

# Policy 12 Personal Protective Equipment

## 1.0 Introduction

Housing and Property Service recognise the need to provide its employees with personal protective equipment. The undernoted Policy has been developed to meet this need.

## 2.0 Policy aims

Housing and Property Service intends to ensure so far as is reasonably practicable, the health, safety and welfare at work of its employees by providing personal protective equipment (PPE) in accordance with The Personal Protective Equipment at Work Regulations 1992 (as amended).

Personal protective equipment is to be supplied and used at work wherever there are risks to health and safety that cannot be adequately controlled in other ways.

## 3.0 Risk assessment

Managers shall ensure that a Risk Assessment is carried out to confirm personal protective equipment provision (including clothing affording protection against the weather) before any employee at work under their control undertakes construction site visits, surveys or inspections in derelict buildings or remote locations.

Risk Assessments shall be carried out for each activity to be undertaken. They shall be carried out by a competent person and recorded in writing.

Because the effectiveness of PPE can be easily compromised, e.g. by not being worn properly, it should always be considered as the last resort and used only where other precautions cannot adequately reduce the risk of injury.

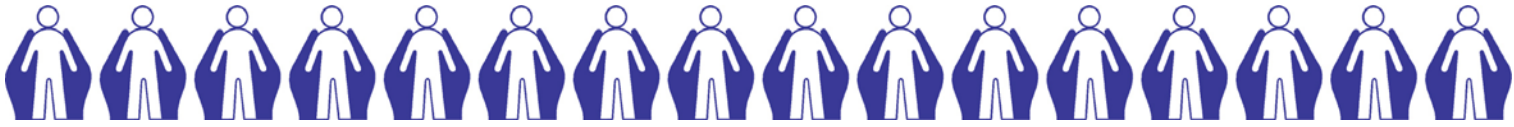
## 4.0 Method of control

**Housing and Property Service Management Team** shall ensure that systems are implemented which provide appropriate control over the supply of personal protective equipment issued to staff.

Where appropriate PPE provided will require to have been 'CE' marked in accordance with the requirements of the amended Personal Protective Equipment Regulations 1992 and be: -

- assessed as suitable for the risks to be controlled and for the conditions of use,
- compatible, if PPE for different risks is worn simultaneously,





- maintained in efficient working order and good repair,
- stored (where applicable) in any designated accommodation provided and
- checked at regular intervals for fitness for purpose.

Managers shall ensure that the systems for control are operated effectively.

Employees shall comply with the systems set up to improve their safety and have a duty to use the appropriate PPE provided wherever there is a risk to their health and safety that cannot be adequately controlled by alternative measures.

Employees shall report to Managers any dangerous incident to health and safety that occurs.

In seeking to implement the control measures detailed above, all staff shall take account of the specific workplace Codes of Practice which make reference to provision and use of personal protective equipment. (i.e. refer to Construction Site Visits and Surveys policy.)

## 5.0 Monitoring performance

**Housing and Property Service Management Team** shall record incidents and all instances on non-compliance with the policy for provision of personal protective equipment.

Managers shall introduce measures to check that: -

- PPE provided to appropriate staff is recorded on the Personal Protective Equipment Record sheet (attached as part of this policy);
- PPE offers adequate protection for its intended use;
- those using PPE are adequately trained in its safe use;
- PPE is properly maintained and defects reported;
- where applicable, PPE is returned to its proper accommodation after use.

Managers shall review incidents and, where practicable, implement measures to prevent recurrence.

## 6.0 Training

**Housing and Property Service Management Team** shall ensure that staff who require PPE will receive training in the provision and use of equipment provided for their safety.

Training may include the following: -

- Make sure the user is aware of why PPE is needed,
- when it is to be used, repaired or replaced and its limitations.





- Instruct, train, and supervise its use in induction of new staff.

Employees shall take part in necessary training.

## **7.0 Auditing performance**

**Housing and Property Service Management Team** shall ensure that audits are carried out at least annually or as often as required by the risk assessment and shall include checks on the records of the risks assessments and on records of noncompliance.

