



Corporate Personal Protective Equipment (PPE) Policy

Corporate Health and Safety Team

2024

Version	Author	Date
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Document History

Name of Policy	H&SP09 – Corporate Personal Protective Equipment (PPE) Policy
Purpose of Policy	To provide a clear policy on the requirements of personal protective equipment, its use, standards, and application within the workforce
Policy Applies to	All New Forest District Council employees and contractors
Update Frequency	Bi-annual
Latest Update	April 2024
Update Overview	<p><u>December 2013</u> MANS 35.</p> <p><u>March 2022</u> Document updated to new format, update to guidance and information in line with the latest HSE guidance.</p> <p><u>April 2024</u> Update to template, updates to definitions, updates to RPE policy application, review of all appendices including a new PPE standard overview guidance and eye protection prescription flowchart.</p>

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1. Policy

1.1. Introduction

New Forest District Council (NFDC) has a duty to ensure compliance with Personal Protective Equipment at Work Regulations 2022, The Health and Safety at Work etc. Act 1974 and other associated legislation. The NFDC also has a duty to ensure so far as is reasonably practicable, the health, safety and welfare of its staff, and any contractors or volunteers working directly on their behalf, this also includes non-construction related contractors. This policy sets out clear roles and responsibilities to ensure suitable PPE is provided for all tasks where PPE is required to be worn.

1.2. Scope

This policy applies to:

- All managers who are responsible for the management of safe working, procurement, and planned activities.
- All employees of New Forest District Council.
- All contractors and service providers working on behalf of the Council.
- All volunteers who are working on direct behalf of NFDC.

2. Legislative and Regulatory Context

2.1. The Health and Safety at Work etc. Act 1974

The Health and Safety at Work etc Act 1974 is the primary piece of legislation covering occupational health and safety in Great Britain. This piece of legislation sets out the general duties which employers have towards employees and members of the public, employees have to themselves and to each other and certain self-employed have towards themselves and others. NFDC acknowledges and accepts its responsibilities under The Health and Safety at Work etc. Act 1974 and will ensure to control all risks to its employees, contractors and those who may be affected by the work they undertake are controlled too as low as is reasonably practicable.

2.2. The Personal Protective Equipment at Work Regulations 1992, updated 2002 and 2022

The PPE regulation has been updated as situations and circumstances change, however, its core principles have not. This is the primary piece of legislation directly covering the use and provision of PPE in most of its forms. The legislation sets out general duties for the employer and employee (including temporary, agency, contractors, limb a and limb b workers). NFDC acknowledges and accepts its responsibilities under **The Personal Protective Equipment at Work Regulations** and will ensure to follow the core guidance to use PPE as a last resort to control any risks to its employees, contractors and volunteers that other controls are unable to mitigate. The PPE provided will be of a suitable standard and quality to ensure the protection of those using it and that training will be provided in its use, storage and maintenance.

2.3. Other Regulations that Apply within the Corporate PPE Policy

The Regulations are:

- **The Control of Lead at Work Regulations 2002.**
- **The Ionising Radiations Regulations 2017.**
- **The Control of Asbestos Regulations 2012.**
- **The Control of Substances Hazardous to Health Regulations 2002 (as amended).**
- **The Control of Noise at Work Regulations 2005.**

3. Definitions

Term	Definition
PPE	Abbreviation of Personal Protective Equipment. Meaning all equipment (including clothing affording protection against the weather) which is intended to be worn or held by a person at work and which protects the person against one or more risks to that person’s health and safety, and any additional accessory designed to meet that objective.
Suitable and sufficient	Suitable for the level and complexities of the project/work
Competent	Someone who has sufficient training, experience, knowledge, skill, qualifications for the task
RPE	Abbreviation of Respiratory Protective Equipment
Tight-fitting RPE	RPE which provides a tight-fitting seal to the user’s face
FFP3	The highest standard of filtering mask protecting against fine particles however does not protect against gases and in particular oxides of nitrogen . ^[8]
Limb a	Describes those with a contract of employment. This group are employees under the Health and Safety at Work etc Act 1974.
Limb b	Describes workers who generally have a more casual employment relationship and work under a contract for service. For the purpose of this policy this includes all agency staff and volunteers.

Term	Definition
CE	<p>The CE mark is required for all new products which are subject to one or more of the European product safety Directives. It is a visible sign that the manufacturer of the product is declaring conformity with all of the Directives relating to that product.</p>
UKCA	<p>UK Conformity Assessed marking is a certification mark that indicates conformity with the applicable requirements for products sold within Great Britain. UKCA marking became part of UK law on exit day, 31 January 2020, with the coming into force of The Product Safety and Metrology etc. Regulations 2019.</p>

4. Roles and Responsibilities

4.1. New Forest District Council (NFDC)

There is a duty under the legislation to provide suitable and sufficient PPE to employees who are exposed to hazards as part of their role that through risk assessment has highlighted the need for it. This is to be done through the provision of suitable financing, guidance, and policy.

4.2. Service Managers Must:

- Provide line managers/supervisors with adequate budget in order for the service under their control to meet its PPE requirements as outlined within relevant risk assessments.
- Ensure all employees under their control are provided with suitable and sufficient training in the safe use, storage, maintenance, and replacement of PPE.
- Provide line managers/supervisors with adequate resources to undertake regular workplace inspections to ensure PPE is being used in line with relevant safe systems of work and the manufacturer's instructions.
- Ensure the minimum standards of PPE identified within this policy and guidance documents is adhered to.

4.3. Line Manager/Supervisor Must:

- Undertake a suitable and sufficient risk assessment of all tasks undertaken by employees under their control.
- Outline specific the specific PPE requirements within all relevant risk assessment undertaken within their team.
- Provide all relevant employees as outlined within this policy with PPE as identified within the relevant risk assessments.
- Provide all employees with suitable and sufficient training in the safe use, storage, maintenance, disposal, and replacement of any PPE provided.
- Hold a record of PPE issuing which must be signed by the relevant employee.
- Undertake regular workplace spot checks to ensure PPE is being used in line with relevant safe systems of work and the manufacturer's instructions.
- Identify and communicate a suitable defect reporting system within their service area.

4.4. Employees Must:

- Follow all control measures identified within relevant risk assessments and safe systems of work, including wearing and using the PPE identified.
- Attend relevant training as required.
- Maintain all PPE provided to them in line with any training provided and the manufacturer's instructions.
- Undertake regular visual inspection of all PPE provided for the task, employee must not use any damaged or unfit PPE.
- Following their teams PPE defect procedures where required.

4.5. The Corporate Health and Safety Team Must:

- Provide competent advice and guidance in the safe use, storage, maintenance, and disposal of any PPE.
- Provide competent advice and guidance to all line managers/supervisors where required.
- Review this policy and any associated guidance documents bi-annual or if there has been a significant change in legislation or guidance.

5. Procedures

As a minimum the following procedures must be followed by all employees of the Council.

5.1. Risk Assessment

The initial phase is to carry out a risk assessment, this must be carried out by a competent person. Once the risks have been reviewed and controls implemented, if the controls require the use of PPE, then this must be accurately stated and to what standard. Specifically referencing the BS EN standard to be complied with. PPE must be suitable and sufficient for the task.

