



PPE

Author	HBC
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School PPE Policy

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Responsible Directorate/Division	Health & Safety Team, Enterprise, Community & Resources	
Supporting documents, procedures & forms of this policy	<ul style="list-style-type: none"> - Risk Assessment Guidelines - Personal Protective Equipment (PPE) Guidelines 	
References & Legislation	<ul style="list-style-type: none"> - The Management of Health and Safety at Work Regulations 1999 - The Health and Safety at Work etc Act 1974 - The Personal Protective Equipment Regulations 1992 - EU Directive 2016/425 - Indg 147 – Keep your top on. Health risks from working in the sun (HSE 2019) 	
Schools Consultation Audience	Phil Hallman – St Martins Primary School Martin Valdez – St Martins Primary School Margaret Morgan – St Clements Primary School	
Headteachers checklist	<ol style="list-style-type: none"> 1. Ensure that suitable PPE is provided where identified. 2. The governing bodies of schools are directed to adopt the policy, as from time to time revised, and implement its procedures. 	

Introduction

This policy is based upon the Personal Protective Equipment (PPE) Regulations 1992 and EU Directive (EU) 2016/425. Compliance with the procedures is therefore a legal requirement.

Personal Protective Equipment (PPE) is the least effective control measure because the hazards and risks are still present. There are also issues of proper fit and design for different individuals. PPE can sometimes be awkward, uncomfortable and limiting, which may make workers less likely to use such equipment.

Scope

PPE is any device or appliance designed to be worn or held by an individual for protection against one or more health and safety hazards. Groups likely to be affected would include science and D&T teachers and caretakers.

The Regulations do not apply to pupils. However under Section 3 of the Health & Safety at Work etc

Act, 1974 a duty of care exists to protect the health, safety and welfare of pupils, the public and visitors to educational establishments. As such, if the school identifies a risk to those groups mentioned above which is known to be reduced by the provision of suitable PPE, then compliance with this guidance will fulfil that duty. An example will include the provision of PPE for woodwork.

Roles and Responsibilities

Head teacher's responsibilities

- Must provide PPE which is suitable for the purpose (see Selection & Typical PPE below) and carry a 'CE' marking;
- Suitable storage should be available for PPE;
- All PPE must be paid for by the employer;
- PPE must be replaced when defective;
- Instruction and training must be provided to employees on the use of PPE (see Training below).

Employees Responsibilities

- Employees have a legal duty to use any PPE provided.
- Employees must report defective equipment.

Selection

Selecting the most appropriate PPE for the task is the first step to ensuring the user is protected against the hazard. The decision making process for selecting PPE can be supported by sources of information including;

- Designers, manufacturers or suppliers of PPE can give advice on the specifications and appropriate use of their products.
- Material safety data sheets
- Risk assessments
- Safe systems of work (safe work methods statements/job safety analysis)

It is important to ensure the correct selection as not all PPE will meet the same performance requirements and provide the same protection. For example, no one type of glove provides adequate protection against all chemicals. When selecting the appropriate PPE consideration should be given to elements such as:

- Durability
- Permeability
- Abrasion resistance
- Burn resistance
- Insulation
- Cut resistance
- Ability to be cleaned
- Size
- Comfort

Typical PPE and their uses

Circumstances in which PPE may be required to be worn include:

- **Head protection** in the form of a safety helmet shall be worn where, there is a possibility that a person may be struck on the head by a falling object, a person may strike his/her head against a fixed object, and there may be inadvertent head contact with electrical hazards.
- **Eye protection** shall be provided where a risk of eye injury exists. Typical hazards might include flying particles, dust, splashing substances, harmful gases, vapours, aerosols, and high intensity radiation.
- **Hearing protection** shall be provided where a risk of noise induced hearing loss exists. The need for hearing protection shall be assessed from the conduction of noise surveys in potential noise hazard areas.
- **Respiratory protection** shall be provided, after all other practicable measures have been taken to provide control measures, to ensure that no staff member is exposed to an atmosphere that is or may be injurious to health.
- **Protective clothing and sunscreen** shall be provided for staff that are required to work outdoors and are exposed to the sun's rays for continuous periods in a day. Direct exposure of the skin to UV radiation from outdoor work shall be minimised by providing hats, long sleeves/trousers and an adequate supply of sunscreen.

