



PERSONAL PROTECTIVE EQUIPMENT GUIDANCE

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Who should use this	All Staff
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1. Introduction

The primary objective of this Guidance is to ensure the legal requirements in the provision of PPE are outlined in general terms.

The Personal Protective Equipment at Work Regulations 1992 places duties on employers to provide such equipment where all other means of reducing the risks have been considered and it has either not been possible to fully reduce the risks or the costs of such measures exceeds the criteria 'so far as is reasonably practicable' and therefore PPE use must be considered as the last resort.

There are other Regulations which encompass the provision and use of specific PPE such as the COSHH Regulations 2002 (as amended), the Noise at work Regulations 2005 and the Confined Space Regulations 1997.

The purpose of this Guidance is to formalise the Board's arrangements for the provision of PPE, the recording of issuing and training, the inspection of and on-going maintenance and storage of such equipment.

This Guidance applies to all employees within the Board who work in all locations irrespective if the premises are managed, owned or leased by the Council or owned by third parties. The standard will cover all forms of PPE, including:

- Hearing protection
- Eye protection
- Head protection
- Gloves
- Aprons
- Clothing
- Footwear
- Respirators
- Specialist equipment

2. Organisation

The Assessor and Head of Valuation Services are responsible, so far as is reasonably practicable, for ensuring the health, safety and welfare of all Board employees and others who may be affected by Board activities. To attain legislative compliance, adequate resources shall be made available.

2.1 Assessor

The Assessor is committed to ensuring that adequate resources are made available to enable the implementation of this Guidance;

2.2 Head of Valuation Services

The Head of Valuation Services is responsible for implementation of resources to enable this guidance.

In particular they will;

- Provide adequate budgeting provision for PPE;
- Bring to the attention of all their Staff the contents of this standard
- Prepare and revise as necessary arrangements for the management of work involving the wearing of PPE;

- Ensure suitable and sufficient risk assessments are in place which identify the types of PPE to be worn;
- Ensure appropriate information, instruction and training is provided to relevant employees;
- Identify all activities, which produce significant risk and review the possibilities of reducing the risks by other means than PPE usage.
- Identify the need for PPE type.
- Research manufacturers and suppliers' literature and in conjunction and co-operation with users, select suitable and appropriate equipment.
- Provide a suitable quantity with an appropriate stock level being maintained.
- Provide all staff with instruction, training and information on correct usage, identification of wear and tear and any known faults together with any maintenance that may be required.
- Make provision so that users have suitable storage facilities for PPE.
- Audit and inspect PPE on a periodic basis and record the findings.
- Maintain records of issue and receipt for PPE and use PPE form for employee to sign for the receipt of any issued PPE - see Appendix 1
- Monitor any new PPE coming to the market, which may offer improved protection or acceptance to wear.

2.5 Employees

All employees have a duty to work with their managers in matters of health & safety and where PPE is required to be worn.

In particular they must ensure that they:

- Co-operate in the implementation of this Guidance and its arrangements by working with due care and attention for their own safety and of others affected by the activity
- Engage in instruction, information and training to ensure the implementation of this Guidance
- Work in accordance with agreed procedures, risk assessments and in line with training received
- Notify their immediate supervisor of any shortcomings observed or suspected in respect of Personal Protective Equipment.
- Report any defects or wear and tear
- Sign for any issued PPE – see Appendix 1
- Wear/use the PPE correctly
- Carry out maintenance (where appropriate)
- Store the PPE correctly
- Obtain replacement for lost or damaged equipment
- Not misuse any PPE issued to them

2.6 South Ayrshire Council Risk & Safety Team

The Risk & Safety Team will:

- Assist and advise on Personal Protective Equipment in order to meet requirements of this Guidance
- Review Guidance on a routine basis or when it is suspected that it is no longer valid due to changes in legislation or practice
- Monitor the implementation of Guidance through audits and report their findings

3. Arrangements

3.1 Selection of Personal Protective Equipment

The following questions should be asked when selecting PPE:

- Who is exposed and to what?
- How long are they exposed for?
- How much are they exposed to?

PPE should be selected based primarily on the hazards identified during the task/activity risk assessment. It should be appropriate for the risk or risks involved and the conditions at the place where exposure to the risk may occur.

Choose products which are CE marked in accordance with the Personal Protective Equipment Regulations 2002 – suppliers can advise you. The CE marking signifies that the PPE satisfies certain basic safety requirements and, in some cases, will have been tested and certified by an independent body.