PPE is the final consideration when undertaking a risk assessment, line managers and supervisors must follow the principles identified within the hierarchy of control, these are:

1. Elimination
2. Substitution
3. Engineering controls
4. Administrative controls
5. PPE

Line managers and supervisors should contact a member of the Corporate Health and Safety team for further advice and guidance when undertaking a risk assessment. All risk assessments must be recorded and review bi-annually unless there has been a significant change or as a result of an accident investigation.

5.2. Issuing PPE

Under the Personal Protective Equipment at Work (Amendment) Regulation 2022, the types of duties and responsibilities on employers and employees remain unchanged however they have extended to limb (b) workers. Therefore, PPE must be issued and maintained in the same way as for limb (a) workers.

Following undertaking a risk assessment, the identified PPE is to be issued, consideration for the below factors as part of its selection process is to be completed:

- Be appropriate for the risk or risks involved, comply with the EN standards, suitable for use in the conditions in which it will be used and suitably comfortable for the period which it is to be worn.
- Consider the ergonomic requirements and health of the person or persons who may wear it, and of the characteristics of the workstation of each such person.
- Fitting the wearer correctly, if necessary, after adjustments within the range for which it is designed.
- Be hygienic and otherwise free of risk to health in its use.
- Be provided to staff individually for sole usage.
- Be effective so as to prevent or adequately control the risk or risks involved without increasing the overall risk, so far, as is practicable.

Employees must be provided with suitable and sufficient training for the correct use (including fitting), safe storage, cleaning/washing process, maintenance, pre-use inspections, replacement parts, defect procedures. Records of training and issue must be held on the employee's person file. To ensure a record of issue is signed and recorded, line managers and supervisors must use appendix 1 to capture this information. This form must be signed following training and issuing.

5.3. Spot Checks

Following the issuing of PPE line managers/supervisors must conduct regular workplace spot checks on items such as safety boots, half masks, etc to check their condition and ensure all PPE is being used in line with the control measures set out within risk assessments and safe systems of work.

Regular spot checks of PPE and its condition should also be undertaken by management.

6. Requirements of PPE

There are many variations on PPE depending on their requirements and how and where they are being used. A short description of the requirements for general subsets are laid out below, but this is not comprehensive as not all circumstances can be covered simply within one document. The needs as determined by risk assessment must be adequately covered to ensure the PPE is compliant with the associated EN standards as well as the risk assessment requirements.

Additional information on each PPE standard can be found within Appendix 3.

6.1. Hi-Vis

There are various requirements for hi-visibility clothing that depend mostly on their location of use. For example, Class 3 is the highest level of visibility and is generally required for busier areas such as highways where the importance of visibility is key. This then reduces in Class 2 and Class 1 which have a lower reflection and visibility standard.

To ensure that the visibility is maintained items must be kept clean and in good condition and once their washing limit is reached replacement must be considered should their luminosity be diminished. As identified under section 5.3. line managers/supervisors must undertake regular workplace spot inspection, additionally all employees must identify if their hi vis clothing has reached its wash limit.

Within NFDC full Class 3 hi visibility clothing is required for all work that takes place on any roadsides without the presence of a static barrier for protection. While the guidance varies on the speed of the road a decision has been made to maximise the safety of NFDC employees by maintaining the full Class 3 coverage. For other areas the general minimum standard will be Class 2 with Hi-Vis Vest and Full Trousers. **High visibility clothing - Vehicles at work HSE guidance.**

6.2. Respiratory Protective Equipment (RPE)

There are various levels of RPE protection that provide differing factors of protection. All RPE issued must be both adequate and suitable for the environment it is being used in.

Employees who are issued with tight-fitting RPE must also be face fit tested, therefore must be clean shaven to ensure an adequate seal. Employees who identify a medical, religious, culture or personal reason they cannot be clean shaven must follow the procedures outlined within the Corporate RPE Policy.

Due to the varying protection factor needs, no specific guidance can be given. However, FFP3 will cover most particulate exposure, and situation dependant gas or vapour filters.

Most respirators are unpowered, but NFDC also uses powered air fed masks for welding activities as required by the changes in legislation regarding welding fume.

The requirements for RPE for subcontractors require them to follow HSE guidance of the appropriate level of protection. For example, Asbestos work carried out by contractors must be done in line with HSE guidance on Asbestos.

When working with dust/fume/gas, there is the potential need for occupational health monitoring, please discuss this with your line manager. **Respiratory protective equipment (RPE) HSE guidance**

6.3. Safety Boots and Shoes

There are various levels of protective footwear, these include steel toe caps, puncture resistant base plates, waterproofing, oil/chemical slip resistance, ankle protection, thermal and conduction resistance.

Due to the varied nature of the activities carried out by the NFDC, operational staff must be provided with safety boots or shoes issued must meet EN ISO 20345 S3 SRC as a minimum.

For all other services, the S3 standard will cover most circumstances, however this must be reviewed by risk assessment and an appropriate option selected.

Safety boots in most circumstances are required to be lace up to provide adequate ankle support. There are situations where there may be a need for wellingtons or rigger boot styles. These must be controlled and managed in their use as they do not provide sufficient ankle support for use in regular tasks.

6.4. Safety Trousers

There are various protection types for trousers. Varying from puncture and cut resistance to knee pads and chainsaw protection. The use of safety trousers is something required in multiple areas of NFDC operations. From the common activity of waste collection side to the rarer tree trimming/felling operations. Dependent upon the task the correct protective measures must be implemented.

There are items such as chainsaw trousers that protect against a very specific risk and do so effectively and are designed to reduce the severity of an injury should it occur. The PPE issued must be suitable and effective for the hazards.

6.5. Safety Jackets

There are multiple types of jackets, coats, body warmers and similar items that can be issued to protect staff from various environmental and task related hazards.

For most part the factors resolve around temperature, rain, and hi-visibility. However, there are protective options within safety jackets to protect arms from abrasion or puncture wounds. The items issued should be suitable for the task.

6.6. Safety Gloves

The provision of safety gloves is a common control, but this is not limited to purely to cut and puncture resistance. Chemical, thermal, and electrostatic resistances are also a factor. When handling chemicals or for hygiene purposes as an additional preventative layer the use of nitrile gloves can be considered.

These must be suitable for the task. For example, a permeable glove that has cut resistance cannot be used to protect against chemical exposure as the porous nature will afford no protection.

6.7. Hard Hats

The use of hard hats is an important protective measure against falling objects and impacts. There are various styles, levels of protection and accessories.

The provision of hard hats requires the logging and replacement of the provided items in line with the manufacturer's guidance. This is usually due to the expected degradation of material due to UV exposure and the natural embrittlement over time that occurs.

As with all PPE hard hats are to be issued as the last line of protection once all other controls are in place, however, they will be issued as standard as a safety precaution in set situations such as construction and maintenance projects where items may fall due to the nature of the work occurring. Should any areas require a hard hat at all times suitable signage will be displayed.

When looking at PPE and the provision of associated accessories that the hard hat can be fitted with it is important that they are suitable and sufficient for the task. For example, a visor and ear defenders fitted to the hard hat for tree/grounds work where there is a risk of noise and debris.

6.8. Eye Protection

The use of safety glasses/eye protection is something that must not be missed when dealing with hazards as the loss of sight is a significant injury. It is also a reportable injury under RIDDOR.

