



HSP-14 Personal Protective Equipment

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Developed by:	David Jackson	Date:	June 2018
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Reviewed by:	Craig McCartney	Review Date:	January 2021
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Document in an Alternate Format:

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Document Questions / Observations:

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PERSONAL PROTECTIVE EQUIPMENT POLICY

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1. General Statement

Whilst we take reasonable precautions to reduce exposure to any workplace hazards, there may still be a need for us to provide personal protective equipment (PPE). This will occur where some risks remain that can't otherwise be controlled.

Where provision of PPE is necessary, it will be chosen in conjunction with the member of staff. This will help us ensure that we obtain the most suitable PPE for the employee's needs and don't waste money on equipment that is uncomfortable, unsuitable or which is a poor fit.

2. Legal position

The issuing of PPE is covered by the Personal Protective Equipment at Work Regulations 1992. These regulations require the College to provide PPE to any employee who's still exposed to risks to their health and safety, despite the introduction of other, more suitable control measures. In other cases, the provision of PPE may be a legal requirement, e.g. the provision of hard hats to construction workers.

We are required by law to assess the suitability of PPE before its purchase and to ensure that it is maintained in an efficient state. Under these regulations, employees do not have to pay for any PPE issued to them.

3. Students PPE

This policy deals with the provision of PPE to staff. However, the College must ensure that students are protected from risk where they cannot be controlled by other means. In some divisions a supply of appropriate PPE will be kept for student use. Other divisions require, because of the nature of the work, students to provide their own PPE. In these divisions, an approved equipment lists will be provided to all students prior to enrolment.

Students are required to wear PPE at all times where it is designated mandatory.

4. Procedures

It is York College policy that the provision of PPE will involve the following:

- when a need for PPE has been identified, e.g. through the introduction of a new work process, we will assess its suitable PPE to ensure that it is suitable for our work environment
- whilst cost is obviously a factor, we recognise that the PPE needs to be suitable not only for its intended purpose, but the individual user. For this reason, our purchasing decisions will balance both cost and wearability etc. Should any of our employees have health problems, we will allow for this wherever possible in our selection of items, e.g. to purchase an alternative type of safety footwear
- staff items such as eye protection, hearing protection, coveralls, warehouse coats, boots, gloves and hardhats will be provided to employees on a personal basis. However, certain other items, such as welding masks, full face visors will be stored by the divisions.

5. Procurement

Staff should request PPE required through the Health Safety and Welfare Team using a college internal purchase order. All PPE will be obtained through our approved PPE supplier, the current catalogue can be found on the Health, Safety and Welfare Intranet.

All staff issued with PPE will be required to sign for the equipment at the point of issue and ensure that it is kept safely, correctly and maintained as necessary.

6. Staff duties

Where a need for PPE has been identified, all staff are expected to wear it whilst working with a particular process or in a certain area. Staff are also expected to use and maintain any PPE issued to them in accordance with the manufacturer's instructions. If any defects are found, they should be reported to the relevant supervisor/manager as soon as possible.

Staff responsible for supervising students in practical work areas must ensure, and enforce where necessary, the wearing of the required PPE.

7. Training

Where necessary, we will provide instruction, information and training to staff on how to use and look after the PPE. This will include how to obtain it, if it isn't issued on a personal basis, and the process for reporting any suspected defects.

Students will receive the necessary instruction regarding wearing PPE correctly.

8. Guidance

PPE Types (adapted from Health and Safety News)F

There are many different types of PPE that can be used in the workplace, dependant on the type of work and the associated risks with the particular work activities. The different types of PPE include:

Body Protection – Excluding standard work clothing or uniform, body protection as part of PPE may be supplied to protect against weather conditions or for high visibility whilst working in environments containing both pedestrians and vehicles. Body protection may also be required for chemical or metal splash, extreme temperatures, impact or penetration, excessive wear and more.

Eye Protection – Such protection is needed to reduce risks against dangers eyes, such as splashes, sprays, mists, cuts and impact. Eye protection should be cleaned on a regular basis, particularly as dirty or damaged eye protection would minimise vision.

Foot and Leg Protection – This form of PPE is needed to ensure the safety against risks that may lead to slipping, piercing, crushing, cutting or chopping, as well as risks associated with temperatures, chemicals and electricity. Although it depends solely on the potential risks, PPE can be in place for safety boots, safety shoes, toe caps, protective midsoles, leggings and more.

Hand and Arm Protection – Hands and arms are used in almost every working activity, and so it is important that you have the right protective equipment. Such protection is used to prevent risks such as burns, cuts, irritation, contamination and more. The protective equipment must be suitable to wear and to be used as part of the work, in order for the worker to have full use of their hands and arms to work to their maximum ability regardless of the situation.

Head and Scalp Protection – Head protection is a big requirement, protecting against risks associated to such a sensitive and potentially damaging area of the body. Head protection should be used for things such as hitting the head after falling, thermal protection, falling objects and more. Head protection should be comfortable and comprehensive.

Hearing Protection – Excessive noise can be very damaging to the ears, and that is a problem that can stay with the individual for the rest of their life. Suitable measures should be taken to protect the ears, especially in loud working environments or when working with loud machinery, as these are the times that will cause the most damage to workers' hearing.

Respiratory Protection – Respirators and face masks. These must be kept in clean safe places. Constant checks of the equipment are necessary, whilst sufficient training is also needed to ensure that workers are aware of how to effectively use it.