more effective to explain the risk which the PPE is designed to avoid - people are more likely to wear and use equipment properly if they are told why it should be used. They should also be told how to care for the equipment so that it continues to protect them.

4.4 Accommodation for storing PPE

Suitable storage facilities will be provided for PPE to be safely stored or kept when it is not in use. Accommodation may be simple, for example, pegs for waterproof 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, for example harmful substances, damp or sunlight. Where PPE becomes contaminated during use, the accommodation should be separate from any provided for ordinary clothing and where necessary be suitably labeled.

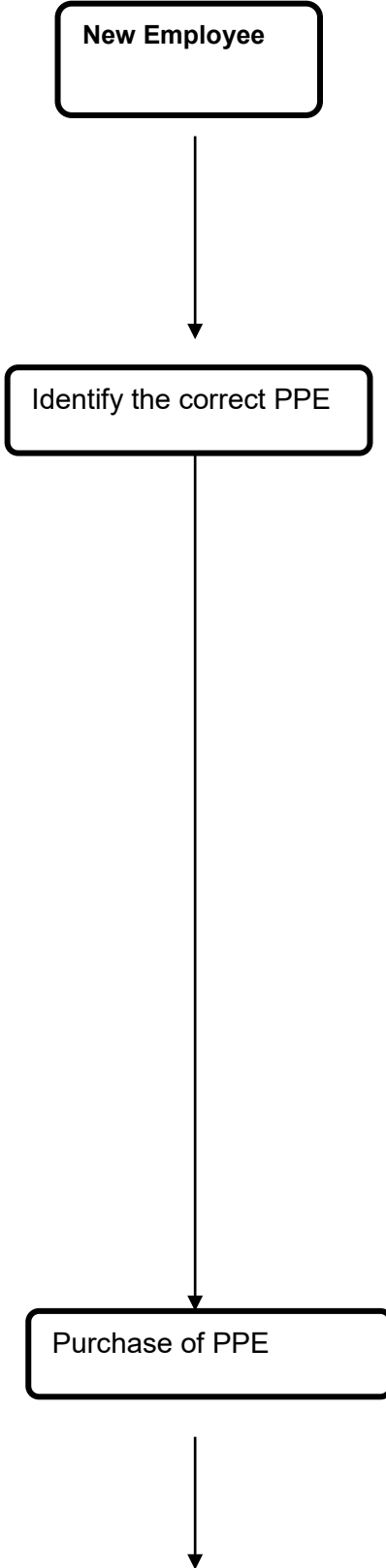
4.5 Sharing of PPE

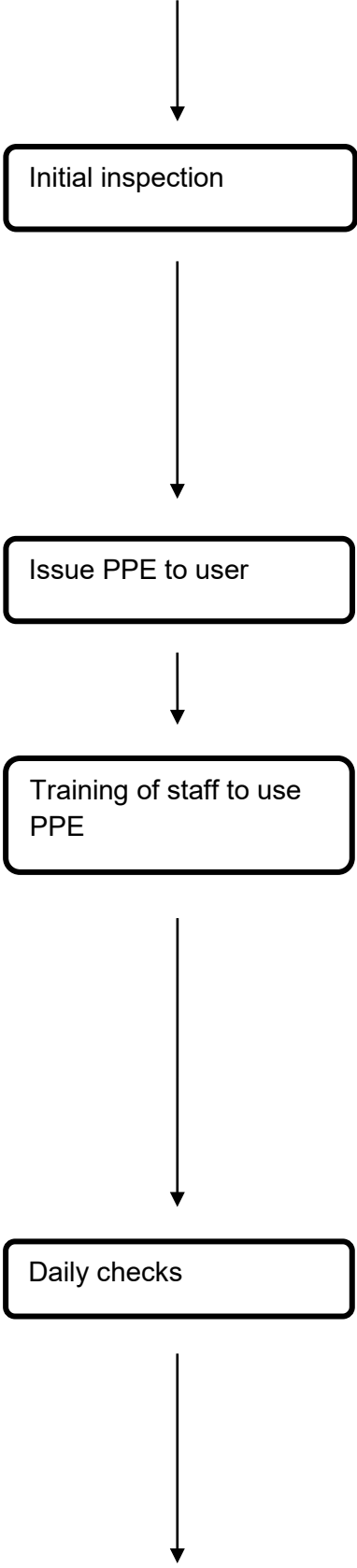
Where it is necessary to ensure the PPE is hygienic and otherwise free of risk to health the PPE provided for an individual shall be for the use of that individual only.