There are three main types of eyes and face protection. These are:

- Safety Spectacles, which generally have the appearance of spectacles but with an element of protection built into the lenses and may include side shields. These can also be designed to fit over prescription spectacles. Operational service must be provided with eye protection with an impact resistance rating of B. See appendix 2 for further information.
- Goggles, which are usually flexible and secured with an elastic headband allowing a comfortable fit and seal so that the complete rim is in contact with the face. Some are ventilated and as such unsuitable for protection against gasses or fine dusts.
- Face Shields, which usually have one large lens with a frame and adjustable harness. Most can be worn with or without prescription spectacles. These protect the face but do not fully enclose the eyes.

Provision of any PPE for eyes is needed to be both adequate and suitable for the task. Maintenance and cleaning to be included in the provision to ensure that it is fully understood and so there is no loss of visibility when in use.

6.9. Hearing Protection

There are specific regulations that apply to the provision of PPE for the protection of hearing. This is under “The Control of Noise at Work Regulations 2005” and associated guidance. The use of ear plugs and earmuffs are the standard controls used; however, the custom fitting of hearing protection can also be provided for persons who are experiencing exposure to high decibels for extended periods of time.

Any items issued must be to a suitable standard to provide sufficient protection in line with the noise risk assessment. Occupational noise monitoring will assist in ensuring that persons carrying out tasks that expose them to noise are aware of the risks and to ensure the standard of protection.

When working with noise, there is the potential need for occupational health monitoring. Please discuss this with the Corporate Health and Safety Team.

6.10. Harnesses

The use of personal fall protection systems invariably involve some kind of harness. This can be split between two types, fall restraint and fall arrest. Depending on the type of varying harness styles can be used. Any harness worn needs to be suitable and comfortable for the expected duration of use both suspended and otherwise.

Harnesses fall under the Lifting Operations and Lifting Equipment Regulations 1998 (LOLER) as well as PPE regulations. They must be selected to be adequate for their use and potential future uses where able to be foreseen. Regular inspection prior to use and statutory 6 monthly inspections by a qualified and competent individual is required.

Any persons issued with a harness must have completed working at height and harness use training. No manager should order one of these if they have not completed suitable training/awareness on this subject. If unsure, it is important to liaise with the Corporate Health and Safety Team to get clarity and guidance.

6.11. Overalls

There are situations within NFDC where overalls may be issued to staff as part of their PPE. These are to be selected based on the hazards that their use will be exposed to. Such as being impermeable for use in wet, oily or similar environments, thermally insulated for cold weather exposure protection or fireproof for use within welding.

The cleanliness of these often impacts their functionality so ensuring staff keep them clean is an important step. In the case of grease or similar contaminants that could impact the health of others if soiled items were taken or worn home the provision of changing rooms and promotion of getting changed prior to going home is to be implemented along with awareness of contamination and the importance of washing PPE to avoid contamination of other clothing or housing.

6.12. Sourcing of PPE

When sourcing PPE this should only be done through suppliers who are able reputable and are able to supply the correct standard is PPE along with any needed documentation to reflect the standard and efficacy of the supplied items. These must bear the UKCA and/or CE mark.

6.13. Storage of PPE After Purchase

When sourcing PPE a suitable supply should be held within NFDC to cover the current needs with a leeway for certain longer timeframe items. Storage must be done in line with the manufacturer's instructions away from extremes of damp, humidity, heat, cold and direct sunlight. Safe storage will ensure the PPE is in the best condition when issued for use.

7. EN Standards

7.1. What are EN Standards for PPE

There are clear standards set out within legislation to state the specifications for certain items of PPE. These when met enable manufacturers to state that the items meet a minimum set of requirements to pass.

7.2. Where to Find the Standards

There are searchable standards depending on the item of PPE. By researching the set need required for that item it will often highlight the needed standard enabling easy location of suitable PPE. In additions the following updated document was released in 2021 - **Notice of Publication 0046/21: Designated Standards - PPE (publishing.service.gov.uk)**

7.3. What are EN Standards Following Changes due to Brexit?

The most recent updated standards are at the time of issuing this policy - **Notice of Publication 0046/21: Designated Standards - PPE (publishing.service.gov.uk)** This provides clear guidelines on what differing standards apply.

8. Useful Guidance

8.1. Useful HSE Links

INDG174 Personal protective equipment (PPE) at work (hse.gov.uk)

Personal protective equipment (PPE) at work regulations from 6 April 2022 (hse.gov.uk)

Personal Protective Equipment at Work (Second edition). Personal Protective Equipment at Work Regulations 1992 (as amended). Guidance on Regulations L25 (hse.gov.uk)

Hazardous substances at work: A brief guide to COSHH INDG136(rev5) (hse.gov.uk)

Control of substances hazardous to health (COSHH). The Control of Substances Hazardous to Health Regulations 2002 (as amended). Approved Code of Practice and guidance L5 (hse.gov.uk)

Lead and you - working safely with lead - indg305 (hse.gov.uk)

Control of lead at work (Third edition) - Control of Lead at Work Regulations 2002 Approved Code of Practice and guidance (hse.gov.uk)

Noise at work: A brief guide to controlling the risks INDG362 (hse.gov.uk)

Respiratory protective equipment at work: A practical guide HSG53 (hse.gov.uk)

Selecting Protective Gloves for work with chemicals INDG330 (hse.gov.uk)

Safe work in confined spaces: Confined Spaces Regulations 1997. Approved Code of Practice, Regulations and guidance (hse.gov.uk)

Managing and working with asbestos (hse.gov.uk)

L121 Work with Ionising Radiation (hse.gov.uk)

EH40/2005 Workplace exposure limits (hse.gov.uk)

Chainsaw personal protective equipment (PPE) HSE guidance

High visibility clothing - Vehicles at work HSE guidance.

8.2. Useful Non HSE Links

Notice of Publication 0046/21: Designated Standards - PPE
(publishing.service.gov.uk)

PPE: Complete guide to Personal Protective Equipment
(shponline.co.uk)

Safety Gloves Guide (icmsafety.com)

Personal protective equipment (PPE) product certification | BSI
(bsigroup.com)

