

All Hampstead Hill School Policies are always to be read and considered in conjunction with Equal Opportunities, Race Equality and Inclusion Policies. This Policy of Hampstead Hill School applies to all sections of the school including the Early Years Foundation Stage.

# Hampstead Hill School

## Health and Safety Policy:

### Personal Protective Equipment (PPE)



## Definition of Personal Protective Equipment (PPE)

PPE is a term that covers all equipment that is intended to be worn or held by employees and which protects them against one or more risks to their health and safety. Such equipment includes:

- safety footwear
- high visibility waistcoats
- gloves
- protective clothing for adverse weather conditions
- safety harnesses

The above list is not exhaustive.

Hearing protection and respiratory protective equipment provided for most work situations are not covered by these Regulations because other regulations apply to them. However, these items need to be compatible with any other PPE provided.

## Risk Assessment

PPE should only be used where the risk cannot be controlled by something equally or more effective. Engineering controls or safe systems of work should always be considered first. This is because PPE protects only the person wearing it, whereas measures controlling the risk at source can protect everyone. Additionally, effective protection is achieved only by suitable PPE, correctly fitted and maintained and properly used. Furthermore, if more than one item of PPE is being worn, the different items of PPE must be compatible with each other. Lastly, PPE may restrict the wearer to some extent by limiting mobility or visibility, or by requiring additional weight to be carried.

The need for PPE should be identified as part of a risk assessment. This should take into account the particular risks involved and for the circumstances of its use. PPE need not be provided where risks are sufficiently low that they can be considered adequately controlled. The need for voluntary workers and school children to wear PPE should also be assessed.

Whilst most PPE will be provided on a personal basis, some may be used by a number of people. Furthermore, it may be appropriate, to provide a supply of disposable PPE (for example single use coveralls) which can simply be discarded after use.

Once it has been decided that PPE is necessary, suitable items should be selected. These should comply with the appropriate British or European Standard.

## Information and Training for Users

Users need to be given information, instruction and training to enable them to make effective use of the PPE provided. In other words, they should be trained in the correct use of the PPE, how to fit and wear it correctly, and what its limitations are. The extent of the instruction and training will vary with the complexity and performance of the equipment. Users may need refresher training from time to time.

The training should include elements of theory as well as practice in using the equipment, and should be carried out in accordance with the recommendations and instructions supplied by the manufacturer.

## Theoretical Training

Theoretical training needs to take full account of the following:

- An explanation of the risks present and why PPE is needed
- The operation, performance and limitations of the equipment
- Instructions on the selection, use and storage of PPE related to the intended use. Written operating procedures such as permits to work involving PPE should be explained
- Recognising defects in PPE and arrangements for reporting loss or defects.
- Factors which can affect the protection provided by the PPE such as:
  - Other protective equipment
  - Personal factors
  - Working conditions
  - Inadequate fitting
  - Defects
  - Damage and wear

## Practical Training

Practical training needs to take full account of the following:

- Practice in putting on, wearing and removing the equipment
- Practice and instruction in inspection and, where appropriate, testing of the PPE before use
- Practice and instruction in the maintenance that can be undertaken by the user, such as cleaning and replacement of certain components
- Instruction in the safe storage of equipment.

Furthermore, employees must also be given clear instructions in how they can obtain PPE. If disposable PPE is used, it is important that users are told when it should be discarded and replaced.

## Duties of Employees

Where protective clothing is issued or its use is required, it must be worn and maintained in accordance with the instructions given by the employer. PPE should be examined before it is put on and should not be worn if it is defective or has not been cleaned. Any defects or loss of protective equipment should be reported to the appropriate manager as soon as possible. Each employee should take reasonable care not to misuse or neglect to use PPE. If employees have any concerns about the serviceability of the PPE they should contact their manager.

## Maintenance

A system of maintenance is needed to ensure that the PPE continues to provide the degree of protection for which it was designed. Maintenance includes:

- Cleaning
- Disinfection
- Examination
- Replacement
- Repair and testing.

The responsibility for maintenance must be laid down together with the details of the procedures to be followed and their frequency. The maintenance programme will vary with the type of equipment and the use to which it is put. Manufacturers' maintenance schedules and instructions should normally be followed.

## Accommodation

Suitable storage arrangement for PPE should be provided. Accommodation for PPE is needed to ensure that it is protected from contamination, loss or damage by (for example) harmful substances, damp or sunlight. PPE used by peripatetic workers can be stored in suitable containers or areas in the vehicle. The accommodation does not need to be fixed. The user, for example, can keep safety spectacles in a suitable carrying case.

## Recording Keeping

The managers should keep records. This should include a risk assessment identifying the tasks where PPE is needed. Records should also be kept when PPE is issued and the relevant instructions relating to it should also be issued. These should include the specification of the PPE that has been provided and the date of issue. Management should also keep maintenance and training records.

Date adopted: September 2016

Updated September 2016

Name: Andrea Taylor

A handwritten signature in black ink, appearing to read "Andrea Taylor". The signature is written in a cursive style with a large, looping initial "A".

Signed:

Date adopted:

Name: