

Personal Protective Equipment Procedure

Version - v2 - October 2021

Policy Statement Author – Health and Safety Manager
Procedure Owner – Vice Principal (Finance and Infrastructure)
Parent Policy Statement – Health and Safety Policy Statement
Public Access or Staff Only Access – Public
Version – Version 2 – October 2021
Changes and Reason for Changes – Department Name Change



PERSONAL PROTECTIVE EQUIPMENT PROCEDURE

1. INTRODUCTION

The aim of this procedure is to provide University of the West of Scotland (UWS) staff and students with information to assist in the selection, use, maintenance and storage of personal protective equipment (PPE), thus ensuring compliance with the Personal Protective Equipment at Work Regulations 1992 and the University's Health, Safety and Wellbeing Policy. This procedure also applies to PPE required under other specific pieces of legislation.

PPE is equipment that will protect the user against health or safety risks at work. It can include items such as safety helmets, gloves, eye protection, high-visibility clothing, safety footwear and safety harnesses etc. It is defined in the Personal Protective Equipment at Work Regulations 1992 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". This does not include ordinary working clothes such as uniforms which do not have a specific health or safety function, nor does it apply to equipment used whilst playing competitive sport. However, equipment required for the safety of a sports instructor does fall within the category of PPE, for example, a life jacket for a canoeing instructor.

PPE should only be used following an appropriate risk assessment and as a last means of controlling the hazard.

2. ROLES AND RESPONSIBILITIES

Deans of Schools / Directors / Heads of Department

Responsible for all health and safety within their School or Department and:

- For ensuring risk assessments are carried out, including for PPE
- Allocating sufficient funding for the provision, maintenance, testing, and storage of PPE
- Ensuring appropriate training, including in the use of PPE, and recording of this training is carried out
- Ensuring Supervisory Staff are aware of their responsibilities towards those they supervise.

Supervisors, Line Managers, Directors of Studies and Academic Leads

Responsible for ensuring the day to day supervision of health and safety matters in their areas of responsibility and:

- For carrying out, or ensuring the carrying out and monitoring/review, of all risk assessments, including for PPE
- Ensuring the provision of appropriate PPE based on risk assessment
- Ensuring that those provided with PPE attend appropriate training in its use
- Maintaining individual PPE user training records

- Providing suitable storage for PPE provided
- Ensuring that maintenance, testing, and replacement of PPE is carried out
- Ensuring that PPE is properly inspected, worn and used.

Health, Safety and Wellbeing Champion

Act as the focal point for health, safety and wellbeing within their school or department and as such must:

- Bring any concerns reported to them, and related to PPE, to the attention of the school or department Health, Safety and Wellbeing Committee as appropriate.

Individual Users

Staff and Students have a responsibility to ensure their own health and safety and that of others, and therefore must:

- Take care of themselves and others who could be affected by their actions and omissions
- Use PPE in accordance with the findings of relevant risk assessments
- Wear and use PPE provided in accordance with the training and instruction given
- Attend any training given in the use of PPE issued to them
- Check PPE for defects prior to each use and report any loss or defects in the equipment to line manager or relevant tutor
- Take all reasonable steps to ensure that, after use, all PPE is returned to the storage/accommodation provided, clean and undamaged
- Inform Supervisor or Line Manager if additional PPE is required.

Failure to adhere to this procedure may result in action as per the staff Disciplinary Policy and Procedure or the Code of Discipline for Students.

Contractors

Contractors have a responsibility to ensure that they adhere to UWS Contractor Site Rules. It is required that contractors working for the University will match the standard of care required by this procedure, when managing safety for their own employees.

Contractors will need to be supplied with adequate information regarding local site UWS hazards in order for them to carry out a suitable and sufficient risk assessment, including for PPE. This information must be supplied by the Supervising Officer, as per the Control of Contractors Procedure.

3. PPE ASSESSMENT

In order to determine what PPE is needed for a particular task, an assessment should be undertaken using the template in Appendix 1. This should be used in conjunction with existing risk assessments, such as COSHH assessments, Manual Handling assessments etc.

When selecting PPE, the following factors should 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

PPE identified by a risk assessment as necessary to control and reduce risk must be supplied to staff free of charge. Students may be required to provide their own and will not be permitted into areas where PPE is required, unless the PPE is suitable to protect against the hazards encountered there and manufactured to the appropriate standards, i.e. BS or CE marked.

All staff and students supplied with PPE must be provided with Information, instruction, training and supervision in relation to the reason for the PPE being issued, how to wear the PPE effectively, and how to maintain and store the PPE correctly. In addition, all users must be informed of the requirement to inform their line manager or tutor of any defects or damaged items of PPE and the process for replacement. For these reasons, a sufficient supply of PPE should be retained on site. Records of PPE issuance (see Appendix 2) and training should be recorded locally in each School or Department.

Where Respiratory Protective Equipment is required and tight fitting face pieces are provided, then the wearer will require to undertake a face fit test. For further information on Face Fit Testing, contact UWS Occupational Health (OH).

4. INCIDENT REPORTING

Any failure or misuse of PPE when in use, whether by staff, students or visitors (e.g. contractors) must be reported to the responsible person supervising the work or activity. All incidents including near miss events should be reported via the online incident reporting system.

APPENDIX 1 - PPE ASSESSMENT

Date Assessed		Date for Reassessment		Date reassessed		Assessment No	
Assessor's Name (Block Capitals)							
Assessor's Signature							

What is the task being assessed?

What other risk assessment(s) are in place for this task?

Name (e.g. COSHH, Manual Handling, Noise etc.)	Assessment ref. No

What are the Risks associated with this task (tick box)? (Where asterisked items are indicated, then advice should be sought regarding Health Surveillance)

Falls from a height	
Blows, cuts, impact, crushing	
Stabs, cuts, grazes	
Vibration	*
Slipping, falling over	
Scald, heat, fire	
Cold	
Immersion	
Ionising radiation	*
Electrical	
Noise	*
Dust, fibres	*
Fumes	*
Splashes, spurts	
Gases, vapours	*
Harmful fungi, bacteria or viruses	*
Non-micro biological antigens	*
Other	

Do any parts of the body need protection to perform this task (yes or no)?

Cranium or Whole head	
Ears	
Eyes	
Whole face	
Respiratory tract	
Hands or arms	
Feet or legs	
Skin	
Trunk	
Abdomen	
Whole Body	

What PPE is required? Refer to PPE of all linked assessment, e.g. COSHH, DSEAR, Manual Handling, Noise etc. Consider the specification required, e.g. breakthrough time, permeation rate, cut resistance, assigned protection factor etc.

Ensure that there are no incompatibilities between different items of PPE and that all PPE is BS or CE marked and fit for purpose.

Action required and by whom

Action required	Responsible person	Date for completion	Date completed







APPENDIX 2 – PPE REGISTER

PERSONAL PROTECTIVE EQUIPMENT ISSUED

Department:

Campus:

In signing this document you state the following: I confirm that I have been issued with the Personal Protective Equipment appropriate for my job and that I am aware of why it is needed, when and how to use it and how to maintain it. I have a duty to report any loss or defect of the PPE to my employer.

								PRINT NAME	SIGNATURE	DATE
	Safety Boots	Hi Viz Vest	Helmet	Eye protection	Gloves	Hearing protection	Other			
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										