

# Personal Protective Equipment Policy (PPE)



The Institute  
of Contemporary  
Music Performance

Version number	Date approved (including committee)	Reason for production/revision	Author	Proposed next review date
V5.0	Q1 2023-24 Health and Safety and Security	Review policy, amend and approve.	Facilities Operational Manager	Q1 2024-25

## Related policies

- This document forms part of the suite of Health and Safety policies that ICMP adheres to, collectively known as the Health and Safety Manual. These include:
- Accident Reporting and Recording Policy
- Contractors policy
- Control of Asbestos at Work Policy
- COSHH - Control of Substances Hazardous to Health Policy
- Display Screen Equipment Policy
- Electricity at Work Policy
- Emergency Procedures Bomb Threat Policy
- Environmental Policy
- Fire Safety Policy
- First Aid Arrangements Policy
- Legionnaires Disease Policy
- Lone Workers Policy
- Manual Handling Policy
- Noise Control Policy
- Personal Protective Equipment (PPE) Policy
- Risk Assessment Policy
- Stress at Work Policy
- Visitors Policy
- Waste Management Policy
- Working at Height Policy
- Fire Strategy Plan

## External Reference

- Please note any external reference points used, some examples have been provided below.
- N/A

## **1. General Statement**

1.1 The Personal Protective Equipment at Work Regulations 1992 defines that every employer shall ensure that suitable PPE is provided to employees who may be exposed to a risk while at work where other measures have not adequately controlled the risk.

1.2 All employees will be given adequate and comprehensive instructions, information, and training in PPE. Visitors and contractors may be provided with PPE if a risk to their Health and Safety is identified by a risk assessment.

1.3 The implementation of this policy requires the total co-operation of all members of management and staff.

1.4 Therefore, to help control these risks, the following PPE is made available to ICMP employees, AND MUST be worn at all times when a risk assessment has identified its requirements or when instructed to do so by client's safety procedures or safety signage. ICMP recognizes the need to make the following PPE equipment available for employees:

1.4.1 Gauntlet gloves

1.4.2 Rubber gloves

1.4.3 Vinyl gloves

1.4.4 Face masks

1.4.5 Eye protection

1.4.6 Hearing protection

1.5 PPE is available at both Dyne Road and Queens Park Sites

1.6 All PPE is to be visually examined before use by all employees and replacements obtained for any damaged or missing items.

1.7 Line management shall conduct a PPE inspection/inventory at periods not exceeding 6 months and any missing/damaged items of PPE replaced.

1.8 PPE should always be regarded as the LAST RESORT to protect against any risks to health & safety. Engineering controls and safe systems of work should always be considered as a first option of adequate control.