

Personal Protective Equipment Policy

Introduction

When the risks presented by a work activity cannot be adequately controlled by other means, the University will provide Personal Protective Equipment (PPE) to employees, students and others (e.g. visitors, those on work experience or temporary staff).

Legislation

The main pieces of legislation of specific relevance to PPE are:

[The Health & Safety at Work Act 1974 \(HSAW\)](#)

Section 9 of the HASW Act states; *“No employer shall levy or permit to be levied on any employee of his any charge in respect of anything done or provided in pursuance of any specific requirement of the relevant statutory provisions.”*

The University provides suitable and sufficient PPE free of charge to employees and students.

Section 7(b) of the HASW Act states: *“It shall be the duty of every employee while at work as regards any duty or requirement imposed on his employer or under any of the relevant statutory provisions, to co-operate with him so far as is necessary to enable that duty or requirement to be performed or complied with.”*

Employees and students must comply with any requirement of the University to wear and maintain any PPE provided.

[The Management of Health & Safety at Work Regulations 1999](#)

Regulation 3 – Risk Assessments states:

3. (1) *Every employer shall make a suitable and sufficient assessment of—*
 - (a) *the risks to the health and safety of his employees to which they are exposed whilst they are at work; and*
 - (b) *the risks to the health and safety of persons not in his employment arising out of or in connection with the conduct by him of his undertaking*

Regulation 4 - *Principles of prevention to be applied states*

4. *Where an employer implements any preventive and protective measures he shall do so on the basis of the principles specified in Schedule 1 to these Regulations.*

Where the principles in Regulation 4 do not adequately control the risk then suitable and sufficient PPE will be used.

[The Personal Protective Equipment Regulations 2002](#)

PPE is defined in *The Personal Protective Equipment Regulations 2002* 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 health and safety'.

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 other PPE provided.

The Regulations require the PPE is:

- properly assessed before use to ensure it is suitable and compatible
- maintained and stored properly
- provided with instructions on how to use it safely
- used correctly by employees.

Arrangements for securing the health and safety of workers

The University will:

- carry out an assessment of proposed PPE to determine whether it is suitable and protects against the risk
- ensure any PPE bought is 'CE' marked and complies with the requirements of the Personal Protective Equipment Regulations 2002.
- ensure that where two (or more) items of PPE are used simultaneously, these are compatible and are as effective used together as they are separately
- arrange for adequate accommodation for correct storage of the PPE
- implement steps for the maintenance, cleaning and repair of PPE
- train staff in the safe use of PPE
- replace PPE as necessary and at no cost to the employee

Summary

PPE is only effective in protecting the wearer or user where the following steps are taken:

- only use PPE in accordance with the University's and manufacturer's instructions and for the activities during which they are designed to provide protection
- only use PPE if fully trained in its use
- store, clean, repair and maintain PPE correctly, replacing any items which have been damaged and are no longer serviceable.