



**St Mary's  
University  
Twickenham  
London**

## **Policy on Personal Protective Equipment**

### **HSPG 18**

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## **POLICY ON PERSONAL PROTECTIVE EQUIPMENT**

### **1.0 STATEMENT OF POLICY**

St Mary's University shall comply with the 1992 Regulations and the Health and Safety (Miscellaneous Amendments) Regulations 2013. Where these apply and in addition comply with the requirements of: -

1. The Control of Lead at Work Regulations.
2. The Ionising Radiation Regulations.
3. The Control of Asbestos at Work Regulations.
4. The Control of Substances Hazardous to Health Regulations.
5. The Noise at Work Regulations.

St Mary's University will take all reasonable steps to ensure hazards are controlled at source by engineering methods and systems of work. Where this is not practicable the University shall provide suitable PPE to each of its employees who may be exposed to any risk while at work.

### **2.0 ORGANISATION AND RESPONSIBILITIES**

#### **2.1 School/Service Managers**

School/Service Managers must ensure that all PPE issued is worn as appropriate to the task and assessment. Records of assessments/issue are kept.

#### **2.2 Employees/Students**

It is the duty of employees and students of the University to use all equipment required by the assessment. Every employee issued with PPE must report any loss or defect to their supervisor. Failure to use such equipment shall be regarded as a disciplinary offence.

### **3.0 DEFINITION OF (PPE) PERSONAL PROTECTIVE EQUIPMENT**

PPE is designed to be worn, or held, by a person at work to protect them against hazards likely to endanger their health or safety at work.

Personal Protective Equipment includes:

- Protective clothing, i.e. lab-coats, aprons, waterproof clothes, gloves, safety footwear, helmets, high visibility waistcoats, etc.

- Protective equipment, i.e. eye protectors, respirators, breathing apparatus and safety harness, etc.

*This list is not exhaustive. See Departmental Policies for more information.*

## **4.0 RISK ASSESSMENTS**

Risk Assessments will be carried out by persons who are fully aware of the hazards associated with the task, usually the supervisor and the assessment recorded.

### **4.1 Review of risk assessments**

Assessments should be reviewed whenever there is a significant change in an individual's work.

### **4.2 Permit to Work**

Any PPE which is requested on a Permit to Work can be regarded as an assessment in addition to any previous assessments for that type of work.

## **5.0 ISSUE OF PPE**

Before employees start any work requiring PPE they should be informed by their supervisor where this may be obtained and be briefed on the risks involved, how the PPE is to be used and how it should be maintained in good repair.

Staff should be made aware specifically of not sharing any PPE that touches the skin.

It is essential that all PPE issued on an individual basis is recorded on a St Mary's University PPE issue record card, with employees signing to acknowledge receipt of this equipment. These records are to be kept for a period of six years.

If clarification is sought on this policy then this may be obtained from the Health and Safety Officer.

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