

Local Rule: Personal Protective Equipment (PPE)

1. Potential Health Effects of Non Compliance

Personal Protective Equipment (PPE) is used to reduce or minimise the exposure or contact to injurious physical, chemical, ergonomic, or biological agents. A hazard cannot be eliminated by PPE but the risk of injury can be reduced. For example, wearing hearing protection reduces the likelihood of hearing damage when the ear plugs or muffs are appropriate for the kind of noise exposure and they are used properly. However, hearing protection does not eliminate the noise.

PPE should only be used once all engineered controls are in place and this may be as simple but crucial such as ventilation systems. PPE identified in the risk assessment for a potential hazardous area should be worn on entry to the area. However it can be used as an interim (short term) measure:

- during activities such as maintenance, clean up and repair, where engineered controls are not effective; and
- during emergency situations.

The Principal Legislation covering the use of PPE is [The Personal Protective Equipment at Work Regulations 2002](#). These Regulations are based on the [European Council \(EC\) Directive 89/656/EEC](#) which requires similar basic laws throughout the European Union on the use of PPE in the workplace.

These regulations seek to ensure that where the risks cannot be controlled by other means, PPE is correctly selected and used. The Regulations do not apply where requirements are detailed in other regulations e.g. respirators in the Control of Substances Hazardous to Health Regulations (COSHH).

In addition, a number of other Regulations have specific requirements for the provision, maintenance and use of PPE including:

- [Control of Lead at Work Regulations 2002](#)
- [Ionising Radiations Regulations 1999](#)
- [Control of Asbestos at Work Regulations 2002](#)
- [Control of Substances Hazardous to Health Regulations 2002](#)
- [Construction \(Head Protection\) Regulations 1989](#) and
- [The Control of Noise at Work Regulations 2005](#).

The University aims to reduce and control risks from exposure by fulfilling the requirements of The Personal Protective Equipment at Work Regulations 2002 and all other legislation that is specific to the requirements of the risk assessment.

2. Key Definitions

PPE is defined in the Personal Protective Equipment at Work Regulations as:

‘All equipment (including clothing affording protection against the weather) which is intended to be worn or held by a person at work which protects them against one or more risks to their health and safety’.

PPE includes equipment such as safety footwear, hard hats, high visibility waistcoats, goggles, life jackets, respirators and safety harnesses.

Waterproof, weatherproof, or insulated clothing is subject to the Regulations only if its use is necessary to protect employees against adverse climatic conditions that could otherwise affect their health and safety.

Since 1 July 1995, all new PPE must be 'CE' marked. The CE mark signifies that the PPE satisfies certain basic/minimum safety requirements.

2.1. Types of PPE

2.1.1. Hearing Protection

There are three main types of hearing protection:

- earmuffs/defenders, which completely cover the ear;
- earplugs, which are inserted into the ear canal; and
- semi-inserts (also called canal-caps), which cover the entrance to the ear canal.

Hearing protection must be worn by anyone who is likely to be exposed to noise at or above the Exposure Action Level set by [The Control of Noise at Work Regulations 2005](#).

For more information, see the [Local Rule on Control of Noise](#).

2.1.2. Head Protection

There are three widely used types of head protection:

- industrial safety helmets (hard hats), which are designed to protect against materials falling from height and swinging objects;
- industrial scalp protectors (bump caps), which are designed to protect from knocking against stationary objects; and
- caps/hair nets, which protect against entanglement.

Tasks where head protection may be required include:

- construction;
- building repair;
- work in excavations and tunnels;
- work with bolt driving tools; and
- driving motorcycles and all-terrain vehicles, etc.

Turban-wearing Sikhs are exempt from the requirement to wear hard hats on construction sites by virtue of [The Employment Act 1989](#).

General Inspection

Hard Hats

The hard hat consists of two components: the shell and the suspension. Both require inspection during assembly and before each use. During shell inspection, you should look for cracks, nicks, dents, gouges, and any damage caused by impact, penetration, abrasions, or rough treatment. Additionally, if your hard hat is made of thermoplastic (polyethylene, polycarbonate) materials, inspect the shell for the following: stiffness, brittleness, fading, dullness of colour, or a chalky appearance. If the shell exhibits any of these conditions or if it is obviously otherwise damaged, it should be removed from service and replaced immediately.

If the user environment is known to include higher exposure to temperature extremes, sunlight, or chemicals, hard hats should be replaced routinely after two years of use.

