

PERSONAL PROTECTIVE EQUIPMENT, PLANT & EQUIPMENT POLICY (LSM) 2018

1.0 PURPOSE

1.1 The aim of this Policy is to ensure:

- ✓ that appropriate Personal Protective Equipment (PPE) is available and is correctly stored and maintained.
- ✓ that personnel are adequately trained in the correct use of PPE, where required.
- ✓ the effective inspection, maintenance and management of plant, equipment and vehicles.

1.2 The procedures detailed within this section have been written to ensure all reasonable steps have been taken to comply with the Health and Safety at Work etc. Act 1974, the Provision and Use of Work Equipment Regulations 1998 and the Lifting Operations and Lifting Equipment Regulations 1998.

2.0 DEFINITIONS

Personal Protective Equipment (PPE) – “equipment that will protect the user against health or safety risks at work. It can include items such as safety helmets and hard hats, gloves, eye protection, high-visibility clothing, safety footwear and safety harnesses.”

Lifting equipment – “work equipment for lifting and lowering loads. This includes lifting accessories and attachments used for anchoring, fixing or supporting the equipment.”

3.0 REFERENCES

- Health and Safety at Work etc. Act 1974
- Lifting Operations and Lifting Equipment Regulations 1998
- The Personal Protective Equipment at Work Regulations 1992
- Provision and Use of Work Equipment Regulations 1998

4.0 BACKGROUND

This policy complies with the Associations Strategic Objective:6;

*To ensure that the Association recruits and retains sufficiently trained and experienced Committee members and suitably qualified staff and satisfies all health, safety and environmental requirements and legislation. **(Strategic Objective 6)**
(Human Resources and Health & Safety)*

It also complies with the Associations Health & Safety Manual and in particular sections:

Section No. 3.8 Display Screen Equipment (DSE)
Section No. 4.4 Personal Protective Equipment (PPE)

5.0 DEFINITION & ENTITLEMENT

Personal Protective Equipment (PPE) includes a range of clothing and protective devices to protect the wearer from health and safety risks at work. PPE includes such items as hard hats, respirators, safety boots, protective gloves, weatherproof clothing, overalls etc.

If there are risks to health and safety that cannot be adequately controlled by other means, Personal Protective Equipment (PPE) will be supplied.

All tasks which require PPE shall be identified in the General Risk Assessments carried out under the Association's HSCM (for both routine and non-routine operations). PPE shall only be used as a last line of defence, acceptable only where elimination or substitution of the hazard, segregation or engineering/operational controls has already been considered and exhausted to manage the risk.

A matrix is provided at **Appendix 2** outlining staff members entitlement to PPE.

All PPE shall be fit for purpose, properly sized, serviced and maintained, correctly stored, kept clean and compatible with other PPE required to be worn. Where appropriate, only PPE with a CE mark shall be purchased. To ensure that PPE remains hygienic and otherwise free of risk to health, all such equipment shall only be used by the individual to whom it is issued.

The Association will ensure that all equipment is:

- suitable for the intended use;
- safe for use, maintained in a safe condition and inspected to ensure it is correctly installed and does not subsequently deteriorate;
- used only by people who have received adequate information, instruction and training;
- accompanied by suitable health and safety measures, such as protective devices and controls. These will normally include emergency stop devices, adequate means of isolation from sources of energy, clearly visible markings and warning devices;
- used in accordance with specific requirements.

6.0 REGISTER

The Association will maintain a register of all personal protective equipment which has been issued to staff. It is the responsibility of the health and safety administrator to ensure this register is kept up to date in line with invoices and expenses paid. The register will detail the following;

1. Name and title of staff member

2. Details of goods supplied and when
3. Size / Reference No. of goods supplied
4. Actual value
5. Next renewal date

7.0 REPLACEMENT CYCLE

The following will be the replacement cycle for PPE equipment and services:

<u>Item</u>	<u>Replacement Cycle</u>
Outdoor jackets	3 years
Fleeces	3 years
Hard wearing footwear	3 years
Steel toe capped boots	3 years
High Vis Vests	10 years
Hard Hats	3 years or before expiry date
Personal Alarms	As required
Mobile Phones	Reviewed every two years
Eye Test Payment	Free
Spectacles Allowance	Every 2 years (only)

The Association will ensure that all equipment is maintained in an efficient state, in efficient working order and in good repair. Items may be replaced before these timescales if they are defective or damaged. This decision should be at the discretion of the departmental manager.

