Personal Protective Equipment Policy

Introduction

Personal Protective Equipment at Work Regulations 2022

The company has a basic duty for the provision and use of personal protective equipment (PPE) at work wherever there are risks to health and safety that cannot be adequately controlled in other ways.

PPE is defined as 'all equipment (including clothing affording protection against the weather) which is intended to be worn or held by a person at work which protects him/her against one or more risks to his/her health or safety', e.g. safety helmets, gloves, eye protection, high-visibility clothing, safety footwear and safety harnesses.

Hearing protection and respiratory protective equipment provided for most work situations are not covered by these regulations because other regulations apply to them. However, these items need to be compatible with any other PPE provided.

Office environment

All significant risks are controlled with measures other than PPE. Therefore, there is no requirement for PPE when working in this environment.

Workshop environment

There are some risks, which cannot be fully controlled without the use of PPE by persons working or visiting this environment.

Site based installation environment

There are some risks, which cannot be fully controlled without the use of PPE by persons working or visiting this environment.

Assessing suitable PPE

It is the Company policy to ensure that all hazards resulting in significant risk to health and safety of persons as employees or others on its premises are assessed and suitable risk control measures are put into action. Where such risks are to be controlled by persons using PPE, then the following aspects should be taken into consideration,

- Does PPE prevent or adequately control the risks involved without increasing the overall level of risk?
- Can it be adjusted to fit the wearer correctly?
- Are there any conflicting demands – i.e. the length of time PPE needs to be worn, the physical effort required to do the job, compatibility of more than one item being worn and the requirements for visibility and communication?

Typical hazards and types of PPE

Part of the body at risk	Hazards	PPE Options
Eyes	Chemical or metal splash, dust, projectiles, gas and vapour, radiation	Safety spectacles; goggles; face-shields; visors
Head and neck	Impact from falling or flying objects, risk of head bumping, hair entanglement	Industrial safety helmets; bump caps
Ears	Noise	Ear plugs; ear muffs
Lungs	Dust, vapour, gas	Disposable filtering face-piece or respirator; air-fed helmets
Whole body	Temperature extremes, adverse weather, chemical splash, impact or penetration, contaminated dust, excessive wear or entanglement of own clothing	Conventional or disposable overalls; boiler suits; high visibility clothing; adverse weather over protection
Hands and arms	Abrasion, temperature extremes, cuts and punctures, impact, chemicals, electric shock, skin infection, disease or contamination	Gloves; gauntlets; mitts; wrist-cuffs; armlets
Feet and legs	Wet, electrostatic build-up, slipping, cuts, falling objects, chemical splash, abrasion	Safety boots and shoes; gaiters; leggings; spats

Training
Responsibility for training on the use of PPE rests with Company management and supervision. Regular checks are to be made to ensure that PPE is being used and to investigate fully any reasons why it is not. Safety signs are to be used as useful reminders to wear PPE.

Maintenance
Responsibility for maintenance of PPE rests with Company management and supervision. The trained wearer should carry out simple maintenance, but specialists should only do more intricate repairs.

Disciplinary Procedure
Disciplinary action may be taken against staff who do not diligently use, where required, and correctly maintain their PPE, in accordance with the Disciplinary Procedure Section of the Employee Handbook.

Implementation, monitoring and review
Responsibility for implementing and monitoring this policy rests with the Management. PPE issue records will be retained throughout the employee's employment.

Changes to the policy
Employees will be consulted in good time about any proposed changes.

PPER 2022
This policy extends this duty to limb (b) workers.

Definitions of limb (a) and limb (b) workers; In the UK, section 230(3) of the Employment Rights Act 1996's definition of a worker has 2 limbs:

- Limb (a) describes those with a contract of employment.
- Limb (b) describes workers who generally have a more casual employment relationship and work under a contract for service.

'"worker" means 'an individual who has entered into or works under –
(a) a contract of employment; or
(b) any other contract, whether express or implied and (if it is express) whether oral or in writing, whereby the individual undertakes to do or perform personally any work or services for another party to the contract whose status is not by virtue of the contract that of a client or customer of any profession or business undertaking carried on by the individual;
and any references to a worker's contract shall be construed accordingly.'

Signed:
Date: 31st August 2026



Iain Henderson, Director
Review Date: September 2027