

## Health & Safety Policy

### Summary – Personal Protective Equipment

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Personal Protective Equipment (PPE) must be provided by the University for staff who may be exposed to a risk to their health and safety whilst at work where all other means of controlling the risk have failed, or are insufficient, or it is necessary for it to be available in the event of an emergency.

PPE is defined as all equipment, including clothing affording protection against the weather, which is intended to be worn or held by persons at work and which protects them against one or more risks to their health or safety.

The main legislation relating to the provision of PPE is the Personal Protective Equipment at Work Regulations. These Regulations do not apply where the following Regulations have already established requirements for the supply and use of PPE:-

- The Control of Lead at Work
- The Ionising Radiation Regulations
- The Control of Asbestos at Work Regulations
- The Control of Substances Hazardous to Health (COSHH) Regulations
- The Noise at Work Regulations
- The Construction Design and Management Regulations

None of these Regulations apply to ordinary working clothes and uniforms which do not specifically protect the health and safety of the wearer, protective clothing provided in the food industry for food hygiene, portable equipment for detecting/signalling risks and nuisances, and equipment used during the playing of competitive sports.

Deans of Schools/Directors of Service are responsible for ensuring that suitable and appropriate assessments are made of the need for PPE by their staff and that any control measures recommended by the assessments are implemented and compliance maintained.

The PPE at Work Regulations do not apply to students or visitors, however because the University is required by the Health & Safety at Work Act to ensure that persons not in their employment are not exposed to risks to their health and safety, the University will provide PPE to students and visitors where their health and safety is at risk as a result of University activities.

No charge can be made on staff for the provision of PPE which is used only at work.

- 1. Types of PPE – see pages 3 and 4**
- 2. Issuing/Replacement of PPE- page 2**
- 3. Cleaning and Maintenance of PPE - page 2**
- 4. Training - page 2**



#### Further information and related links

Health & Safety Executive – <http://www.hse.gov.uk/toolbox/ppe.htm>  
HSE PPE A Brief Guide - <http://www.hse.gov.uk/pubns/indg174.pdf>  
HSE Guidance on the Regulations - <http://www.hse.gov.uk/pubns/priced/l25.pdf>  
Health & Safety website –  
<https://staff.napier.ac.uk/services/governance-compliance/healthandsafety/guidance/Pages/PPE.aspx>

**1. Types of PPE – see pages 3 and 4**

**2. Issuing/Replacement of PPE**

Before issuing PPE it should be confirmed by the supervisor that the user knows how to use the PPE.

PPE should be examined before being issued and worn, to ensure it is in good working order by a competent person. Defective or dirty PPE should not be issued. For some PPE, it would be sufficient for the PPE to be held in the storage facility provided and examined by the wearer prior to use on each occasion.

Schools/Services should make suitable arrangements for reporting the loss or defects in PPE.

Users of PPE are required to take reasonable care of PPE and report to their supervisor any loss or obvious defects as soon as possible. Any concern regarding the suitability of the PPE should also be reported to the supervisor.

Where it is necessary to ensure that personal protective equipment is hygienic and otherwise free of risk to health, every employer and every self-employed person shall ensure that personal protective equipment provided under this regulation is provided to a person for use only by that person.

**3. Cleaning and Maintenance of PPE**

Maintenance of PPE is mandatory under the PPE Regulations and includes where appropriate, cleaning, disinfecting, examination, repair, replacement and testing.

Manufacturers maintenance recommendations and instructions should normally be followed and any departure justified only after careful consideration.

Simple maintenance can be undertaken by a trained user who should also be trained to check and/or test that the PPE is in working order. More complex maintenance may require the services of appropriately trained and competent personnel.

Records of tests, inspections, repairs and maintenance should be retained including any associated certification for a period of 5 years.

**4. Training**

Staff must receive training and instruction on the proper use of even the most simple PPE and on its maintenance. Included in this instruction would be the purpose of the PPE, its limitations, how to use it, the care and maintenance of it, and the arrangements for reporting defects and obtaining replacements.

The extent of the training is dependent on the type of equipment and its use and the experience and knowledge possessed by the wearer. In many cases manufacturers/suppliers of PPE are willing to provide this training at little or no cost.

In addition to the training provided for users, Supervisors need to be trained to recognise hazards and assess the risks, and select suitable PPE.