CE Mark

There are a number of BSI Kitemark schemes available for PPE standards such as EN166 eye protection, EN 397 industrial safety helmets and EN 149 filtering face masks, plus many more. There are 3 categories of PPE (See appendix 3). Any PPE with the BSI kitemark demonstrates the quality of your PPE, and differentiates it with any independent third-party certification marks. All PPE certified with the BSI Kitemark is rigorously tested to the latest standards.



BSI kitemark

Choose equipment that suits the user – consider the size, fit and weight of the PPE. If the users help choose it, they will be more likely to use it. See Appendix 2 for further guidance on types and selection of PPE.

3.2 Compatibility of Personal Protective Equipment

If more than one item of PPE is worn at the same time, make sure they can be used together, eg wearing safety glasses may disturb the seal of a respirator, causing air leaks

3.3 Assessment of Personal Protective Equipment

To make sure the right type of PPE is chosen, consider the different hazards in the workplace and identify the PPE that will provide adequate protection against them; this may be different for each job.

Before choosing any personal protective equipment ensure that an assessment is made to determine whether the personal protective equipment provided is suitable. Personal protective equipment must be effective against the risks it is to protect against.

Ask your supplier for advice on the types of PPE available and their suitability for different tasks. In some cases, you may need to get advice from specialists or from the PPE manufacturer.

Another useful source of information is the British Safety Industry Federation (<http://www.bsif.co.uk/>).

Consider the following when assessing suitability:

- Does the PPE protect the wearer from the risks and take account of the environmental conditions where the task is taking place? For example, eye protection designed to protect against agricultural pesticides may not offer adequate protection when using an angle grinder to cut steel or stone.
- Does using PPE increase the overall level of risk or add new risks, eg by making communication more difficult?
- Can it be adjusted to fit the wearer correctly?
- What are the needs of the job and the demands it places on the wearer? For example, 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, are they compatible? For example, does using a respirator make it difficult to fit eye protection properly?
- Where RPE is used, [face fit testing](#) should be carried out which will ensure that the equipment selected is suitable for the wearer.

3.4 Maintenance and replacement of Personal Protective Equipment

PPE must be properly looked after and stored when not in use, eg in a dry, clean cupboard. If it is reusable it must be cleaned and kept in good condition.

Think about:

- using the right replacement parts which match the original, eg respirator filters
- keeping replacement PPE available
- who is responsible for maintenance and how it is to be done
- having a supply of appropriate disposable suits which are useful for dirty jobs where laundry costs are high
- Employees must make proper use of PPE and report its loss or destruction or any fault in it

Monitor and review

- Check regularly that PPE is used. If it isn't, find out why not
- Safety signs can be a useful reminder that PPE should be worn
- Take note of any changes in equipment, materials and methods – you may need to update what you provide

3.5 Accommodation for Personal Protective Equipment

Appropriate accommodation should be provided for personal protective equipment when it is not being used. PPE should be well looked after and properly stored when it is not being used, eg in a dry, clean cupboard or locker, or for smaller items in a box or case.

Suitable and sufficient accommodation should be provided for the clothing of any person at work which is not worn during working hours; and for special clothing which is worn by any person at work but which is not taken home.

The accommodation mentioned shall be suitable if:

- where facilities to change clothing are required suitable security should be provided;
- where necessary to avoid risks to health or damage to the clothing, it includes separate accommodation for clothing worn at work and for other clothing;

- so far as is reasonably practicable, it allows or includes facilities for drying clothing; and
- it is in a suitable location.

3.6 Information, Instruction and Training

Employees should be provided with adequate information, instruction and training on how to use PPE.

- Make sure anyone using PPE is aware of why it is needed, when to use, repair or replace it, how to report it if there is a fault and its limitations.
- Train and instruct employees on how to use PPE properly and make sure they are doing this. Line managers and supervisors should be included in the training, they may not need to use the equipment personally, but they do need to ensure employees are using it correctly.
- It is important that users wear PPE all the time they are exposed to the risk. Never allow exemptions, for those jobs which take “just a few minutes”.
- Check regularly that PPE is being used and investigate incidents where it is not.
- Safety signs can be useful reminders to wear PPE, make sure that staff understand these signs, what they mean and where they can get equipment for visitors or contractors.

The extent of the instruction and training will vary with the complexity and performance of the equipment. For PPE which is simple to use and maintain, such as safety helmets and hard hats, some basic instructions to the users will be all that is required.