2.1.3. Eye Protection

There are several types of eye protection:

- **safety spectacles:** These are similar to regular glasses but have a tougher lens. They can include side shields for additional protection;
- **eye shields:** A frame-less one piece moulded lens, often worn over normal prescription glasses;
- **safety goggles:** These are made with flexible plastic frames and an elastic headband. Advice on eye protection for laser and other non-ionising sources can be found by reading [Guidance on Non-Ionising Radiation](#); and
- **face shields:** heavier and bulkier than other type of eye protector, face shields protect the face, but do not fully enclose the eyes so do not protect against dusts, mists or gases.

Examples of tasks where eye protection may be required include:

- handling hazardous substances where there is a risk of splashing;
- work with power driven and hand tools where materials are likely to be propelled;
- work involving grinding which may generate fine particles or splashes;
- maintenance operations of plant and equipment;
- welding operations;
- work with lasers and other high powered non- ionising sources; and
- using any gas or vapour under pressure.

Contact Lenses

Current recommendations indicate that workers be permitted to wear contact lenses when handling hazardous chemicals provided that the safety guidelines recommended as a result of a chemical exposure assessment are followed. Contact lenses are not banned by regulation or contraindicated by medical or industrial hygiene recommendations. However, **contact lenses are not eye protective devices, and wearing them does not reduce the requirement for eye and face protection.**

For chemical vapour, liquid, or caustic dust hazards, the minimum protection consists of well-fitting non-vented or indirectly vented goggles are recommended. Close-fitting safety glasses with side protection provide limited chemical protection but do not prevent chemicals from bypassing the protection. Workers should wear face shields over other eye protection when needed for additional face protection; but they should not wear face shields instead of goggles or safety glasses — regardless of contact lens wear.

The chemical exposure assessment for all workers should include, at a minimum, an evaluation of the properties of the chemicals in use —including concentration, permissible exposure limits, known eye irritant/injury properties, form of chemical (powder, liquid, or vapour), and possible routes of exposure. The assessment for contact lens wearers should include a review of the available information about lens absorption and adsorption for the class of chemicals in use and an account of the injury experience for the employer or industry, if known.

It is highly recommended that eye protection, as identified in the risk assessment, is worn at all times when entering and prior to any work in either a laboratory or workshop.

2.1.4. Foot Protection

There are a number of types of safety footwear:

- **safety boots or shoes** normally have steel toe-caps but can have other safety features (e.g. steel mid-soles, slip resistant soles, insulation against heat and cold);
- **wellington boots** which can be supplied with steel toe-caps; and
- **anti-static and conductive footwear.** These protect against the build-up of static electricity.

Tasks where foot protection may be required include:

- construction;
- demolition;
- building repair;
- manual handling where there is a risk of heavy objects falling on the feet;
- work in extremely hot or cold environments; and
- work with chemicals and forestry.

Where there is a risk of slipping that cannot be avoided or controlled by other measures, attention must be given to the slip resistance of soles and replacement before the tread pattern is overly worn.

2.1.5. Hand and Arm Protection

Hand and arm protection comes in a variety of forms, including:

- **gloves and gauntlets** (leather, nitrile, plastic coated, chain mail, etc.);
- **wrist cuffs and armllets**, e.g. used in glass cutting and handling; and
- **barrier cream** may sometimes be used, where gloves cannot practicably be used.

Tasks where hand and arm protection may be required include:

- the manual handling of abrasive, sharp or pointed objects;
- work with **vibrating equipment** such as pneumatic drills and chainsaws, Insert link to LR on HAV;
- construction and outdoor work;
- work with [chemicals and other hazardous substances](#) (e.g. bodily fluids, infectious materials); and
- work with hot or cold materials.

In order to eliminate the risk of ill health through exposure to latex, it is recommended that the use of latex gloves is no longer permitted unless justified by risk assessment indicating that suitable alternatives are not available.

2.1.6. Body Protection

Types of body protection include:

- lab coats, overalls, aprons, lead lined aprons and coveralls (protection against radiation and hazardous substances);
- clothing for cold, heat and bad weather;
- clothing to protect against machinery, e.g. chainsaws;
- high visibility clothing (e.g. jackets, vests);
- harnesses;
- back supports; and
- life jackets.

Tasks where body protection may be required include:

- work with hazardous substances;
- work with ionising radiation;
- work next to the highway or other areas with moving transport or vehicles (e.g. construction sites);
- outdoor work; and
- forestry and grounds maintenance work.

