



MANAGEMENT OF PERSONAL PROTECTIVE EQUIPMENT POLICY

References:

- A. Personal Protective Equipment (PPE) at Work Regulations [1992 \(2002\)](#)
- B. HSE [L25](#) (Personal Protective Equipment at Work).
- C. Control of Substances Hazardous to Health Regulations [2002](#).

1. SCOPE

- 1. This policy is intended for use by all town council employees who have a responsibility for the assessment, selection, provision, maintenance, storage, use and disposal of Personal Protective Equipment (PPE); its aim is to enable a basic understanding of the requirements contained in References A to C.

2. DEFINITION

Personal Protective Equipment means all equipment and products designed to be worn or held by a person at work to protect them against one or more risks to their health and safety. In principle all equipment which provides employees with protection whilst at work should comply with the requirements and guidance in References A to C.

3. PPE ISSUE AND IN-LIFE MANAGEMENT

- 3.1 PPE is issued in line with information contained in Material Safety Data Sheets (MSDS) and COSHH risk assessments; next-to-skin items such as respiratory protective equipment and gloves are regarded as personal issue for hygiene reasons, eye protection that involves the use of corrective lenses are also issued to individuals.
- 3.2 Any reusable PPE must be cared for so that it remains in a serviceable and hygienic condition. The system adopted will be the one as described in the manufacturer's instructions, this may be as straight forward as the user washing a mask in warm soapy water, to a laundry contract being required for dirty overalls.
- 3.3 Most, if not all PPE products that are expected to be used are maintenance free, in that when used they are replaced. The operations manager will ensure that maintenance and repair requirements as detailed in the manufacturer's instructions are adhered to and carried out by those persons trained to do so.

- 3.4 PPE must not be subjected to any unauthorised alterations or modifications, such actions could impair the protection afforded to users and may invalidate the 'CE' marking and any other equipment warranties.
- 3.5 All PPE is subject to a pre-use inspection to confirm that it is in good condition and serviceable. Responsibility for the care, maintenance, inspection, repair and testing etc. lies with the management team, managers and supervisors are also responsible for ensuring that PPE is being used in line with manufacturer's instructions.

4. STORAGE AND SHELF LIFE

- 4.1 Adequate storage facilities shall be provided, so that:
 - 4.1.1 Items of PPE may be stored for lengthy periods whilst not in use.
 - 4.1.2 Stocks can be easily rotated, as a number of types of PPE have defined shelf lives and are to be scrapped at the end of that period.
 - 4.1.3 Any person who is issued with an item of PPE, can check the 'use by' date (if applicable) to ensure it is still fit for use.
 - 4.1.4 PPE can be stored in an appropriate manner as detailed by the manufacturer; for example, some products are sensitive to UV radiation, whilst others must be stored sealed in their original packaging if they are to remain serviceable.
- 4.2 Effective storage protects PPE from contamination, loss, or damage by, for example, harmful substances, damp or sunlight. The storage facility is to be clearly identifiable and any equipment ready for use segregated from those items which are awaiting repair, maintenance, cleaning or disposal.

5. INFORMATION, INSTRUCTION AND TRAINING

- 5.1 The extent of any information, instruction and training will vary with the risks and complexity of the PPE. In the simplest cases (e.g. gloves) the level of information required may be written on the packet; more complex equipment (e.g. air-supplied respiratory protection) may require a lengthy instruction course with a practical examination.
- 5.2 In respect of any information, instruction or training the person issuing the equipment shall ensure that:
 - 5.2.1 Records are produced and kept of any training provided.
 - 5.2.2 Any information or instruction provided is suitable and sufficient for each person that it is provided.
 - 5.2.3 Information provided to persons to ensure the efficient working state of the PPE is kept readily available.

5.2.4 The training and repeating of any demonstrations necessary to train persons in the wearing of PPE at suitable intervals as required.

5.2.5 Theoretical training given may include:

5.2.5.1 An explanation of the hazards and risks present in the work process and why the PPE is needed.

5.2.5.2 The purpose for which and the manner in which the PPE is to be used.

5.2.5.3 The operation, performance and limitations of the PPE.

5.2.5.4 Any action needed by the employee to ensure that the PPE remains effective and in a good state of repair.

5.2.5.5 Instructions on the selection, use and storage of PPE related to the intended use.

5.2.5.6 Factors, which could affect the protection, afforded by the PPE such as: other PPE being worn, any personal factors, working conditions, inadequate fitting and damage.

5.2.5.7 Methods of recognising defects in PPE and arrangements for loss/defect reporting.

5.2.6 Practical training may include:

5.2.6.1 Practice in putting on, wearing, and removing the equipment.

5.2.6.2 Practice and instruction on inspection and where appropriate, testing of PPE before use.

5.2.6.3 Practice and instruction in any maintenance, which can be done by the user, such as hygienic cleaning.

6. DISPOSAL

6.1 The fact that PPE is often required to protect against hazardous materials means that it may end up contaminated at the end of its life. The extent of any contamination is to be assessed and precautions taken to either thoroughly clean the PPE or to dispose of it in accordance with manufacturer's instructions via the appropriate waste stream; for example, a respirator filter used to protect against solvents may need to be disposed of as hazardous waste.

7. MONITORING AND AUDIT

7.1 Supervision and monitoring of operatives wearing PPE must be carried out, as well procedural checks during audits and inspections; feedback should also be obtained from employees to identify any improvements in safety, comfort and effectiveness.

8. REVIEW

8.1 As part of the ongoing process of improving our health and safety performance, periodic reviews of PPE management shall be undertaken. In particular, COSHH assessments will be reviewed at regular intervals (at least annually) or when there are any significant changes to the substance/process/PPE.

8.2 This policy will be reviewed annually in May or sooner if there are changes in legislation or best practice.

Implementation Date: 1 May 2024

Review Date: May 2025

A handwritten signature in black ink, appearing to read 'John Wright', is written over a faint dotted line.

John Wright
Proper Officer (Chief Executive)
May 2024