

PPE POLICY

1. Scope of Policy

The college is committed to the provision of a healthy and safe working environment. The college recognises that personal protective equipment (PPE) shall only be supplied to staff and students wherever there are risks to health and safety that cannot be adequately controlled in other ways using the hierarchy of control. PPE is equipment that will protect the user against health or safety risks at work. It can include items such as safety helmets, gloves, eye protection, high visibility clothing, safety footwear and safety harnesses. It also includes respiratory protective equipment (RPE).

Personal Protective Equipment (PPE) must be provided by the college 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.

2. Hierarchy of controls

PPE should be regarded as the last resort to protect against risks to health and safety. Engineering controls and safe systems of work should be considered first. Consider controls in the following order, with elimination being the most effective and PPE being the least effective:

- **Elimination** – physically remove the hazard
- **Substitution** – replace the hazard
- **Engineering controls** – isolate people from the hazard
- **Administrative controls** – change the way people work
- **PPE** – protect the worker with personal protective equipment

In order to provide staff with the correct PPE for a specific task the College will:

- ensure the PPE is suitable for the task it is intended
- ensure items of PPE fit correctly and where items of PPE are worn together they are compatible with each other
- ensure PPE is fully assessed to ensure its suitability, i.e. take into account ergonomic factors and the state of health of the staff and students who may be required to use it
- provide users of the PPE with the adequate information, instruction and training in its use, storage and maintenance
- provide staff with adequate information, instruction and training on when to change or replace PPE
- ensure all PPE issued is stored in an appropriate area when not in use e.g. a locked storeroom away from contamination;

- ensure sufficient stocks exist of disposable PPE or components thereof to prevent staff being unable to use PPE due to poor stock control.
- Where RPE is required to be used staff will be face fit tested by a qualified individual
- keep relevant records of use, storage and maintenance of issued PPE to staff (for a period of at least 1 year)

3. Staff will:

- report any loss or defects in their own or students PPE
- use the PPE provided correctly and for the appropriate tasks as dictated by the risk assessments
- store their PPE in a suitable location away from contamination
- follow the maintenance and replacement schedules provided to them in their training
- keep relevant records of use, storage and maintenance of issued PPE for students within their care (throughout the period the students are present).
- ensure that all required PPE is worn by students during the relevant activities.

4. References

- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999, as amended
- Personal Protective Equipment Regulations 2022

5. Key Legal Requirements

- Adopt an appropriate policy
- Assess the risks within College activities that require PPE
- Provide staff with information, training and supervision
- Keep records of training, PPE issued and any health surveillance

Further information
Health & Safety Executive – HSE PPE - https://www.hse.gov.uk/ppe/index.htm
HSE Guidance on the Regulations - https://www.hse.gov.uk/pubns/priced/l25.pdf

Newbattle Abbey College is committed to the active pursuit of challenging discrimination, advancing equality and celebrating diversity

This Policy should be read in conjunction with other relevant College policies, procedures and guidance documents, whether specifically listed above or subsequently published or amended.

The College reserves the right to update, introduce, or revise policies and procedures from time to time.

Compliance with the most current versions of applicable policies and procedures, as published, is expected.

Title:	PPE Policy
Lead Officer:	Health and Safety Consultant
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Approved By:	H&S Committee
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