Items should be retained for longer if they are still serviceable at the end of the above periods.

8.0 RESOURCE IMPLICATIONS

The following limits will be set for each element of PPE as follows:

<u>Item</u>	<u>Maximum Costs</u>
Outdoor jackets	£130
Fleeces	£60
Hard wearing footwear	£70
Steel toe capped boots	£70
High Vis Vests	£30
Hard Hats	Per minimum specification
Personal Alarms	£15
Mobile Phones	£150
Prescribed Spectacles	£87 (See 2017 EVH salary and expenses publication)

The above costs are to be taken as a 2017 benchmark and it will be permissible for limits to be increased annually in line with inflation.

Any purchase over these limits should be approved at the discretion of the Director.

9.0 ORDERING GOODS & SERVICES

When ordering goods and services the staff member is required to complete a form a copy of which is attached at **Appendix 1**.

The form should be checked by the departmental manager that goods are being ordered in accordance with the timescales and budget limits set out above.

The form should be signed by the staff member and authorised by the departmental head. Any discretionary awards made should be noted in the comments box.

The form should then be passed to administration who will order the goods and arrange for them to have the company logo put onto all items once received. A copy of the form should be passed to finance for their records.

10.0 EYE TESTS

The Association's Health and Safety Manual, Section No. 3.8 A, Display Screen Equipment (DSE) defines a user as "a worker or employee who regularly uses DSE as a significant part of their normal work – daily, for continuous periods of an hour or more"

On the basis of the above definition **all** of the Associations staff will be deemed DSE users.

When spectacles are prescribed **specifically** for work with DSE, the Association will provide the basic cost of suitable lenses and frames. This will not include "designer frames", the extra cost of which may be funded by the employee. The Associations contribution towards **prescribed spectacles** will be up to the maximum per the published EVH guidelines and will be available to staff every 2 years.

All new employees will be made aware of this eye test policy.

11.0 RESPIRATORY PROTECTIVE EQUIPMENT (RPE)

Where respiratory protective equipment (RPE) is required (e.g. dust masks or respirators), a satisfactory face-fit test will be carried out by a competent person before the RPE is used. Repeat fit tests will be carried out where a different model of RPE is to be used, where a new face piece is required or where the facial characteristics change significantly.

12.0 TRAINING

Staff requiring the use of PPE will be trained in its correct use (which will include demonstrations where deemed necessary) and in the appropriate procedures for reporting defects etc

13.0 RESPONSIBILITY

Section B1 of the EVH – Statement of Terms and Conditions of Employment – 2015

states that *“If we provide protective clothing, you must wear it and are responsible for looking after it and making sure it remains effective.*

All PPE will be fit for purpose, properly cleaned, serviced and maintained, correctly stored and compatible with other PPE required to be worn. Where available PPE will be CE marked*.

To ensure that PPE is hygienic and otherwise free of risk to health, all such equipment will only be used by the individual to whom it is issued.

14.0 CORPORATE IDENTITY

All items of clothing should be marked with a logo displaying the Associations corporate identity. If items of clothing are not marked with the corporate identity this benefit will be recorded in the staff members annual P11D as taxable expense and their tax code amended accordingly

Due to health and safety reasons Assistant Finance Officers will require to have a discrete logo on their jackets.

15.0 POLICY REVIEW:

This policy will be subject to review at least every 5 years.

George Tainsh
Director

22nd March 2018

Policy Review Consultation Process

Reviewed by the Management Team	March 2018
Considered by HSEHR Committee	21 st March 2018
APPROVED BY THE MANAGEMENT COMMITTEE	29th MARCH 2018
Date of Next Review	March 2021

**CE marking is a declaration by the manufacturer that the product meets all the appropriate provisions of the relevant legislation implementing certain European Directives. CE marking gives companies easier access into the European market to sell their products without adaptation or rechecking. The initials "CE" do not stand for any specific words but are a declaration by the manufacturer that his product meets the requirements of the applicable European Directive(s).*



APPENDIX 1

PERSONAL PROTECTIVE EQUIPMENT – REQUEST FORM

- 1) Name:.....
- 2) Job Title:
- 3) Equipment Required (Description):.....

4) Order Details:

Book	
Page No.	
Size	
Colour	
Order Ref Number	
Price	
No. ordered	

5) Reason for request:

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6) Signatures

Staff Member: Date

Departmental Head: Date

7) Other comments: e.g. if costs are more than budget limit, if replacement cycle is less than that allowed.

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Approved