3.7 Use of Personal Protective Equipment

Employees must use any PPE provided to them and ensure it is properly used in line with any information, training and instruction provided and follow any manufacturer’s instructions for use. PPE should be returned to any accommodation provided for it after use.

- if something changes on the job, line managers should check the PPE is still appropriate – speak with the supplier, explaining the job to them;
- if in doubt, seek further advice
- Supervision is also vital to ensure PPE is properly used both on and off site.
- Spot checks are a useful way of monitoring how well PPE is used and corrective action can then be taken if spot checks reveal misuse.

3.8 Reporting loss or defect

Every employee who has been provided with personal protective equipment must report to their line manager any loss of or obvious defect to personal protective equipment. Defective PPE should not be worn. Defective PPE must be repaired or replaced before the employee concerned restarts work.

4. Further Information

For further information please contact the Risk & Safety team. Telephone: (01292) (61)2986.

Risk & Safety Team
Regulatory Services
South Ayrshire Council
Newton House
30 Green Street Lane
Ayr KA8 8BH
Tel: (01292) 612986

Occupational Health Service
South Ayrshire Council
12 Bath Place
Ayr KA7 1DP
Tel: 01292 612139

Health and Safety Executive (HSE)
Cornerstone
107 West Regent Street
Glasgow
G2 2BA

Employment Medical Advisory Service (EMAS)
Cornerstone
107 West Regent Street
Glasgow
G2 2BA

Personal Protective Equipment (PPE) at work: A brief guide
<http://www.hse.gov.uk/pubns/indg174.pdf>

Hard hats: What you need to know as a busy builder Construction Information Sheet CIS70 HSE Books 2013 www.hse.gov.uk/pubns/cis70.pdf

Hazardous substances at work: A brief guide to COSHH Leaflet INDG136(rev5) HSE Books 2012 www.hse.gov.uk/pubns/indg136.htm

Lead and you Leaflet INDG305(rev2) HSE Books 2012
www.hse.gov.uk/pubns/indg305.htm

Noise at work: A brief guide to controlling the risks Leaflet INDG362(rev2) HSE Books 2012 www.hse.gov.uk/pubns/indg362.htm

Personal Protective Equipment at Work (Second edition). Personal Protective Equipment at Work Regulations 1992 (as amended). Guidance on Regulations L25 (Second edition) HSE Books 2005 ISBN 978 0 7176 6139 8
www.hse.gov.uk/pubns/books/l25.htm

Respiratory protective equipment at work: A practical guide HSG53 (Third edition) HSE Books 2005 ISBN 978 0 7176 2904 6 www.hse.gov.uk/pubns/books/hsg53.htm

Selecting protective gloves for work with chemicals: Guidance for employers and health and safety specialists Leaflet INDG330 HSE Books 2000
www.hse.gov.uk/pubns/indg330.htm

5. Relevant legislation

[The Health and Safety at Work etc. Act 1974](#)
[The Management of Health and Safety at Work Regulations 1999](#)
[The Personal Protective Equipment at Work Regulations 1992](#)
[The Personal Protective Equipment \(Enforcement\) Regulations 2018](#)
[The Control of Substances Hazardous to Health Regulations 2002](#)
[The Provision and Use of Work Equipment Regulations 1992](#)
[Workplace \(Health, Safety and Welfare\) Regulations 1992](#)
[The Control of Noise at work Regulations 2005](#)
[The Confined Space Regulations 1997](#)
[Working at Height Regulations 2005](#)

Appendix 1 – PPE signature form

Personal Protection Equipment (PPE) signature form

(To be completed on receipt or on first day of employment or on issue of subsequent PPE, to be held in personnel file or PPE file.)

PLEASE USE BLOCK CAPITALS

Name.....

Post..... **Location**.....

In accordance with the Personal Protective Equipment Standard this local form is to be signed to acknowledge I (the above named) have been afforded the provision, recording of issue, training, storage location and process for maintenance and disposal of PPE. The form applies to all employees who are employed in a role which may require the issue of PPE and covers all PPE, which includes:

This form is to be used in conjunction with Risk Assessments identifying all activities carried out by personnel where PPE is required. To be filled out after reading PPE Guidance.