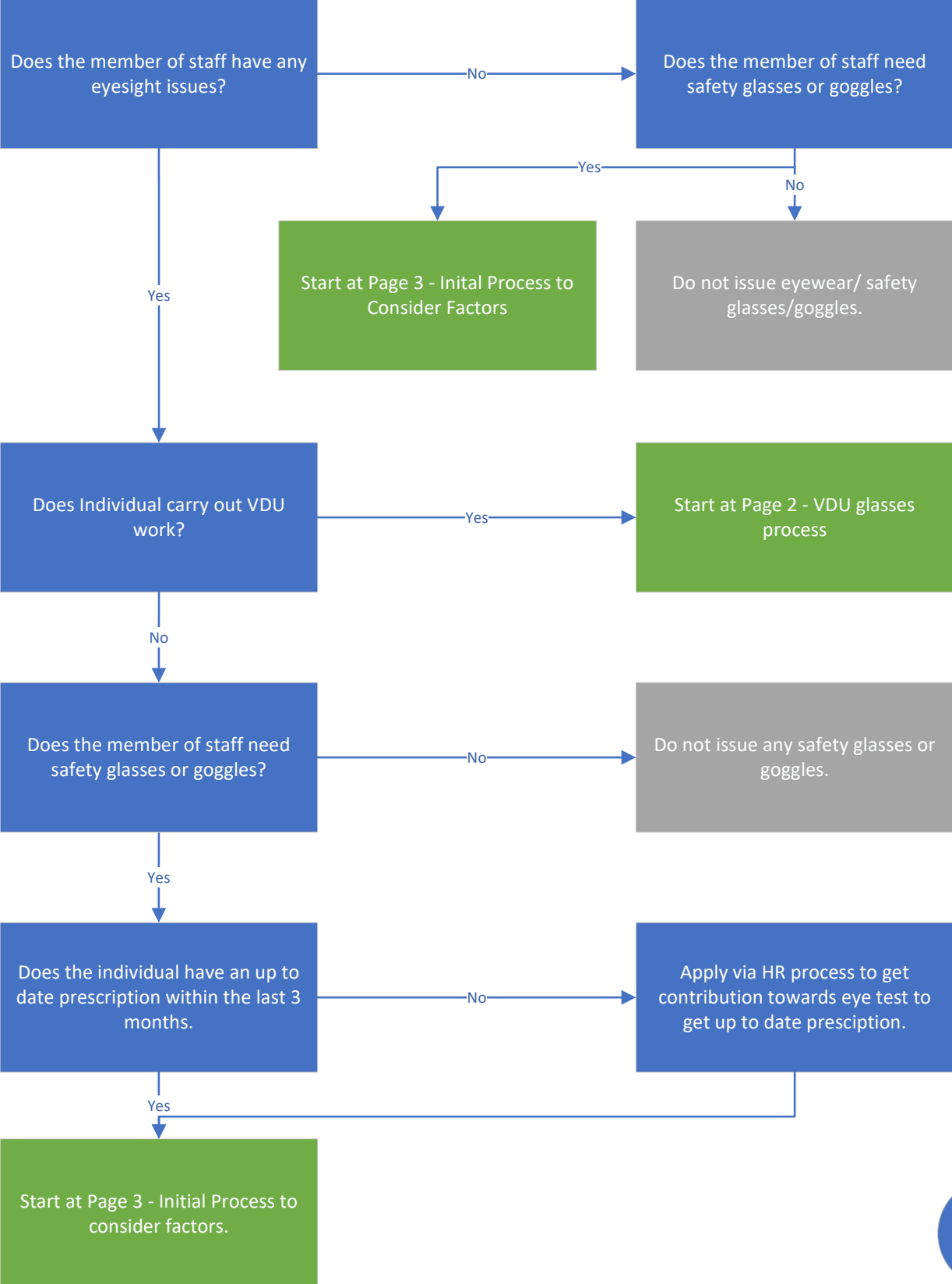
9. Appendices

Appendix 1 – PPE Issuing Form

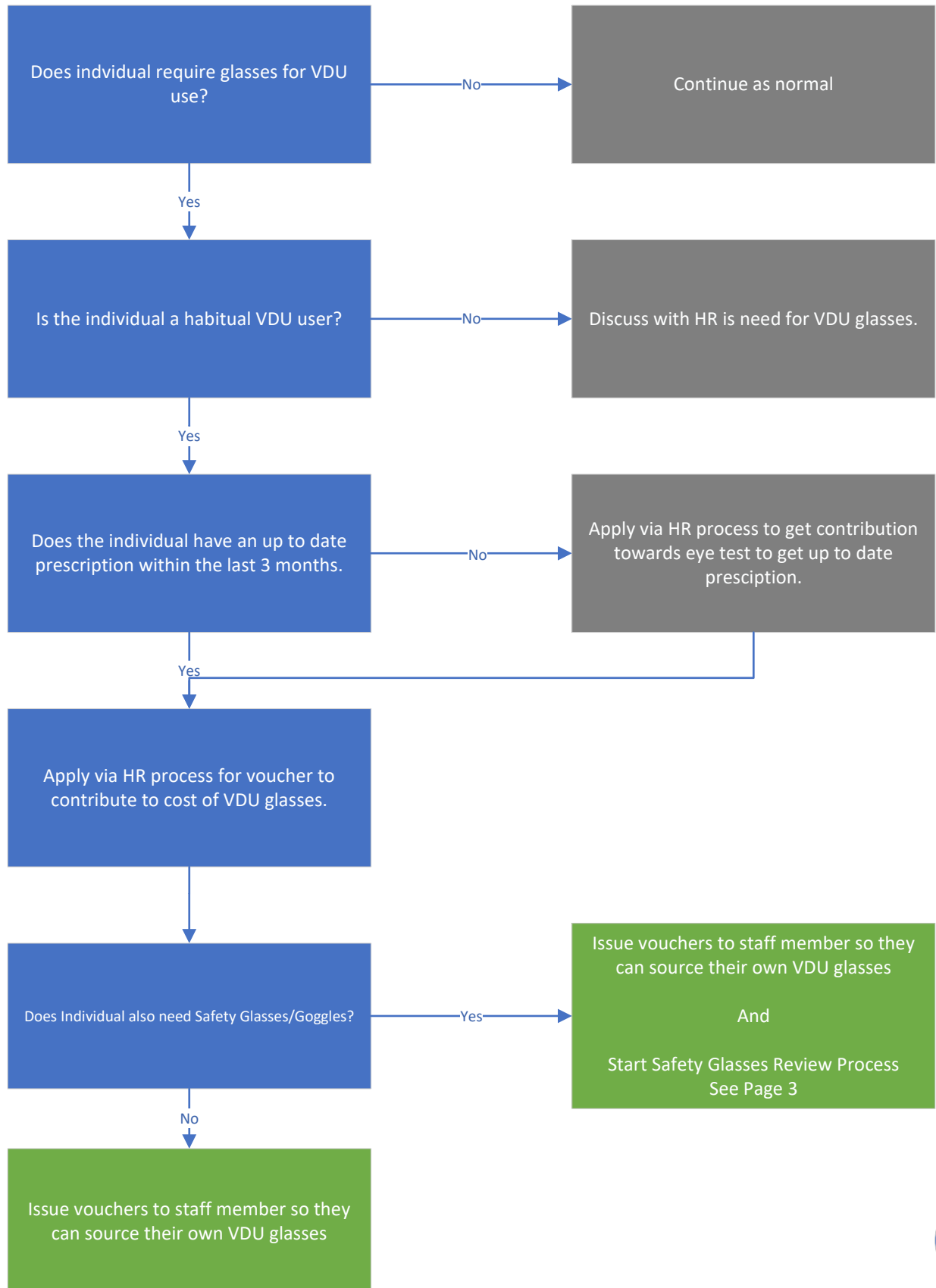
Appendix 2 – Eye Protection Prescription Flowchart

