

## Personal Protective Equipment (PPE) Policy

The Personal Protective Equipment Regulations 2002 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 and students.

This Policy applies to and within all buildings across the University's campuses, including Gibbet Hill, Westwood and Wellesbourne. 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.

Under the provisions of Ordinance 18, 'Health and Safety in the University', it shall be a duty of all staff, students and others working in the University to comply, as far as it is appropriate, with 'The Statement of Health and Safety Policy', together with any other rules and guidance that may apply. This Policy, together with supporting arrangements, instructions and guidance, forms part of the rules and guidance issued pursuant to 'The Statement of Health and Safety Policy'.

### Core Principles

1. PPE requirements are established as part of the control measures identified during any risk assessments carried out for activities and/or workspaces.
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'.
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 'Notice Boards'.
4. PPE must be fit for purpose, good quality and appropriately CE 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.
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.
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.

7. Managers and supervisors also need training, as they need to ensure their staff and students are using it correctly.
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'.
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.
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.
11. Employees must make proper use of PPE and report its loss or destruction and report any faults as a matter of urgency.
12. Suitable replacement PPE must always be readily available. It may be useful to have a supply of spare PPE.

## Responsibilities

Heads of Departments are responsible for the implementation of this Policy with regard to ensuring that suitable PPE is provided to their staff for all activities that require it, as identified in the risk assessment for that activity. They must also ensure that there are local arrangements in place to support the training in the selection and use of PPE to any person who needs to use it.

All staff within departments must comply with this Policy and the associated arrangements, instructions and guidance.

The Director of Health and Safety is responsible for 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.

## Review

This policy is dated March 2019. The policy will be reviewed at least annually.

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