

17. Personal Protective Equipment (PPE)

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Policy

The Board of Directors and the Chief Executive of the Society recognise their responsibility to protect the health & safety of their colleagues, through the provision of safe systems of work, engineering controls and good hygiene practices. However, where these are impractical, they will provide such Personal Protective Equipment (PPE) via each group as is required to protect their health & safety.

Selection of PPE

PPE purchased by the Society will comply with the appropriate British Standard or European Union equivalent (BS or EU). Details of PPE, its purpose and use, may be recorded and approved by the Health & Safety Team or a nominated person prior to first use.

Training

Prior to issue of PPE, managers must ensure users are given instruction on its correct use and also informed of the arrangements for replacing worn or damaged equipment. Colleagues' attention must be drawn to their legal duty to take care of their PPE and to wear the PPE where and when required.

Issue & Records

Where required, a record of issue and replacement will be maintained. The record will contain details and dates of issue, and that the colleague has received information as to the correct use of the equipment. Colleagues will be required to sign for the initial issue of the equipment and to confirm that they have received information and where necessary training as to its correct use. The recipient's initials and date of issue will confirm subsequent receipt of replacement equipment.

Audit

In order to ensure that the equipment is being correctly used and maintained supervisors, managers and the Health & Safety Team may carry out random inspections during the course of work in progress.

Colleague Responsibilities

Protective clothing and equipment supplied for safety reasons must be worn at all times whilst carrying out the work for which it has been provided. Those colleagues using protective clothing and equipment must ensure that it remains in good condition and is fit for its intended purpose. It must be maintained, changed, or replaced, as necessary so that effective protection is maintained at all times. Please refer to group policy and procedures for individual standards and requirements with regards to PPE.