Appendix 3 – PPE Standards Overview

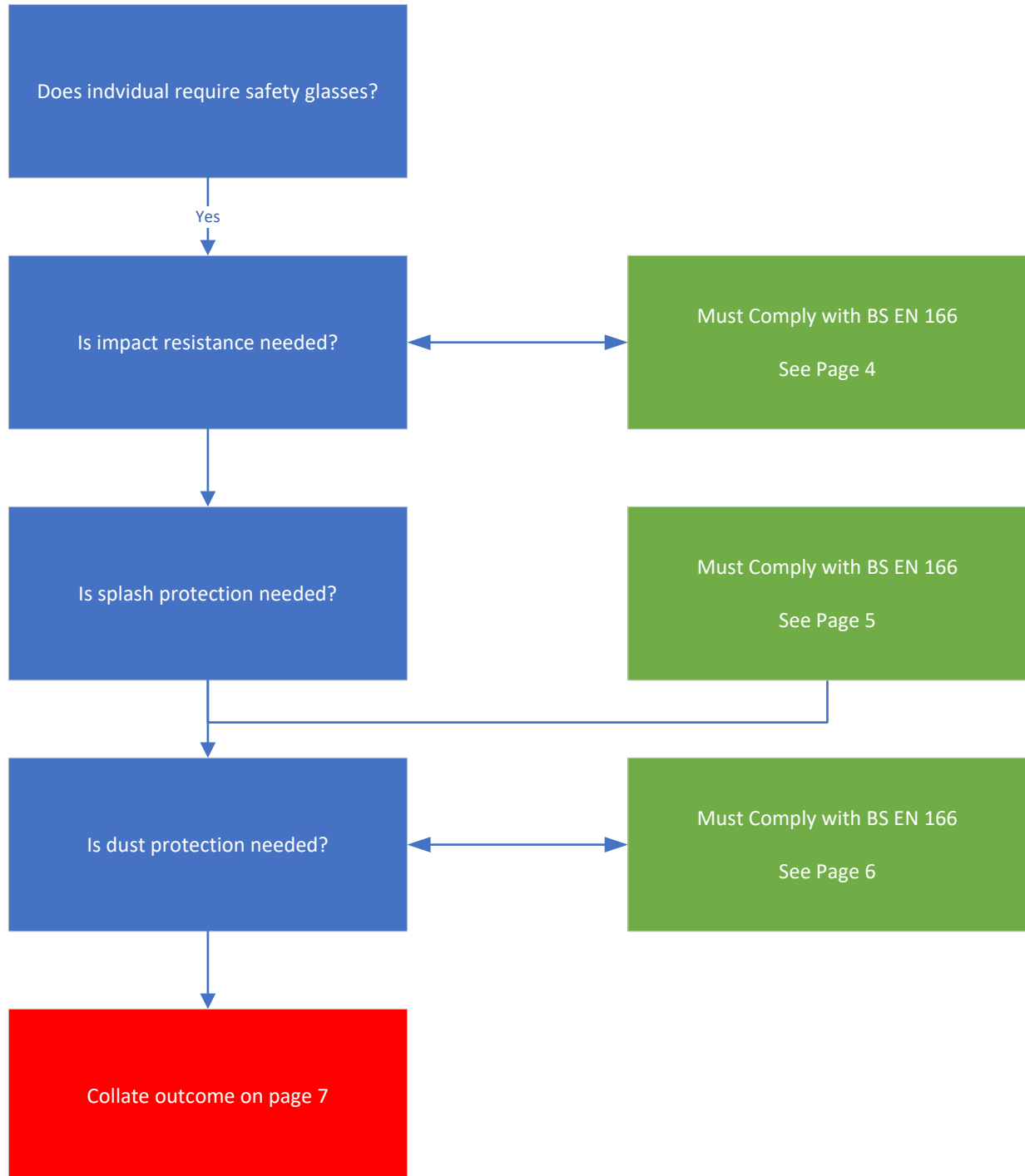
Eyewear/Safety Glasses/Goggles Process



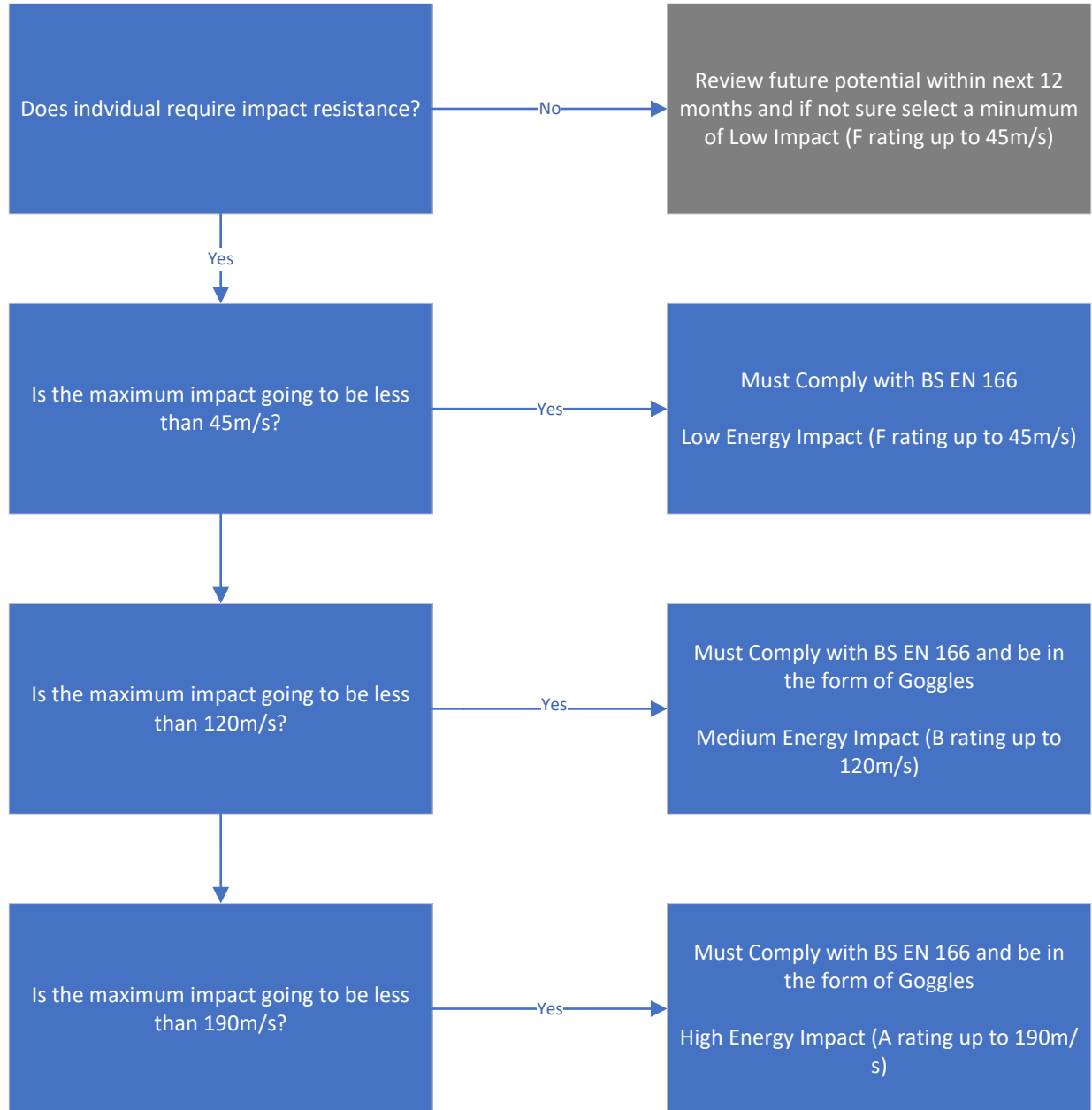
Prescription VDU Glasses



Safety Glasses/Goggles

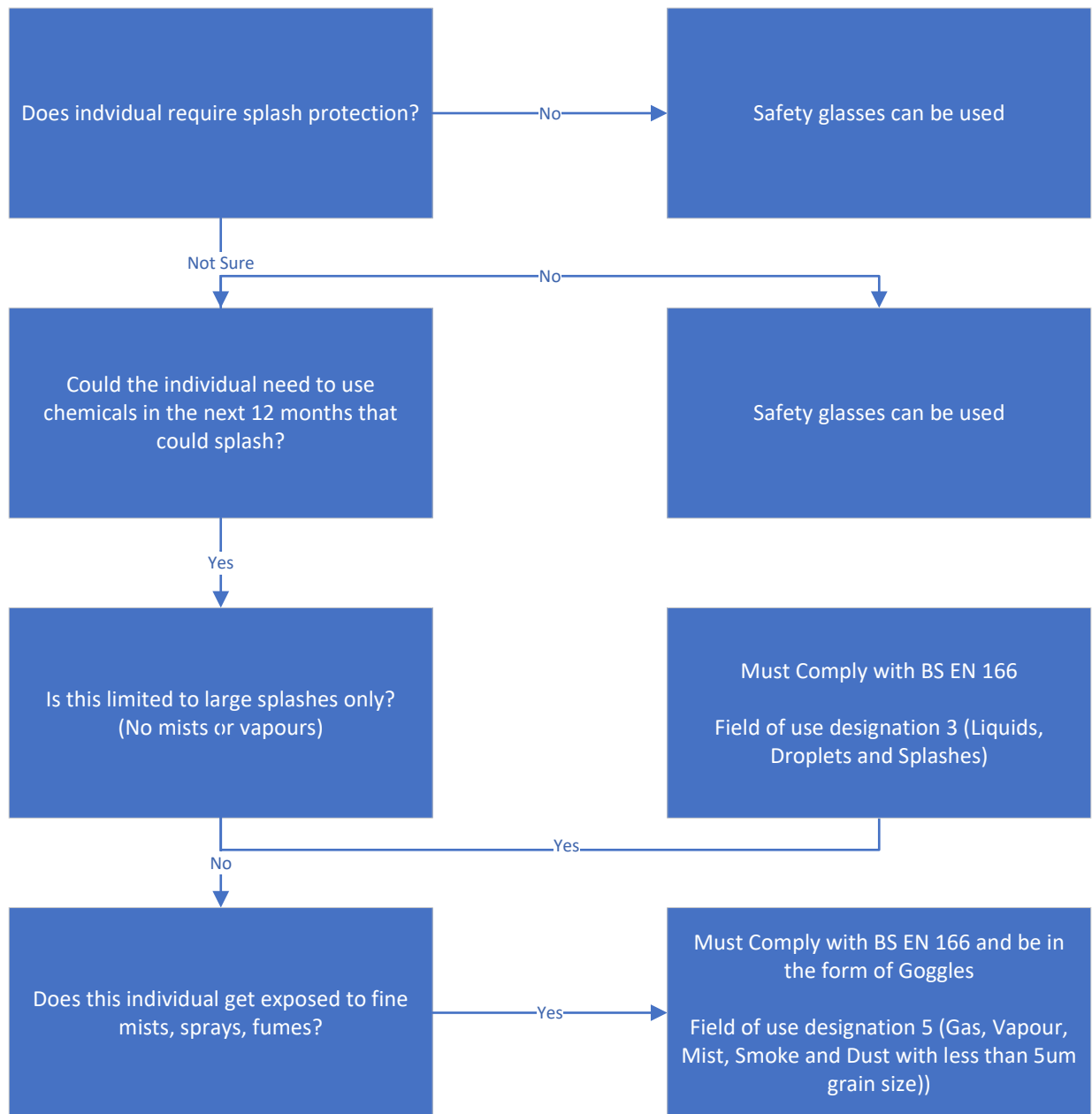


Impact Resistance



Typical impact energy examples -
Low Energy - Using a hammer and the nail shatter sending small lightweight shards.
Medium Energy - Using Power tools such as nail guns, angle grinders, etc
