
WILTSHIRE POLICE

FORCE PROCEDURE



Personal Protective Equipment (PPE)

Effective from: 17.12.2020

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Identification

Procedure Title: Personal Protective Equipment (PPE) Procedure
Version: V4

Ownership

Department Responsible: Health and Safety
Procedure Owner: Sarah Somers, Head of Health and Safety

Revision History

Effective From: 17.12.2020
Next Review Date: Three years or when significant changes in work activity, process or procedure occur.

Revision Date	Previous Revision Date	Summary of Changes
11.11.07	20.03.14	Standard review – no significant changes therefore approval not required through OH&S Committee
25.05.2018		Data Protection section amended to reflect implementation of GDPR and new DPA.
07/10/2020	25.05.2018	Standard review – no significant changes therefore approval not required through OH&S Committee

Approvals

This document requires the following approvals:

Name & Title	Date of Approval	Version
Occupational Health and Safety Committee (CC chair)	16.12.2020	V4
Chief Officer Group	Not required	

Distribution

This document has been distributed via:

Name & Title	Date of Issue	Version
Available to all staff on Health and Safety portal site	17/12/2020	V4

Equality Impact Assessment

Has an EIA been completed? Informal assessment conducted – result low risk. If no, please indicate the date by which it will be completed. If yes, please send a copy of the EIA with the procedure.	☒ Yes ☐ No Date: 01.11.12 Initial assessment
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Consultation

List below who you have consulted with on this policy (incl. committees, groups, etc):

Name & Title	Date Consulted	Version
Occupational Health and Safety Committee	17.12.2020	V3

PROCEDURE OVERVIEW

The object of this procedural guide is to clearly define arrangements for the for the selection, procurement, maintenance and use of personal protective equipment (PPE) as required by the Personal Protective Equipment at Work Regulations 1992 and agreed by Regional Procurement, a collaboration of Devon and Cornwall, Dorset, Gloucestershire and Wiltshire Police Forces.

GLOSSARY OF TERMS

Term	Meaning
PPE	PPE is defined as equipment and clothing designed to protect against an identified hazard and is used as a last resort to bring a risk down to a minimum when the work activity cannot be eliminated or controlled to a safe level. Ordinary working clothes and uniforms are not defined as PPE.
Regional Procurement	Procurement collaboration between Devon and Cornwall, Dorset, Gloucestershire and Wiltshire Police Forces.

DATA PROTECTION

Any information relating to an identified or identifiable living individual recorded as a consequence of this procedure will be processed in accordance with the Data Protection Act 2018, General Data Protection Regulations and the [Force Data Protection Policy](#).

FREEDOM OF INFORMATION ACT 2000

This document has been assessed as suitable for public release.

MONITORING and REVIEW

The Personal Protective Equipment (PPE) Procedure document for Wiltshire Police will be monitored and reviewed every three years by the Head of Health and Safety. The Force Occupational Health and Safety Committee will be responsible for the approval and monitoring of the procedure document and its implementation on a regular basis.

WHO TO CONTACT ABOUT THIS PROCEDURE

Sarah Somers Head of Health and Safety

1. Legal Requirements

The Health and Safety at Work etc Act 1974 is the primary piece of legislation covering occupational health and safety in the United Kingdom. Section 2 of the Act requires the employer to ensure, so far as is reasonably practicable, the health, safety and welfare of all its employees. This includes the provision and maintenance of a safe working environment, so far as is reasonably practicable, without risks to health and adequate as regards facilities and arrangements for their welfare at work.

Section 7 of the Act requires all employees to take reasonable care of their own health and safety and that of those who may be affected by their acts and omissions at work. It is also the responsibility of all employees to co-operate with their employer to ensure they can fulfill their legal obligations.

The current legislation which refers to the supply of personal protective equipment is The Personal Protective Equipment Regulations 2016/425, which is enforced by the Personal Protective Equipment (Enforcement) Regulations 2018. HSE are the enforcing authority for the supply of PPE that is designed for use at work.

The Management of Health and Safety at Work Regulations 1999 require the employer to make a suitable and sufficient assessment of:

- a) The risks to the health and safety of his employees to which they are exposed whilst they are at work; and
- b) The risks to the health and safety of persons not in his employment arising out of or in connection with the conduct by him of his undertaking.

Personal Protective Equipment at Work Regulations 1992 (as amended)

The main requirement of the Health and Safety (Personal Protective Equipment) Regulations 1992 is that personal protective equipment is to be supplied and used at work wherever there are risks to health and safety that cannot be adequately controlled in other ways. It should always be considered as a last resort and used only where other precautions cannot adequately reduce the risk of injury.

The Regulations also make particular reference to policing stating:

“Where the characteristics of any policing activity are such that compliance by the relevant officer with the requirement, in the previous paragraph, would lead to an inevitable conflict with the exercise of police powers or performance of police duties, that requirement shall be complied with as far as is reasonably practicable.”

