

Personal Protective Equipment

1. PURPOSE

- 1.1 The purpose of this procedure is to define the rules for the provision, use and maintenance of personal protective equipment within the University.

2. SCOPE

- 2.1 These arrangements apply in all situations where personal protective equipment is provided for any University activity with effect from August 2014.

3. DEFINITIONS

Protective Equipment (PPE)	The term Personal includes: <ul style="list-style-type: none">• protective clothing such as aprons, protective clothing for adverse weather conditions, gloves, safety footwear, safety helmets, high visibility waistcoats, and• protective equipment such as eye protectors, life-jackets, respirators, underwater breathing apparatus and safety harnesses.
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4. RESPONSIBILITIES

Vice-Chancellor

- 4.1 On behalf of the Council the Vice-Chancellor has executive responsibility to ensure, that the requirements of the health and safety legislation and the University health and safety policy are complied with. The Vice-Chancellor will ensure that responsibility for health and safety is properly assigned and accepted at all levels within the University.

Heads of Functional Areas

- 4.2 Heads of Functional Areas are responsible to ensure, that, if required the need for PPE is identified during risk assessments, selected following a correct assessment, then purchased, provided to Staff and students along with appropriate training, stored and maintained as required.

All Staff

- 4.3 Employees are legally required to use any PPE provided.

5. PROCEDURE

To comply with the Regulations Heads of Functional Areas must ensure that the following steps are followed:

5.1 Risk Assessment

Risk Assessment is fundamental to the management of risks. The purpose is to identify and implement controls to eliminate or reduce the risks of hazards in the University. The nature of the hazard must be assessed before adequate selection of PPE can be made e.g. type of contaminant and its concentration.

5.2 Provision of Personal Protective Equipment

The provision of PPE should only be made as a last resort when other means of protection have been ruled out. Suitable PPE should be provided to employees exposed to health and safety risks.

5.3 Type of Personal Protective Equipment

Health and Safety Services will provide advice and guidance on the selection of appropriate PPE
Purchase costs will be met by the appropriate Faculty / School / Department.

5.4 Compatibility

If two or more pieces of PPE need to be worn their compatibility and effectiveness must be ensured.

5.4 Information, Instruction and Training

Adequate and appropriate information, instruction and training must be provided for wearers of PPE in order that they understand the risks that PPE will avoid/limit; when and how PPE is to be worn and the day to day checks the wearer needs to make. This will be provided by line management or, where appropriate, by specialists.

5.5 Use of Personal Protective Equipment

In almost all circumstances items should be issued on an INDIVIDUAL BASIS and should not be shared. PPE issued must be stored and used properly in line with manufacturer's recommendations and any specialist training given.

5.6 Storage

Appropriate accommodation for PPE must be provided for safe storage when not in use. Accommodation may be simple e.g. pegs for weatherproof clothing or safety helmets. The storage should be adequate to protect the PPE from contamination, loss or damage where PPE becomes contaminated during use the accommodation should be separate from any provided for ordinary clothing and where necessary suitably labelled.

5.7 Maintenance and Replacement

The regular maintenance and periodic replacement of PPE must be arranged to ensure its efficiency and good repair. Maintenance includes cleaning, disinfection, examination, repair testing etc. as appropriate. The COSHH. regulations require that PPE other than disposable masks is checked on a monthly basis and that records of these checks are kept.

5.8 Reporting Loss or Defects

Users must report any losses or defects in the PPE to their supervisor. The defective PPE must be repaired or replaced before the user concerned restarts work.

5.9 Record Keeping

In some cases, the type of PPE required is obvious and the assessment is easily repeatable, in these cases the assessment need not be recorded. However, in more complex cases the assessment of the type of PPE will need to be recorded and kept readily accessible for those who need to know results. In addition to the type of PPE chosen, the date of issue, any instruction and training given, maintenance and repair/replacement details must be recorded.

REFERENCE DOCUMENTS

1. The Health and Safety at Work (Northern Ireland) Order (1978)
2. HSE publication L25 entitled 'Personal Protective Equipment at Work' Guidance on Regulations