PPE	Issued	Training	Stored	Maint/Disp	Size	Remarks
Hearing Protection						
Eye Protection						
Head Protection						
Gloves						
Aprons						
Clothing						
Footwear						
Respirators (RPE)						
Hi-Viz clothing						
Fall management equipment						

Signed _____ **Dated** _____

Appendix 2 – Types of PPE

Eyes

Hazards:

Chemical or metal splash, dust, projectiles, gas and vapour, radiation

Options

Safety spectacles, goggles, face screens, face shields, visors

Note: 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

Head and neck

Hazards:

Impact from falling or flying objects, risk of head bumping, hair getting tangled in machinery, chemical drips or splash, climate or temperature

Options

Industrial safety helmets, bump caps, hairnets and firefighters' helmets

Note:

- Some safety helmets incorporate or can be fitted with specially-designed eye or hearing protection
- Don't forget neck protection, eg scarves for use during welding
- Replace head protection if it is damaged

Ears

Hazards:

Noise – a combination of sound level and duration of exposure, very high-level sounds are a hazard even with short duration

Options

Earplugs, earmuffs, semi-insert/canal caps

Note:

- Provide the right hearing protectors for the type of work, and make sure workers know how to fit them
- Choose protectors that reduce noise to an acceptable level, while allowing for safety and communication

Hands and arms

Hazards:

Abrasion, temperature extremes, cuts and punctures, bites, impact, chemicals, electric shock, radiation, vibration, biological agents and prolonged immersion in water

Options

Gloves, gloves with a cuff, gauntlets and sleeving that covers part or all of the arm

Note:

- Avoid gloves when operating machines such as bench drills where the gloves might get caught
- Some materials are quickly penetrated by chemicals – take care in selection, see HSE's [skin at work website](#)
- Barrier creams are unreliable and are no substitute for proper PPE
- 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

Feet and legs

Hazards:

Wet, hot and cold conditions, electrostatic build-up, slipping, cuts and punctures, falling objects, heavy loads, metal and chemical splash, vehicles

Options

Safety boots and shoes with protective toecaps and penetration-resistant, mid-sole wellington boots and specific footwear, eg foundry boots and chainsaw boots

Note:

- 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
- Appropriate footwear should be selected for the risks identified

Lungs**Hazards:**

Oxygen-deficient atmospheres, dusts, gases and vapours

Options – respiratory protective equipment (RPE)

- Some respirators rely on filtering contaminants from workplace air. These include simple filtering facepieces and respirators and power-assisted respirators
- Make sure it fits properly, eg for tight-fitting respirators (filtering facepieces, half and full masks)
- There are also types of breathing apparatus which give an independent supply of breathable air, eg fresh-air hose, compressed airline and self-contained breathing apparatus

Note:

- The right type of respirator filter must be used as each is effective for only a limited range of substances
- 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
- 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
- If you are using respiratory protective equipment, look at HSE's publication [Respiratory protective equipment at work: A practical guide](#)

Whole body**Hazards:**

Heat, chemical or metal splash, spray from pressure leaks or spray guns, contaminated dust, impact or penetration, excessive wear or entanglement of own clothing

Options

Conventional or disposable overalls, boiler suits, aprons, chemical suits

Note:

- The choice of materials includes flame-retardant, anti-static, chain mail, chemically impermeable, and high-visibility
- Don't forget other protection, like safety harnesses or life jackets

Appendix 3 - Categories of PPE

Category I - Simple PPE

PPE in this category is designed to protect users against minimal risks. These include as examples:

- superficial mechanical injury
- contact with water or cleaning materials of weak action
- contact with hot surfaces not exceeding 50°C
- damage to the eyes due to exposure to sunlight (other than during observation of the sun)
- atmospheric conditions that are not of an extreme nature

Category II – Intermediate PPE

Category II includes risks other than those listed in Categories I and III.

The following products are included as examples:

- Safety spectacles and goggles
- Industrial helmets and bump caps
- Hi visibility clothing

Category III – Complex PPE

PPE falling under this category 'includes exclusively the risks that may cause very serious consequences such as death or irreversible damage to health'

Risks include:

- substances and mixtures which are hazardous to health
- atmospheres with oxygen deficiency
- harmful biological agents
- ionising radiation
- high-temperature environments the effects of which are comparable to those of an air temperature of at least 100 °C
- low-temperature environments the effects of which are comparable to those of an air temperature of – 50 °C or less
- falling from a height
- electric shock and live working
- drowning
- cuts by hand-held chainsaws
- high-pressure jets
- bullet wounds or knife stabs
- harmful noise