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Personal Protective Equipment Policy

Document Control:

Policy Owner:	The Director of Health and Safety or equivalent position
Policy Author(s):	Allan Steel – Author (Safety Lead) Graham Hakes – Communication and Operationalisation.
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Amendment History:

Version Number:	Effective Date:	Summary of Amendments:	Author:
V1.1 05 03 18	05/03/18	Annual review – no changes	John Phillips
V1.2 19 07 22	04/08/22	Annual review – minor amendment in line with PPE 2022 regulations. Duties unchanged but extended.	Stephanie Brown
V1.3.10 03 26	10/03/26	Review – minor amendments, converted responsibilities to RACI Grid, change of template	Allan Steel

1. Purpose

- 1.1 The Personal Protective Equipment (Amendment) Regulations 2022 are relevant to all activities carried out on the University campus. The regulations set minimum standards for the protection of individuals from risks related to work activities; the provision, use and maintenance of suitable protective equipment for individuals including, but not limited to, safety footwear; goggles and safety glasses; lab coats; overalls; face masks; ear defenders and gloves. This policy covers PPE required by both staff, students, and casual workers.

2. Scope

- 2.1 This Policy applies to and within all buildings across the University's campuses, including Gibbet Hill, Westwood and Stratford Innovation Campus. The Policy also applies to all activities managed by the University at off-campus accommodation properties. This Policy is supported by arrangements, instructions, and guidance on the management of PPE, which are available on the University's Health and Safety web pages.
- 2.2 Under the provisions of Regulation 26, Safety Regulations and associated University Health and Safety Policy document, it is the duty of all staff, students and others working in the University to comply with this Policy, together with any other instructions, rules and guidance that may apply. The scope should provide an overview of what is (and is not) included in the remit of the policy.

3. Responsibilities

The table below outlines the key responsibilities associated with this Policy and should be read alongside the detailed role responsibilities set out in the [Leadership and Management of Health and Safety at the University of Warwick](#) document.

Role	Responsible for
Heads of Departments	Ensuring this policy is implemented within their respective areas regarding the use and management of PPE.
Departmental Senior Administrative staff	Supporting Heads of Department in meeting the expectations placed on them in relation to delivering the requirements of the PPE Policy
Technical Services Managers	Ensuring that all technical activities, equipment, and staff within their area relating to PPE use through effective risk assessment, training, supervision, maintenance, and communication
Supervisors & Managers (including Academic staff e.g. Principal Investigators)	Ensuring the health and safety of the people, activities, and projects they work, where PPE is required is risk assessed, staff/students are trained, equipment and work practices are monitored, and action is taken when if safety is at risk.
All staff	Complying with this Policy and the associated arrangements, instructions and guidance.
The Director of Health and Safety	Advising on the standards and regulations that must be achieved in order to meet legal requirements; for keeping the University's Health and Safety website up to date with the related policy documents; and for ensuring that spot checks and audits are carried out to provide assurance that activities are being carried out in compliance with this Policy.

RACI MATRIX	
Responsible	Heads of Department or equivalent Director of Health & Safety
Accountable	Vice Chancellor
Consult	Operational stakeholders e.g. Technical Services, Estates Operatives Health and Safety Services Officers and Advisers Estates Director
Inform	Departmental Senior Administrator Supervisors & Managers (including Academic staff e.g. Principal Investigators)

4. Policy Statement

- 4.1 PPE requirements are established as part of the control measures identified during any risk assessments carried out for activities and/or workspaces.

- 4.2 PPE is the final option in the risk control hierarchy. Engineering controls, especially those which provide collective protection, should be considered before PPE which is only deployed as a 'last resort'.
- 4.3 PPE requirements must be clearly documented in any risk assessments, which identify such equipment as a control measure. Wherever possible this should be backed up by appropriate signage or pictograms included on the 'Notice Boards'.
- 4.4 PPE must be fit for purpose, good quality and appropriately CE/ UKCA marked, and must not, in itself, introduce new risks to the wearer. It must be made available in a range of sizes suitable for those who need to wear it and/or be adjustable to suit. It must offer the appropriate degree of protection from the identified hazards.
- 4.5 PPE must take account of the environmental conditions where the task is taking place and also the length of time the PPE needs to be worn, the physical effort required to do the job or the requirements for visibility and communication. If someone wears more than one item of PPE, they must be compatible.
- 4.6 Training and instruction must be given to those who need to wear PPE so that they know how to wear and look after their PPE, and that they understand the reasons for wearing the PPE and the consequences of not wearing their PPE correctly. They need to know when to use, repair or replace it, how to report if there is a fault and its limitations.
- 4.7 Managers and supervisors also need training, as they need to ensure their staff and students are using it correctly.
- 4.8 It is important that users wear PPE all the time that they are exposed to the risk. Never allow exemptions for those jobs which take 'just a few minutes'.
- 4.9 Equipment should be well looked after and properly stored when it is not being used, where necessary in a dry, clean cupboard or, for smaller items, in a box or case.
- 4.10 PPE needs to be kept clean and in good repair and the manufacturer's maintenance schedule must be adhered to (including recommended replacement periods and shelf lives). Simple maintenance may be carried out by the wearer (if appropriately trained), but more intricate repairs should only be done by those identified as being competent for such repairs.
- 4.11 Employees must make proper use of PPE and report its loss or destruction and report any faults as a matter of urgency.
- 4.12 Suitable replacement PPE must always be readily available. It may be useful to have a supply of spare PPE.

5. Associated Documents

<https://warwick.ac.uk/services/healthsafetywellbeing/guidance/personalprotectiveequipment/>