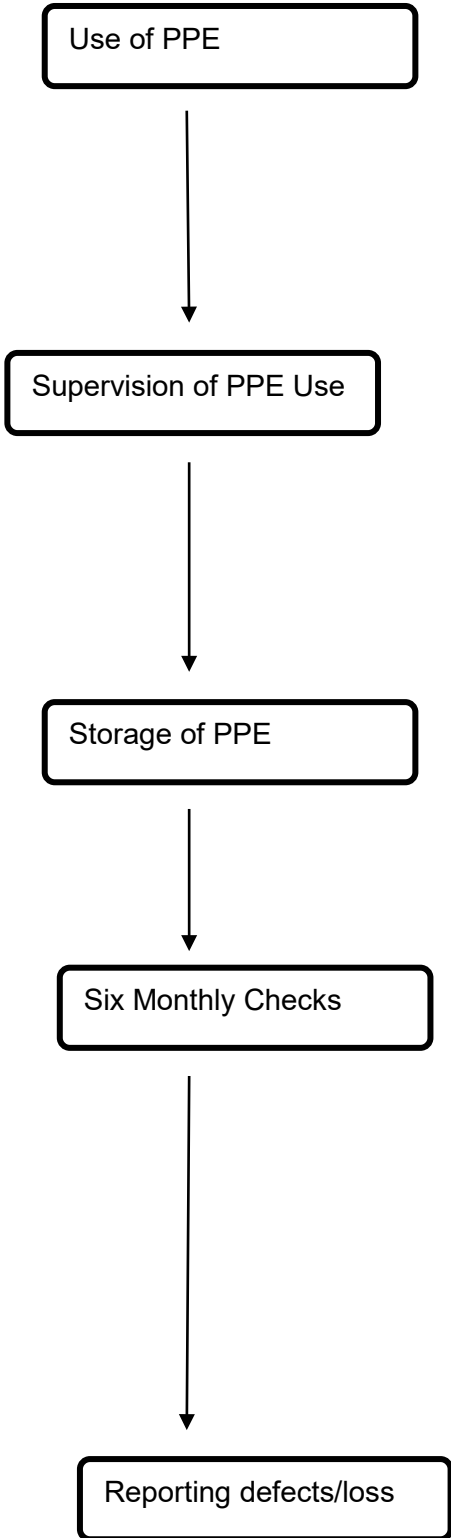
4.6 PPE Management and Records

Local records as outlined in Appendix 1 will be kept of; PPE selection assessments, Information, instruction and training provided and maintenance and inspection of PPE (other than that designed to be disposable and/or of limited life).

Appendix 1 PPE Management and Records

Flow Chart	Process/person responsible
 <pre> graph TD A[New Employee] --> B[Identify the correct PPE] B --> C[Purchase of PPE] C --> D[] </pre>	<p>1. New Employee/New work</p> <p>The induction process will prompt the relevant Manager to issue the necessary Personal Protective Equipment (PPE) when:</p> <ul style="list-style-type: none"> • A new member of staff joins the organisation • Existing staff are due to carry out different or new work <p>Details of the employee's measurements will be taken as necessary to ensure the right fit.</p> <p>2. Identify the correct PPE</p> <p>The Manager responsible for the employee will</p> <p>2.1. identify the correct PPE using:</p> <ul style="list-style-type: none"> • Risk assessment • Existing knowledge of the work tasks, where applicable • Consultation with the staff • Client requirements, where applicable <p>2.2. Ensure all PPE:</p> <ul style="list-style-type: none"> • Has a CE mark • Provides adequate protection e.g. meets the appropriate EN standards • Is compatible with other PPE • Considers end-user fit, comfort and wear ability <p>2.3. In cases outside the experience of the manager further advice can be sought from the H&S Department</p> <p>3. Purchase of PPE</p> <p>PPE will be purchased by the part of the business in which it will be used.</p> <p>3.1. The Manager responsible will ensure the PPE:</p> <ul style="list-style-type: none"> • Has a CE mark • Provides adequate protection e.g. meets the

