

BRIXHAM TOWN COUNCIL

Personal Protective Equipment Procedure



1. Introduction

- 1.1 Brixham 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 staff and will take steps to ensure PPE is properly used.
- 1.4 All PPE purchased and provided shall carry the CE mark to signify compliance with current legislation and standards where 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 1999
 - 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 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 shall 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 staff

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 staff against adverse weather 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 Regulations 2002.
- 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 Principles

- 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 2002.

In complying with those regulations, the Council shall:

- Provide PPE to staff, without cost to the staff
- Provide suitable storage for staff 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 staff from the hazard identified
- Replace PPE when required
- Never allow exemptions from wearing PPE where it has been identified as required

In complying with those regulations, staff shall:

- Accept the requirement to wear the PPE
- Maintain the PPE in good, clean condition
- Report any defects to ensure replacements are ordered and return defected items
- Understand that failure to do so will result in non-payment of time

- 4.2 When selecting PPE consideration shall 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.

- 4.3 Staff shall properly look after PPE and store when not in use to protect it from contamination, loss or damage. If the PPE is reusable it shall be cleaned and kept in

good condition. Contaminated PPE shall be stored separately from clean PPE and ordinary clothing. Ensure any replacement parts match the original, e.g. respirator filters.

5. Weather

5.1 When working outdoors the effects of the weather in the UK environment can potentially have a serious impact on a staff's health.

6. Hot Environments

6.1 Exposure to ultraviolet radiation (uv) from sun can cause skin damage including sunburn, blistering, skin ageing and in the long term can lead to skin cancer.

Exposure to UV sun can cause damage to the eyes.

6.2 Who is at risk?

- People with pale skin are most at risk of skin damage, especially those with fair or red hair, with a lot of freckles or with a family history of skin cancer.
- People with brown or black skin are at low risk but people of all skin colours can suffer from overheating and dehydration.

6.3 Skin Protection

- A tan is not healthy. Whilst at work, Brixham Town Council expect all staff to protect their body by covering up, especially during breaks or lunchtimes when the sun is at its hottest. All staff shall wear a top at all times. It is recommended that a hat is also worn, particularly one with a brim or flap that protects the ears and neck.
- All staff shall apply adequate skin protection. Brixham Town Council has adopted the advice by HSE that a minimum of Sun Protection Factor 15 is worn at all times. This shall be applied to all parts of the body that is in direct exposure to the sun.

6.4 Fluids

When the sun is at its hottest:

- take breaks in the shade
- drink plenty of water to avoid dehydration. The Town Council office is in a central location with access to fresh water.

6.5. Eyes

To protect your eyes from harmful solar radiation, wear sunglasses that block UV rays and also absorb most HEV rays. Frames with a close-fitting wrap around style provide the best protection because they limit how much stray sunlight reaches your eyes from above and beyond the periphery of your sunglass lenses.

7. Cold Environments

7.1 Who is at risk?

- All staff that work outside.

7.2 Keep Warm

- Whilst at work, Brixham Town Council expects all staff to wear warm clothing to protect their body from adverse weather conditions. It is recommended that all staff wear plenty of thin layers to help trap heat including a thermal hat that adequately protects the ears. A high viz jacket is provided to ensure that the staff is visible and warm.
- During breaks, staff can protect themselves from the elements by sitting in the work van with the heater on.

7.4 Fluids

- Drink plenty of fluids. The Town Council office is in a central location with access to fresh water.
- Take adequate warm fluids with you i.e. flasks of soup or hot drink. The Town Council office is in a central location with access to kitchen facilities where flasks can be refilled.
- In adverse weather conditions, the Town Clerk will discuss with staff the need to delaying work until conditions have improved.

8.0 Wet Environment

Brixham Town Council will provide waterproof jacket and trousers for use during wet conditions.

8.1. Employees working in the rain face additional hazards, such as poor visibility and wet, slippery surfaces. Here are work practices that will help prevent accidents and injuries when working in the rain.

- Wear appropriate rain gear. If you are cold and wet, you are likely concentrating more on how miserable you are than the work at hand. Rain gear which includes both a coat and pants or overalls and is ventilated should be worn for prolonged wet-weather work. If it's cold and rainy, wool or synthetic fibres specifically designed for cold weather use are the best for wear under rain gear because it will keep you warm even if it gets wet. Also, wear rain gear that is the proper size; if it's too large it may interfere with movement.
- Wear appropriate footwear. Footwear for use in inclement weather should have deep treads to help prevent slipping. Footwear that is in poor condition (treads are worn down or worn smooth or footwear with holes) should not be worn. To keep water out of shoes or boots, make sure the top of the shoe or boot extends above the ankle and rain gear extends to the ankles. Also, the top of the boot or shoe should be inside the pant leg (as opposed to tucking the pant leg into the footwear).
- Use proper hand protection. When doing work requiring a sure grip (using hand tools, for example), wear gloves that fit snugly and provide a nonslip grip. To prevent water from entering gloves, make sure that the sleeve of the glove is either tight fitting or is long enough that it fits under the cuff of your raincoat.

- Ensure that you can see. If wearing goggles or eyeglasses, use antifogging sprays or wipes on them before going outside. Be sure that the area you are working in is well lit; if needed, light the area using lights rated for outdoor use. Wear hoods or hats to keep rain out of your eyes. Also, since hoods on rain gear narrow your range of vision, make it a point to turn your head to look both ways and above and below you when wearing a hood in the rain.
- Make sure that you can be seen, wear bright-coloured, reflective vests or rain gear, even during the day. Do not wear rain gear or vests that have become worn and are dull and/or no longer reflective.

9.0 End of Employment

- Brixham Town Council expects staff to return all PPE at the end of their employment. Any missing items may be deducted from their final salary.

**Adopted
Reviewed**