PPE Regulation (EU) 2016/425

This legislation replaces the PPE Directive 89/686/EEC as of 21 April 2018. The legislation requires purchasers of PPE to ensure their supplier can provide:

- a declaration of conformity for each piece of PPE
- their process for ongoing sample testing
- the quality assurances process at their manufacturing facility

Other Legislation

The Personal Protective Equipment at Work Regulations do not apply to the following Regulations which contain legislative guidance on the types of equipment and clothing which must be provided to protect employees from these specific risks:

- The Control of Lead at Work Regulations 2002
- The Ionising Radiations Regulations 1999
- The Control of Asbestos at Work Regulations 2006
- The Control of Substances Hazardous to Health (COSHH) Regulations 2002
- The Noise at Work Regulations 2006
- The Construction (Head Protection) Regulations 1989

2. Personal Protective Equipment

Definition of Personal Protective Equipment

Personal protective equipment is defined as all equipment or clothing designed to be worn or held to protect against a hazard. It includes most types of protective clothing and equipment such as eye, foot, hand and head protection, safety harnesses, life jackets and high visibility clothing. There are some exceptions for example ordinary working clothes and uniforms, clothing provided for food hygiene purposes, personal protective equipment for road transport and sports equipment.

Provision of Personal Protective Equipment

The Personal Protective Equipment Regulations state the provision of PPE should be made following a risk assessment, which includes the assessment of any PPE requirements. PPE Risk Assessments will be completed for all items of PPE and recorded on the PPE Assessment form. Once complete all PPE Assessments will be made available to all staff members via the Health and Safety Portal site – PPE Schedule.

<https://wiltspolice.sharepoint.com/sites/HealthandSafety-CS/PPE%20Assessments/Forms/AllItems.aspx>.

All PPE Assessments will be reviewed every three years and in light of a change in work activity, certification standards or change in legislation.

Assessment of Suitable Personal Protective Equipment

To allow the right type of personal protective equipment to be chosen the different hazards in the workplace need to be considered carefully. This will enable an assessment to be made of which types of personal protective equipment are suitable to protect against the hazard and for the job to be done. The following factors should be considered when assessing the suitability of personal protective equipment:

- Is it appropriate for the risks involved and the conditions at the place where exposure to the risk may occur e.g. eye protection designed to protect the employee against chemicals will not offer adequate protection for someone using an angle grinder to cut steel or stone.
- Does it prevent or adequately control the risks involved without increasing the overall level of risk.
- Can it be adjusted to fit the wearer correctly?
- Has the state of health of those who will be wearing it been taken into account?

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- What are the needs of the job and the demands it places on the wearer? e.g. the length of time the personal protective equipment needs to be worn, the physical effort required to do the job and the requirements for visibility and communication.
 - If more than one item of personal protective equipment is being worn are they compatible e.g. does the use of a particular type of respirator make it difficult to get eye protection to fit properly.
 - Will the equipment be able to be used equally effectively by all the members of staff who will make use of it and what are the consequences of wearing it on the user? In answering this question you must take into account the gender, age, race, disability, belief and sexual orientation of all the members of staff who are likely to use this equipment.
 - Will the PPE need to be personal issue e.g. respiratory masks which need to be individually fit tested.

Police Body Armour PPE is covered within the separate Body Armour Procedure document available on Firstpoint.

Arrangements to Trial PPE

Where appropriate, suppliers should be asked for the opportunity for staff and officers to trial potential new PPE prior to stock being purchased or where there are possible compatibility issues. Staff should be provided the opportunity to feedback their comments as part of this process.

Any request for the trailing of equipment and PPE must be approved by the Head of Supplies. A formal due diligence process is in place via the Force Clothing and Equipment Board, which ensure all new items suggested for trial are reviewed and assessed before commencement.

Issue of PPE

All PPE will be issued and provided through the Wiltshire Police Stores department or through collaborative arrangements with other Forces, a suitable electronic record is kept of the issue and receipt date. Suitable replenishment and replacement arrangements for damaged PPE are in place through the Stores Department.

Maintenance

- PPE needs to be well looked after and be properly accommodated when not in use, for example stored in a dry clean cupboard, or in the case of smaller items such as eye protection in a case.
- PPE should be kept clean, in good repair and replaced in line with the manufacturer's maintenance schedule. The trained wearer can carry out simple maintenance but specialist individuals should only carry out more intricate repairs.

CE/EN Marking

- All PPE purchased from 1st July 1995 must be 'CE' marked and compliant with the Personal Protective Equipment Regulations 2002. PPE purchased prior to 1st July 1995 and is still suitable for the use to which it is put and is properly maintained does not have to be CE marked.
- EN Marking is a specification to be used as a consistent rule or guideline in the manufacture or selling of a certain product or service traded within Europe.
- Certificates of conformity must also be reviewed and verified for all items of PPE.