High Energy - Using high power equipment with high rotational or impact force that can lead to impact exceeding 190m/s or equipvalant force with debris of greater mass.

Splash Protection

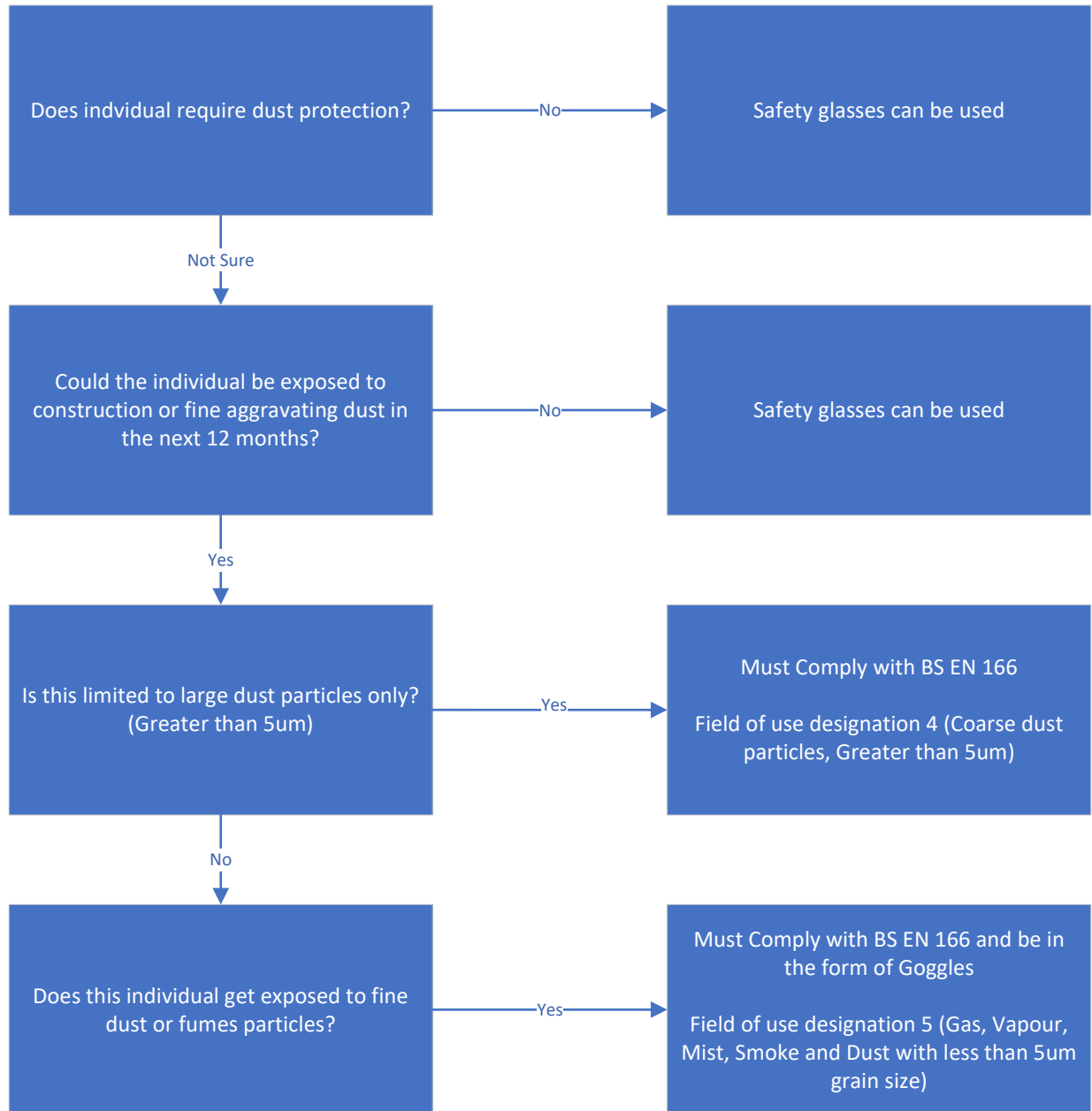


Typical splash risk examples -

Liquids, Droplets and Splashes - Pouring out liquids from containers, mixing chemicals with a paddle, dousing areas with chemicals, using hand pumps.

