



Personal Protective Equipment Policy

Patchway Town Council employs ground staff to look after the council's open spaces and planters around the town, which may involve the use of a variety of Personal Protective Equipment (PPE) to achieve safe and fair systems of work. The Personal Protective Equipment at Work Regulations 1992 places duties on employers to provide such equipment where all other means of reducing the risks have been considered and it has either not been possible to fully reduce the risks or the costs of the risk reduction measures is not reasonably practicable and therefore PPE use must be considered as the last resort.

The purpose of this policy is to formalise Patchway Town Council's arrangements for the provision of PPE, the recording of issuing and training, the inspection of and ongoing maintenance and storage of such equipment.

The purpose of this policy is to provide clear definitions of responsibilities in relation to PPE. The policy applies to all staff employed by Patchway Town Council or volunteers who work in all locations irrespective of whether premises are managed, owned or leased by the Council or owned by third parties.

There are other Regulations which encompass the provision and use of specific PPE such as the COSHH Regulations 2002 (as amended), the Noise at work Regulations 2005 and the Confined Space Regulations 1997. The primary objective of this policy is to ensure the legal requirements in the provision of PPE are outlined in more general terms.

1. RESPONSIBILITIES, ACCOUNTABILITIES AND DUTIES

1.1 The Council

The Council will;

- Ensure adequate budgeting provision is made for PPE
- Bring to the attention of all their staff the contents of this policy
- Bring to the attention of staff any additional hazards that wearing PPE may give rise to e.g. latex sensitization, reduced visibility with goggles visors etc.
- Ensure all PPE is correctly accounted for, for each member of staff.
- Ensure PPE is to the correct standard at all times.
- Report to the Clerk if a member staff is working without PPE, when they should have been wearing it. This will be for the employee's safety and no individual gain.

1.2 The Personnel Committee

The Personnel Committee will;

- Act as the focus for advice on PPE
- Ensure Managers are aware of any new PPE coming to the market
- Follow up any reported PPE / ill health related incident
- Report on any hazards, associated with any particular PPE, coming to light during use

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4.3 Clerk and/or Deputy Clerk

The Clerk and/or Deputy Clerk will, if required, seek advice from a suitably competent person to ensure any requirements related to PPE are implemented and:

- Conduct a workplace risk assessment to identify all different workplace hazards which are of significant risk and review the possibilities of reducing the risks by means other than PPE usage.
- Identify the need for PPE type.
- Research manufacturers and supplier's literature and in conjunction and cooperation with users, select suitable and appropriate equipment.
- Provide a suitable quantity with an appropriate stock level being maintained.
- Provide appropriate PPE cleaning arrangements / regime where applicable.
- Provide all staff with instruction/training in correct usage, identification of wear and tear and any known faults together with any maintenance that may be required.
- Make provision so that users have suitable storage facilities for PPE.
- Audit and inspect PPE on a periodic basis and record the findings.
- Maintain records of issue and receipt for PPE and use PPE Personal Equipment
- Signature form for employee to sign for the receipt of any issued PPE
- Monitor any new PPE coming to the market, which may offer improved protection or acceptance to wear.

4.4 Staff

All Patchway Town Council Staff will;

- Co-operate with managers in any PPE selection process
- Sign for any issued PPE – see appendix 1
- Wear/use the PPE correctly
- Carry out PPE maintenance and cleaning where necessary
- Store the PPE correctly
- Report any defects or wear and tear
- Obtain replacement for lost or damaged equipment
- Not misuse any PPE issued to them

Failure to use the PPE provided may result in disciplinary action.