Information, Instruction and Training

Personal protective equipment is the last resort after other methods of protection and control have been considered. It is important that the users wear the personal protective equipment all the time they are exposed to the risk. It is essential that users of personal protective equipment be instructed on;

- Why personal protective equipment is needed
- When personal protective equipment is to be used
- When personal protective equipment should be repaired or replaced
- The limitations of personal protective equipment.
- Practice in putting on, wearing and removing PP
- Factors which reduce the effectiveness of PPE e.g. incompatibility with other PPE being used,
- faulty PPE, inappropriate selection.
- When personal protective equipment should be repaired or replaced.

Supervisors will check regularly the use of personal protective equipment and investigate fully any reason for its non-use. Safety signs can be used as a useful reminder to users to wear their personal protective equipment.

3. Responsibilities

Regional Procurement

As part of the agreed procurement process, Regional Procurement will liaise with stakeholders (including health and safety professionals and users) in order to risk assess, identify, agree and procure the provision of suitable CE marked (or EN equivalent) personal protective equipment and clothing with the appropriate certificates of conformity, required by Regional Police Forces in conjunction with the local Stores/Supplies Departments. Where appropriate, the procurement process will include suitable user trials to ensure the PPE is suitable before committing to bulk purchases. Regional Procurement and Force's Health and Safety Departments to retain a library record of PPE authorised for issue.

Wiltshire Police Local Buying Co-ordinators

Wiltshire Police Buying Co-ordinators have been provided with clear guidance not purchase any work wear or associated equipment, including PPE, any purchasing request received should be held and forwarded to the Supplies Manager for progression.

Management Responsibilities

Line managers (both police officers and police staff) must familiarise themselves with the Generic and Operational Risk Assessments relevant to their work activities including the provision, use and maintenance of PPE. Line managers must ensure:

- PPE requirements are considered when risks are assessed.
- suitable PPE is provided and is always easily available to all employees that need to use it
- PPE is properly stored, inspected, maintained, cleaned, repaired and replaced when necessary e.g. when defective or shelf life has expired.
- adequate information, instruction, training and supervision is provided to all employees who need to use, maintain or select PPE.
- any injuries, ill health or near miss incidents relating to the use of PPE are appropriately reported in order they are investigated and remedial action taken where possible.

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- employees use the PPE provided properly
 - special arrangements are made, as necessary, for individuals with health conditions that could impact on their use of PPE

Employees Responsibilities

All Police Officers, Special Constables and Police Staff provided with PPE must ensure they:

- use the PPE provided properly whenever it is required.
- attend training sessions and comply with the training, instruction and information provided.
- check the condition of PPE before each use to ensure it is in good working order and within its shelf life period.
- store, clean and maintain their PPE in line with manufacturer's guidelines.
- report any losses, defects or other problems with PPE to their line manager immediately.
- report to their line manager, in confidence, any personal conditions that may affect their ability to use PPE correctly.

4. Key Points

Personal protective equipment or clothing should only be provided when the risks to health and safety cannot be adequately controlled by any other means. If the risks cannot be controlled by any other means check that:

- Personal protective equipment is provided and suitable
- It offers adequate protection for its intended use
- Wearers of personal protective equipment are adequately trained in its safe use
- Personal protective equipment is properly maintained and defects are reported
- Personal protective equipment returned to its proper accommodation after use.
- Personal protective equipment is provided and suitable both for the potential hazard it will protect against and for the persons who will use it.

Appendix A - Types of Personal Protective Equipment and Their Uses

Head and Neck Protection - to be provided when the hazards of impact from falling or flying objects, risk of head bumping or hair entanglement. Choices include helmets, bump caps, hats, skullcaps, sou'westers and cape hoods.

Eye Protection - to be provided when hazards of chemical or metal splashes, dusts, projectiles, gas and vapours, radiation or welding. Choices include spectacles, goggles, visors, or face screens

Respiratory Protection - to be provided when hazard of dusts, vapour, gases, mists and oxygen deficient atmospheres. Choices include disposable filtering face piece or respirator, half or full-face respirators, air fed helmets or breathing apparatus.

Hearing Protection - to be provided when hazards of exposure to high noise environments. Choices include ear defenders and earplugs. It is important that before any hearing protection is selected an accurate noise assessment is undertaken.

Body Protection - to be provided when hazards of temperature extremes, adverse weather, chemical or metal splashes, spray from pressure leaks or spray guns, impact or penetration, excessive dusts, excessive wear or entanglement of own clothing. Choices include conventional or disposable overalls, boiler suits or specialist protective clothing e.g. chain mail aprons, high visibility clothing.

Hand & Arm Protection - to be provided when hazards of abrasion, temperature extremes, cuts and punctures, impact, electric shock, chemicals, skin infection, disease or contamination and vibration. Choices include gloves, gauntlets, mitts, wrist cuffs and armlets.

Feet and Leg Protection - to be provided when hazards of wet, electrostatic build-up, slipping, cuts and punctures, falling objects, metal and chemical splash and abrasion. Choices include safety boots and shoes with steel toecaps (and steel mid-sole) gaiters, leggings and spats.