



Document Title:	Personal Protective Equipment Policy & Procedure
Audience:	All staff
Document Date:	October 2019
Document Revision Date:	October 2022
Document Location:	N Drive: HR/AllUsers/Policies and Procedures PeopleHR / Company Documents

1. Introduction

This policy and procedure sets out the responsibility of Royal Holloway Students' Union (RHSU) to meet the requirements of the Personal Protective Equipment at Work Regulations 1992 (as amended). It identifies the duties of the Heads of Departments and provides guidance to those charged on their behalf with taking action necessary to ensure compliance.

2. What is Personal Protective Equipment (PPE)?

Under the Regulations, PPE is defined 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 them against one or more risks to their health and safety'. It can include items such as safety helmets, gloves, eye protection, high-visibility clothing, safety harnesses and safety footwear. For a more comprehensive list of examples of personal protection please see Appendix 1.

PPE is designed to reduce the risks of exposure to hazards when administrative and engineering controls are not viable or effective to reduce these risks to acceptable levels. It is a step to reduce the risk caused by a present hazard and is not a guarantee of safety.

Hearing protection is not covered by these regulations as it is covered under the specific Control of Noise at Work Regulations 2005 (see separate policy). Similarly, gloves used to prevent dangerous chemical penetrating the skin would be covered by The Control of Substances Hazardous to Health Regulations 2002, and would not be covered by the PPE regulations (see separate policy).

3. Employer Responsibilities

In accordance with the Regulations, PPE should be used as a last resort. Wherever there are risks to health and safety that cannot be adequately controlled in other ways, it is a requirement that PPE should be supplied. Before conducting any job which requires the user to wear PPE an evaluation of the job should be made and where possible an alternative solution found. This should be done through the organisation's risk assessment process (see RHSU Risk Assessment Policy & Procedure).

The following principles for controlling risk should first be applied, preferably in the following order:

- i. Try a lower risk option
- ii. Prevent access to the hazard
- iii. Organise work to reduce exposure to the hazard
- iv. If after all the above there is still a residual risk, provide appropriate PPE

Where PPE is supplied, it is a further requirement that it is; properly assessed before use to make sure it is fit for purpose; maintained and stored properly; and instructions should be given for its use.

4. Providing Personal Protective Equipment

Line managers who are responsible for staff who may use PPE will be required to carry out a risk assessment prior to the task or role being carried out. If it is a recommendation that PPE should be worn, it will be made available in the correct size and fit, and at no cost to the employee. If something changes on the job, line managers should reassess whether the PPE is still appropriate, checking with a supplier if relevant.

Line managers must ensure that any PPE provided within their department bears the 'CE' mark and complies with PPE Regulations 2002 concerning the design or manufacture of PPE.

Line managers are responsible for ensuring that individuals receive the correct training and instruction to use such equipment, including why it is needed, when to use it and what the limitations are.

Line managers must check all PPE equipment on a regular basis and ensure that it is maintained, including examination, testing, cleaning, repair or replacement. A record of this check should be kept. If equipment is not suitable it should be fixed or replaced immediately.

5. Employee Responsibilities

All employees have a duty to take reasonable steps to ensure that they do not place themselves or others at risk of harm. They are also expected to co-operate fully in complying with any procedures that may be introduced as a measure to protect the safety and well-being of our staff and visitors.

It is the responsibility of all employees to use the Personal Protective Equipment (PPE) provided to them correctly and to follow the training and guidelines when using equipment. A visual check of the PPE should be conducted by the wearer before they start the task. If they notice the equipment is faulty this should be reported immediately to the line manager and an alternative found. The line manager must ensure that any defect reported is recorded (see Monitoring and Record Keeping below).

Staff who are required to wear PPE must take reasonable care of it and comply with the above requirement to report any loss or obvious defect as soon as possible.

If an individual has any concern regarding the use or supply (or non-supply) of PPE, they should first raise this with their line manager. If they feel unable to do so, they may prefer to speak with HR who will ensure that any concerns are followed up.

6. Monitoring and Record Keeping

Line managers must ensure that records of all testing and examination of PPE is kept, including the date and action taken.

Line managers must also keep written records documenting the date when PPE is issued to staff and any replacement item issue dates.

A record should also be kept of any staff feedback regarding PPE not being suitable and the actions taken to provide alternative or more suitable PPE. This will be reported to the H&S Committee on at least an annual basis.