Flow Chart	Process/person responsible
 <pre> graph TD A[] --> B[Initial inspection] B --> C[Issue PPE to user] C --> D[Training of staff to use PPE] D --> E[Daily checks] </pre>	<p>appropriate EN standards</p> <ul style="list-style-type: none"> • Is compatible with other PPE • Meets the users requirements (fit, comfort and wear ability) <p>4. Initial inspection</p> <p>Before issuing the PPE the Manager will ensure</p> <p>4.1. A competent person (CP)</p> <ul style="list-style-type: none"> • Tags/labels the PPE with a unique identification number • Checks there PPE is in good working order • Records these details locally <p>5. Issue PPE to user</p> <p>Once the initial inspection has been carried out to a satisfactory standard</p> <p>5.1. CP will issue the PPE to the user</p> <p>6. Training of staff to use PPE</p> <p>The Manager will ensure:</p> <p>6.1. Staff issued with PPE receive relevant information, instruction and training to ensure effective use, including:</p> <ul style="list-style-type: none"> • How to fit , wear, remove and store PPE in line with the manufacturer’s instructions • Limitations of the PPE • Explanation of the risks present and why PPE is needed • Recognising defects and the arrangements for reporting loss//defects <p>7. Daily Checks</p> <p>The PPE User will:</p> <p>7.1. Conduct a visual daily check of all PPE before use in order to identify defects</p> <p>7.2. All defects should be reported to the appropriate Line Manager</p>

Flow Chart	Process/person responsible
 <pre> graph TD A[Use of PPE] --> B[Supervision of PPE Use] B --> C[Storage of PPE] C --> D[Six Monthly Checks] D --> E[Reporting defects/loss] </pre>	<p>8. Use of PPE</p> <p>The PPE User will:</p> <p>8.1. Be responsible for:</p> <ul style="list-style-type: none"> • Looking after the PPE • Using the PPE in line with training provided • Reporting any defects <p>9. Supervision of PPE use</p> <p>The relevant Manager will ensure:</p> <p>9.1. PPE is correctly used through appropriate supervision</p> <p>9.2. A programme of supervision checks is planned and executed</p> <p>9.3. Details of the checks will be recorded locally</p> <p>10. Storage of PPE</p> <p>When PPE is not in use the user will:</p> <p>10.1. Correctly store PPE in the storage provided to maintain good working order</p> <p>11. Six Monthly Checks</p> <p>All PPE issued will be checked every six months by a Competent Person.</p> <p>The PPE user will</p> <p>11.1. Make their PPE available to the Competent Person every six months</p> <p>The Competent Person will</p> <p>11.2. Conduct six monthly checks and record locally</p> <p>12. Reporting defects/loss</p> <p>Defective PPE is not to be used in any circumstances.</p> <p>The PPE user is responsible for</p>

Flow Chart	Process/person responsible
	<p>12.1. reporting all defects/losses to the relevant Line Manager</p> <p>12.2. taking action onsite to resolve the defects if it is safe and practical to do so</p> <p>The Line Manager is responsible for</p> <p>12.3. Recording all defects on the relevant copy of</p> <p>12.4. Removing defective PPE from service</p> <p>12.5. Arranging replacement PPE if the defective PPE cannot be repaired, or in the event PPE has been lost</p> <p>13. PPE disposal</p> <p>Manager will ensure</p> <p>13.1. All PPE is disposed of in line with the manufacturer's instructions</p>