## Types of PPE

	Hazards	Options	Notes
<b>Eyes</b>	Chemical or metal splash, dust, projectiles, gas and vapour, radiation	Safety spectacles, goggles, face screens, face shields, visors	<ul style="list-style-type: none"> <li>• Make sure the eye protection chosen has the right combination of impact/dust/splash/molten metal eye protection for the task and fits the user properly</li> </ul>
<b>Head and Neck</b>	Impact from falling or flying objects, risk of head bumping, hair getting tangled in machinery, chemical drips or splash, climate or temperature	Industrial safety helmets, bump caps, hairnets and firefighters' helmets	<ul style="list-style-type: none"> <li>• Some safety helmets incorporate or can be fitted with specially-designed eye or hearing protection</li> <li>• Don't forget neck protection, e.g. scarves for use during welding</li> <li>• Replace head protection if it is damaged</li> </ul>
<b>Ears</b>	Noise – a combination of sound level and duration of exposure, very high-level sounds are a hazard even with short duration	Earplugs, earmuffs, semi-insert / canal caps	<ul style="list-style-type: none"> <li>• Provide the right hearing protectors for the type of work, and make sure workers know how to fit them</li> <li>• Choose protectors that reduce noise to an acceptable level, while allowing for safety and communication</li> </ul>
<b>Hands and Arms</b>	Abrasion, temperature extremes, cuts and punctures, impact, chemicals, electric shock, radiation, vibration, biological agents and prolonged immersion in water	Gloves, gloves with a cuff, gauntlets and sleeving that covers part or all of the arm	<ul style="list-style-type: none"> <li>• Avoid gloves when operating machines such as bench drills where the gloves might get caught</li> <li>• Some materials are quickly penetrated by chemicals – take care in selection, see HSE's <a href="#">skin at work website</a></li> <li>• Barrier creams are unreliable and are no substitute for proper PPE</li> <li>• Wearing gloves for long periods can make the skin hot and sweaty, leading to skin problems. Using separate cotton inner gloves can help prevent this</li> </ul>
<b>Feet and Legs</b>	Wet, hot and cold conditions, electrostatic build-up, slipping, cuts and punctures, falling objects, heavy loads, metal and chemical splash, vehicles	Safety boots and shoes with protective toecaps and penetration-resistant, mid-sole wellington boots and specific footwear, e.g. foundry boots and chainsaw boots	<ul style="list-style-type: none"> <li>• Footwear can have a variety of sole patterns and materials to help prevent slips in different conditions, including oil - or chemical-resistant soles. It can also be anti-static, electrically conductive or thermally insulating</li> <li>• Appropriate footwear should be selected for the risks identified</li> </ul>

## Types of PPE

	Hazards	Options	Notes
<b>Lungs</b>	Oxygen-deficient atmospheres, dusts, gases and vapours	<b>Respiratory protective equipment (RPE)</b> <ul style="list-style-type: none"> <li>• Some respirators rely on filtering contaminants from workplace air. These include simple filtering face pieces and respirators and power-assisted respirators</li> <li>• Make sure it fits properly, e.g. for tight-fitting respirators (filtering face pieces, half and full masks)</li> <li>• There are also types of breathing apparatus which give an independent supply of breathable air, e.g. fresh-air hose, compressed airline and self-contained breathing apparatus</li> </ul>	<ul style="list-style-type: none"> <li>• The right type of respirator filter must be used as each is effective for only a limited range of substances</li> <li>• Filters have only a limited life. Where there is a shortage of oxygen or any danger of losing consciousness due to exposure to high levels of harmful fumes, only use breathing apparatus – never use a filtering cartridge</li> <li>• You will need to use breathing apparatus in a confined space or if there is a chance of an oxygen deficiency in the work area</li> <li>• If you are using respiratory protective equipment, look at HSE’s publication <a href="#">Respiratory protective equipment at work: A practical guide</a></li> </ul>
<b>Whole Body</b>	Heat, chemical or metal splash, spray from pressure leaks or spray guns, contaminated dust, impact or penetration, excessive wear or entanglement of own clothing	Conventional or disposable overalls, boiler suits, aprons, chemical suits	<ul style="list-style-type: none"> <li>• The choice of materials includes flame-retardant, anti-static, chain mail, chemically impermeable, and high-visibility</li> <li>• Don't forget other protection, like safety harnesses or life jackets</li> </ul>
<b>Emergency Equipment</b>	Careful selection, maintenance and regular and realistic operator training is needed for equipment for use in emergencies, like compressed-air escape breathing apparatus, respirators and safety ropes or harnesses.		