

Personal Protective Equipment Policy

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V5.0	Jan 2021 ExCo	Annual Review	Facilities Supervisor	September 2021

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

The Management of Health and Safety at Work Regulations 1999.

Advice and Guidance: Health and Safety. ICMP has developed practices and processes to ensure that there are appropriate procedures for reducing the risks of injury to staff and students.

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. Wellington boots
- 1.4.5. Face masks
- 1.4.6. Eye protection
- 1.4.7. Hearing protection

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

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

1.7. 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.

2. Covid -19 PPE Update

2.1 Additional items of PPE have now been added due to the Corona Virus outbreak, to keep within the Government guidelines the following has been made available at ICMP:

- Extra disposable gloves
- Face masks are available to all at reception and facilities desks
- Face visors are available to all tutors and staff at facilities
- Disposable plastic aprons available in the first aid room