Fine mists, Sprays, Fumes - Using aerosol, pressure sprayers, volatile chemicals (releasing fumes), solvent based chemicals, strong cleaning or reactive chemicals that react to carry out purpose (i.e. heavy duty unblockers)

Dust Protection

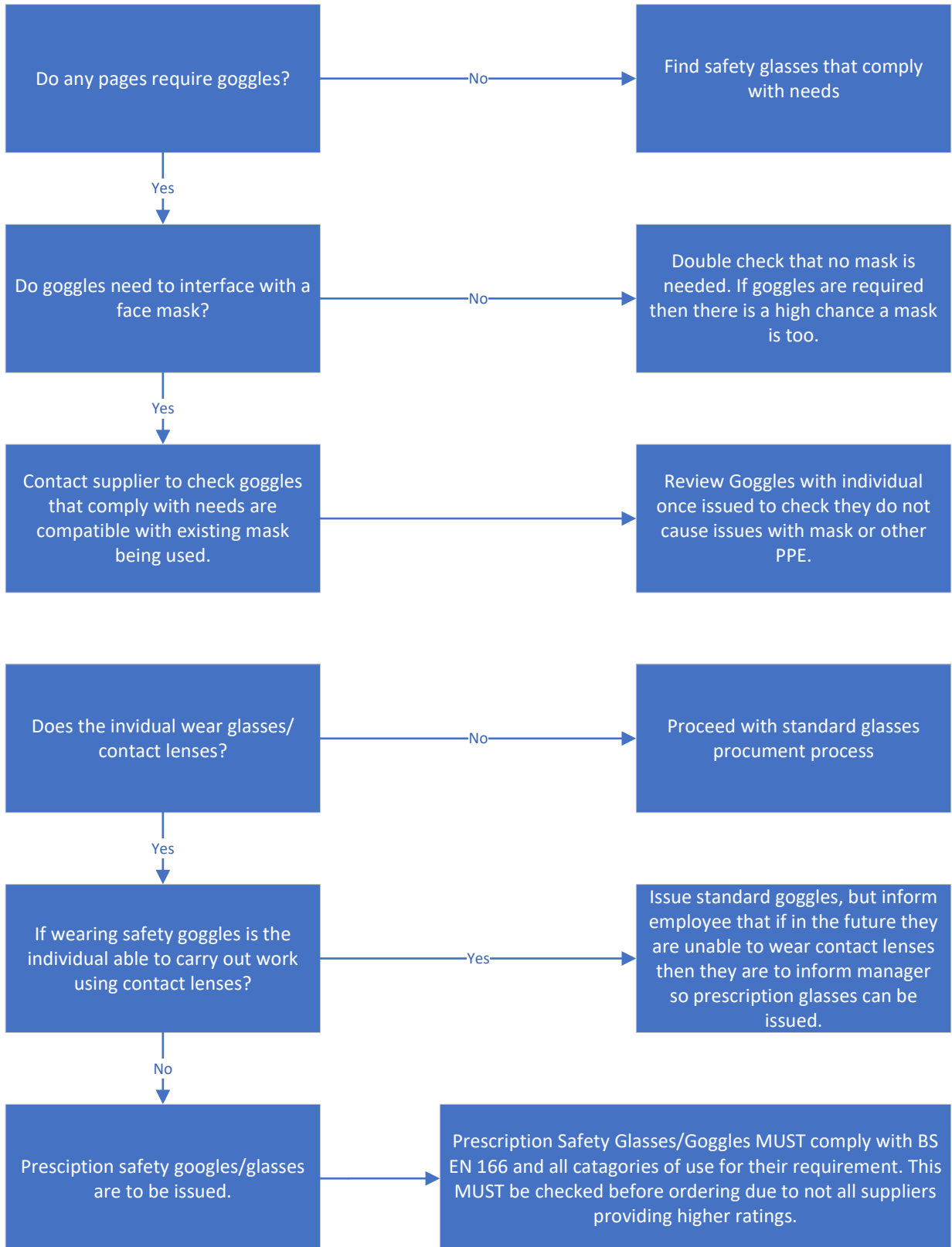


Typical dust risk examples -

Large Dust Particles - Using a manual saw on wood, low speed drilling into soft materials such as wood, soft bricks, plasterboard.

Fine Dust Particles - Using most power tools that operate at a high speed, such as power drill at high speed into a hard material such as stone, concrete, metal, Using an abrasive wheel to cut concrete, stone, tile, wood, gypsum, metal, plastic items, use of lead solder and similar products.

Collate Outcome



Additional Considerations

All Safety Glasses / Goggles should have fog prevention to avoid the lenses fogging and staff removing them to see clearly through them.

All Safety Glasses / Goggles should have consideration for bright light conditions. For example should a roofer need to wear safety glasses do they need to be tinted with UV protection for sunny bright weather?

All Safety Glasses / Goggles should have consideration for interfacing with any other PPE, this could be hard hats, dust masks (disposable or half masks)

Would a face shield be able to carry out the same task and be more convenient? If so consider this and the impact of its use or any associated PPE.

What is the future tasks/role of the individual, do we need to future proof the safety glasses for their role?

Regular Eye Tests are Advised to ensure prescription is kept up to date. These can be contributed towards via Vouchers from HR for VDU and Safety Glasses/Goggles.

When having VDU glasses consider if DSE only glasses or Varifocals are best for work. If just computer work then VDU only may be best, if doing lots of copy typing then varifocals may be more beneficial. Advice from optician is most likely best

If you start to get headaches while wearing prescription lenses please ensure they are clean and clear with no damage to the visual part of the glasses/goggles. If this continues look to get an updated prescription

The HR contribution for VDU glasses can also be used toward contact lenses which are used for the same purpose.

For staff issued with Safety Eyewear it is important the replacement process is communicated clearly should they become damaged and need replacement.

All staff should be aware of best methods to clean all eye wear to ensure they function as well as possible, this includes prescription and non prescription eye wear.

Do staff have a way to store their eye protection without it become scratched or damaged?

PPE STANDARDS

This guidance document provides an overview of the Personal Protective Equipment (PPE) standards most communally used within the Council. All employees must follow the procedures set out in the Corporate PPE Policy, if employees have any further questions on PPE standards or you are looking to introduce PPE which is not included within this document, please contact a member of the Corporate Health and Safety Team.

Gloves

Standard – EN 388 (mechanical risks)

- Gloves are rated against resistance to abrasion, cut, tear and puncture.
- Abrasion, tear, and puncture rated 1-4 (4 being highest).
- Cut rated 1-5 or A-F (5 or F being highest).



