

# Thame Town Council

## Personal Protective Equipment (PPE) Policy

### 1. Introduction

- 1.1 Thame Town Council has duties concerning the provision and use of Personal Protective Equipment (PPE) at work.
- 1.2 The purpose of the policy is to ensure that the correct PPE is supplied and the legislative requirements are met. The policy sets down the standards applicable to the safe and appropriate use of PPE at work.
- 1.3 Where PPE is necessary, the Council will provide it without cost to the employee and will take steps to ensure PPE is properly used.
- 1.4 All PPE purchased and provided must carry the CE mark to signify compliance with current legislation and standards as applicable.

### 2. Scope

- 2.1 This policy applies to all staff and is relevant to all work activities.
- 2.2 The Personal Protective Equipment at Work Regulations 1992 does not apply where PPE is provided under existing Regulations. These Regulations already require the use of some types of PPE to protect against certain risks, for example the Noise at Work Regulations require the use of hearing protection when necessary. The Regulations are:
  - The Control of Lead at Work Regulations 2002.
  - The Ionising Radiations Regulations 2017.
  - The Control of Asbestos Regulations 2012.
  - The Control of Substances Hazardous to Health Regulations 2002 (as amended).
  - The Control of Noise at Work Regulations 2005.
- 2.3 The principles of assessment, selection, maintenance and training however, are common to all regulations that refer to PPE.
- 2.4 PPE will only be provided for use to staff where it has not been possible to eliminate or reduce the risk to an acceptable level through the application of other measures. Even when engineering controls and safe systems of work have been applied, some hazards may remain where risk could be controlled through the use of PPE. PPE only protects the wearer and can be compromised, for example by not being worn or being used incorrectly.
- 2.5 Wherever there are risks to health and safety that cannot be adequately controlled in other ways, PPE must be supplied. The regulations also require that:
  - An assessment is made to ensure PPE is fit for purpose before use.
  - PPE is maintained and stored properly.
  - Anyone using PPE is provided with instructions on how to use it safely.

- PPE is used correctly by employees.

### 3. Definitions

- 3.1 **Personal Protective Equipment (PPE):** is equipment that will protect the user against health and safety risks at work. It can include items such as safety helmets, high visibility clothing, gloves, eye protection and safety footwear. It does not include ordinary clothing or uniforms which do not specifically protect the health and safety of the wearer. Waterproof, weatherproof or insulated clothing is subject to the Regulations and is considered as PPE only if its use is necessary to protect employees against adverse climatic conditions that could otherwise affect their health and safety.
- 3.2 **The ‘regulations’:** Personal Protective Equipment at Work Regulations 1992 (as amended) and the Personal Protective Equipment (Enforcement) Regulations 2018.
- 3.3 **CE marking:** CE marking (CE) signifies that the PPE satisfies basic safety requirements and in some cases will have been certificated by an independent body.

### 4. The Policy Principle

- 4.1 The Council will comply with all requirements under the Personal Protective Equipment at Work Regulations 1992 (as amended) and the Personal Protective Equipment Regulations 2018. In complying with those regulations the Council shall:
- Provide PPE to employees, without cost to the employee.
  - Provide suitable storage for employees PPE.
  - Carefully choose PPE to ensure it is a good fit for the person.
  - Provide information, instruction and training to ensure appropriate use of PPE supplied.
  - Assess the need for PPE by considering the various hazards.
  - Identify the correct PPE which will protect employees from the hazard identified.
  - Replace PPE when required.
  - Never allow exemptions from wearing PPE where it has been identified as required.
  - Limited stock will be held on any disposable PPE product to ensure that it is used by the expiry date.
- 4.2 When selecting PPE consideration must be given to who is exposed, what they are exposed to, how long are they exposed for and how much of the hazardous substance/process are they exposed to. If employees help choose the PPE they will be more likely to use it.
- 4.3 PPE must be properly looked after and stored when not in use to protect it from contamination, loss or damage. If the PPE is reusable it must be cleaned and kept in good condition. Contaminated PPE must be stored separately from clean PPE and ordinary clothing. Ensure any replacement parts match the original, e.g. respirator filters.

- 4.4 There may be areas within ~~the depot~~ **Town Council owned properties** or on special redevelopment/building projects that whole areas are designated PPE safety zones. These are areas where a risk assessment has identified that PPE must be worn. The use of mandatory safety signs indicate areas where PPE must be worn and everyone entering these zones must wear the PPE specified. There are no exceptions.

## 5. Roles and Responsibilities

| <b>Responsible Person</b> | <b>Responsibilities</b>  |
|---------------------------|--|
| Town Clerk                | <ul style="list-style-type: none"> <li>• To be satisfied that the Council's system and resources for the management of PPE are adequate.</li> <li>• To support the Managers in the application of this policy by ensuring they have access to suitable training, support and resources.</li> </ul>   |
| Managers                  | <ul style="list-style-type: none"> <li>• Familiarise themselves with this policy and actively inform staff.</li> <li>• Ensure that employees receive suitable and sufficient information, instruction and training with regard to the PPE supplied.</li> <li>• Take all reasonable steps to ensure the full and proper use, storage, maintenance, cleaning, examination, repair and replacement of PPE.</li> <li>• Check regularly that PPE is being used and worn correctly.</li> <li>• To ensure that where PPE is required for staff that any volunteers or work placement students also use the same standard of PPE.</li> <li>• Review PPE when changes occur to equipment, materials and methods of work.</li> </ul> |
| All members of staff      | <ul style="list-style-type: none"> <li>• To follow instruction, information and training on the safe use of PPE.</li> <li>• Adhere to the maintenance requirements for their PPE, regularly examine PPE and report any defects found to Line Manager.</li> <li>• Ensure that the PPE provided is used for work purposes only.</li> <li>• Inform Line Manager of any medical condition that may affect their ability to wear or use PPE.</li> </ul>   |