- **Hand protection** shall be provided where there is an identified hazard associated with a potential for hand injury. A list of hazards shall be compiled for each workplace and suitable hand protection obtained to minimise risk.
- **Protective footwear** (safety footwear) shall be provided where the nature of the work exposes the employee to a medium to high risk of injury to feet, e.g. caretakers, workshops
- **High visibility Safety Clothing**, shall be provided and worn where there is a risk of injury associated with working on or near roadways or near moving traffic or moving plant. This must comply with BS EN 471 and give adequate protection for day and night as well as adverse weather conditions. Hi Vis Trousers should also be considered. Day glo / florescent Yellow or Orange give the best levels of background contrast.

Use

Any protective equipment provided for use should be appropriate for the wearer and that it controls the risk. Protective equipment should be in a clean and hygienic condition for the wearer. This equipment should not be shared between wearers unless the equipment is deemed to be clean. Any protective equipment used should be stored and located in an appropriate place so that it remains clean and not exposed to the elements. Any storage areas for protective equipment should be clearly identified.

Consideration must also be given to the thermal comfort of equipment subject to environmental temperatures.

Maintenance

There should be adequate maintenance of PPE to ensure it controls the risk. Maintenance should include regular inspection before each use to determine if the equipment has sustained any damage and that it will work as intended. Where PPE is damaged, so that it may not provide the necessary protection, it should be either repaired or disposed of appropriately and replaced.

Training

Any wearer of PPE should be trained in any limitations of the equipment; the appropriate fitting of the PPE to ensure that it controls the risk. Instructions should be provided on the correct use of the equipment, maintenance and storage.

Review and Evaluation

In order to ensure that this policy continues to be effective and applicable to the Council, the program will be reviewed biennially by Risk and Emergency Planning and relevant stakeholders. Conditions which might warrant a review of the policy on a more frequent basis would include:

- Changes to legislation;
- Employee concern.

Following completion of any review, the program will be revised and/or updated in order to correct any deficiencies. Any changes to the program will be consulted through the relevant stakeholders.

Version Control and Change History

Version Control	Date Released	Date Effective	Amendment
1	Jan-2010	Apr 1 st - 2010	Document Created.
2	Jan-2013	Jan-2013	Document reviewed. No updates
3	July 2015	July 2015	Updated with review date
4	August 2018	August 2018	Document reviewed, Directorate updated, Principal updated, title of new regulations updated.
5	July 2020	July 2020	References updated to current versions. HI Vis Vests – Changed to High Vis Clothing to encompass the BS number and expand to other clothing. Thermal comfort included. Appendix A .Covid19 advice.

Appendix A

Covid19.

Personal Protective Equipment (PPE) must conform to current standards. Failure to provide equipment to the correct standard can not only result in injury to the employee or member of the public, but prosecution of management.

Please be aware of purchasing equipment that is not up to standard. Ensure you are purchasing from a trusted supplier and that the items you are sourcing conform to current standards. You will need to request the testing and conformity certification for some products, see below.

Gloves – where possible should be nitrile, powder free as latex can cause allergies,

Aprons should be plastic fluid resistant.

Masks should be Type IIR fluid resistant and conform to BS EN 14683:2019

Eye protection should conform to BS EN 166:2002

PPE can also be tested to EU Directive 2016/425.

Availability.

PPE must be available to all staff and public if required. Stocks should be regularly monitored and replenished in good time. Attention should also be made to any expiry dates of equipment and as good practice rotation of stock should take place.

Donning & Doffing:

Ensure staff are aware of the correct donning and doffing of PPE. Information is available on the schools website.

Hands should be washed prior to donning and immediately after doffing.

<https://www.youtube.com/watch?v=oul0udND5Xc>

<https://www.youtube.com/watch?v=KHR5do-b7zY>

Disposal:

It is imperative that used PPE is disposed of correctly. If staff suspect that it may be contaminated with Covid19, then the items must be double bagged and stored in a safe / secure place for a minimum of 72 hours. It can then be disposed of in the normal way for general waste.