1. ABRASION RESISTANCE
2. CUT RESISTANCE, COUP TEST
3. TEARING STRENGTH
4. PUNCTURE RESISTANCE
5. CUT RESISTANCE, TDM TEST ISO 13997
6. IMPACT PROTECTION

Household waste gloves provide minimum cut protection level 4 and puncture protection level 3.

Garden waste gloves provide minimum puncture protection level 3 but preferred level is 4.

Other glove considerations:

- Waterproof
- Cold weather protection (EN 511)
- Dexterity
- Grip
- Impact protection
- Breathability

Footwear

Standard – EN ISO 20345

- Slip resistance – SRC (Also SRA and SRB but SRC highest)
- Protective Function – S3 (SB, S1 and S2 are lower protection)

Operational services provide boots and trainer boots with ankle protection as standard.

Housing Maintenance offer their operatives safety trainers, still S3 but with no ankle protection.

Some services will need fully waterproof safety footwear, others will not.

Other footwear considerations:

- Insoles (some wearers may require different insoles if they have a condition affected by walking or footwear)
- Comfort
- Lacing system
- Safety wellington boots

Symbols and markings on footwear – What they tell you	
All safety footwear needs to comply with EN ISO 20345	
SB	Safety Basic 200 joule Protection
S1	200 joule Toecap Protection. Closed seat region (fully enclosed heel). Anti-static properties. Energy absorption of seat region.
S2	200 joule Toecap Protection. Closed seat region (fully enclosed heel). Anti-static properties. Energy absorption of seat region. Water penetration and water absorption resistance.
S3	200 joule Toecap Protection. Closed seat region (fully enclosed heel). Anti-static properties. Energy absorption of seat region. Water penetration and water absorption resistance. Plus penetration resistance. Cleated outsole.
S4	200 joule Toecap Protection. All rubber or all polymeric footwear with anti-static properties. Energy absorption of seat region
S5	200 joule Toecap Protection. All rubber or all polymeric footwear with anti-static properties. Energy absorption of seat region. Plus penetration resistance. Cleated outsole.
SBP	200 Joule toe cap protection penetration resistant mid sole
S1P	200 Joule Toecap protection, closed seat region(fully enclosed heel) antistatic properties energy seat region penetration resistant midsole

Slip resistant Testing and standards in accordance with EN13287	
SRA	Tested on ceramic flooring coefficient of friction not less than 0.28(Heel slip) 0.32 (flat slip)
SRB	Tested on steel flooring Coefficient of friction not less than 0.13 (Heel Slip) 0.18 (Flat slip)
SRC	Tested and conforms to both above standards

Wet/Foul Weather Clothing

Standard – EN 473

X – Water penetration resistance (1 is minimum, 3 is maximum)

Y – Breathability (1 is minimum, 3 is maximum)

Big moan from operational services operatives is either that waterproof clothing provided does not keep them dry or that it causes them to sweat, and they end up wet either way.

Hearing Protection

Standard – EN 352

Requirements vary depending on task and required protection at the ear.

Waste operatives are provided with electronic ear protection that allows for speech to be heard so that they are able to hear a verbal warning and also traffic noise, but they automatically protect when any noise is detected above 82dB such as when glass is tipped into the back of the truck

There has been some issues recently in being able to get hold of this type of hearing protection

[Ear Defenders: A buyer's guide to hearing protection - SHP - Health and Safety News, Legislation, PPE, CPD and Resources \(shponline.co.uk\)](#)

Eye Protection

Standard – EN 166

Requirements vary dependant on task and risk assessment.

Need to ensure that safety glasses, goggles and face shields offer the right level of impact protection.

Standard tested against	Optical class	Impact Resistance	Protection Liquids	Protection Large Dust Particles	Protection Molten Metals and Hot Liquids	Anti-Scratch	Anti -Mist
EN166	1 – Best Class	B -Medium Impact (120m/s) F – Low impact (45m/s)	3	4	9	K	N

Consideration needs to be given to prescription safety glasses, many providers do not offer prescription safety glasses with a high level of impact protection, we have found that only UVEX offer this level at present.

Head Protection

Standard – EN 397

High Visibility Clothing

Standard – EN ISO 20471

Class 1 - Lowest level of visibility

Class 2 - Intermediate level of visibility

Class 3 - Highest level of visibility

	Class 3 The highest level of conspicuity	Class 2 Intermediate protection	Class 1 Low level protection
Minimum fluorescent material	0.80 m ²	0.50 m ²	0.14 m ²
Minimum retro-reflective material	0.20 m ²	0.13 m ²	0.10 m ²

Class 3 can be achieved by combining class 1 and 2 garments or by wearing a single class 3 garment.

All operational services staff working on high-speed roads (over 50mph) MUST wear class 3 high vis at all times.

Min class 1 high vis is required to be worn at all times when moving around the operational depots.

Protective Clothing

Standard – EN 13688 General Standards

- Sizing needs to use typical body dimensions, so that clothing fits and accommodates movement.
- Clothing design needs to be ergonomic, so that it fits well, is comfortable and not too heavy
- Washing and care instructions need to indicate whether a garment is for single use only, or after how many washes it should be discarded after, based on testing.
- So that clothing doesn't adversely affect the health of wearers, restricted or banned substances mustn't be present in hazardous quantities.

Employee PPE Issuing Form

Person to whom PPE issued:		Job Description:	
Service:		Issued by:	
Type of PPE issued (make/model/size etc.):	Serial Number (Where applicable)	Areas/processes for which PPE is provided:	
<p>I certify that I have been issued with the equipment listed above, that I will maintain items in a good and useable condition in line with manufacturers and provided instructions in the following:</p> <ol style="list-style-type: none"> 1. Safe use of PPE 2. Areas and processes for which PPE is required 3. Storage and maintenance procedures 4. Replacement and defect reporting procedures 			
Signature:		Date:	

Health and Safety Policy Impact Assessment

Corporate Person Protective Equipment Policy

Impact Assessment	
Scope of Policy	Policy outlines the arrangements for the identification, implementation and management of personal protective equipment within the organisation.
Statutory Obligations	<p>To provide employees with suitable and sufficient personal protective equipment (PPE) as identified within a risk assessment for the task.</p> <p>Provide employees with suitable information, training, and instruction in relation to the safe use, maintenance, disposal of PPE.</p>
Non-Statutory Obligations (ACOP)	No major changes identified.
Changes and Clarifications to previous policy/guidance	Minor formatting changes, update to definitions, updates to RPE application, review of all appendices including a new PPE standards overview guidance for proscriptio eye protection.
Impact on workforce	<ul style="list-style-type: none"> - Supervisors/managers must conduct regular on-site spot checks. This includes spot checks on the condition and correct use on site. - Employees must be face fit tested and clean shaven when wearing tight-fitting RPE. - PPE issuing form must be completed for all PPE issued by NFDC.
Training Requirements	No specific corporate training requirements identified, all services must provide their employees with suitable information, instruction and information on the safe use, maintenance, disposal of PPE.
Impact on Budgets	<ul style="list-style-type: none"> - Additional cost on procuring new PPE as identified as part of a risk assessment. - Potential additional cost of face fit testing for employees who are required to wear tight-fitting RPE. - Resource for managers to undertake onsite spot checks.