2.1.7. Respiratory Protection

RPE is a particular type of PPE. It is designed to protect the wearer against inhalation of hazardous substances in the workplace air. Typical examples are shown in Figure 1. RPE is divided into two main types:

Respirator (filtering device)

This uses filters to remove contaminants in the workplace air. They should never be used for protection in situations with reduced oxygen levels.

Breathing Apparatus (BA)

This needs a supply of breathing quality air from an independent source (e.g. air cylinder or air compressor).

Both types of RPE are available with a range of different face pieces, but there are some important limitations:

Masks - these are tight-fitting face pieces (filtering face pieces, half and full facemasks). They rely on having a good seal with the wearer's face. They can be part of both respirators or breathing apparatus.

Hoods, helmets, visors, blouses, suits - these are loose-fitting face pieces which rely on enough clean air being provided to the wearer to prevent contaminant leaking in. They are only used on fan-powered respirators and/or air-fed equipment.

Choosing the correct filter

There are three main types of filters:

1. **Particle Filters.** These trap and hold particles (dust, mist, fume, smoke, micro-organisms) from the air flowing through them. Particle filters will be marked with a 'P' sign and filtration efficiency number, 1, 2 or 3.
 - **P1: low efficiency;**
 - **P2: medium efficiency; and**
 - **P3: high efficiency**

Do not use if the shelf life expiry date on the filters has passed.

When filters are damaged or visibly contaminated they should be changed.

When masks become harder to breathe through then filters should be changed. This can happen quickly if the wearer is exposed to very high dust concentrations.

When to change particle filters? The following is recommended:

If you use an EN 149, EN 405 or EN 1827 device, then at least daily, unless the manufacturer can guarantee longer use.

If you use one or more filters on EN 140 or EN 136 face masks, change them daily. If you want to use the filters for longer, seek the manufacturer's advice.

For replaceable filters, it would be good practice to mark the filter visibly with the date it was taken out of the packaging and fitted to the RPE; an in-house replacement date can be added to this marking.

2. **Gas/Vapour Filters.** These filters are designed to remove gases or vapours as specified by the manufacturer. They do not protect against particles, or oxygen-deficient atmospheres. Gas/vapour filters are usually divided according to the type of substance they can be used against, and the **capacity** of the filter. The filter or the mask it is built into will be marked with a letter (the type) and usually a number to indicate capacity, and a standard colour coding (e.g. A2 – brown). The classification of gas and vapour filters is based on how much of the specified contaminant they can hold in a laboratory test at set conditions.
 - **Class 1: low capacity;**
 - **Class 2: medium capacity; and**
 - **Class 3: high capacity.**
3. **Combined Filters – particles and gases and vapours.** As above, these filters are designed to remove gases or vapours as specified by the manufacturer. They do not protect against particles, or oxygen-deficient atmospheres. As with gas/vapour filters they are divided according to the type of substance they can be used against, and the **capacity** of the filter they are marked in the same manner with a letter, number and standard colour coding.

[Appendix 1](#) Gives information on how these filters are classified for use.

Further detailed information can be found by reading the HSE document [Respiratory Protective Equipment at Work - a Practical Guide](#)

Tasks where respiratory protection may be required include;

- welding;
- work with harmful substances;
- work in areas where large amounts of nuisance dust is present;
- work that creates dust (e.g. disc cutters); and
- emergency situations.

Respirators should only be used as a "last line of defence" when engineering control systems are not feasible. All types of respiratory protection equipment (RPE) are subject to fit testing ([Section 4.4](#))

The HSE have issued new guidance on the appropriateness and selection of RPE and information can be found by reading:

<http://www.healthyworkinglives.com/advice/minimising-workplace-risks/personal-protective-equipment/rpe.aspx>

3. Departmental Roles

3.1. Nominated Co-ordinators

A person should be nominated by the Head of Department to liaise with colleagues throughout the department to identify and assess the requirements for PPE for staff and post graduate students and coordinate the procurement; where necessary to report the request for the services of the Occupational Hygienist to the Head of Department and to communicate assessment results to local managers to enable them to implement control measures.

The responsible member of staff duties may differ between academic departments, schools and those staff in professional services.

3.2. Duties of Employees regarding PPE

The Personal Protective Equipment at Work Regulations place duties on employees to take reasonable steps to ensure that PPE provided is properly used.

The Regulations also place the following duties on employees:

- PPE must be worn and used in accordance with the instructions provided to them;
- employees must take all reasonable steps to ensure that PPE is returned to the accommodation provided for it after it has been used (unless the employee may take PPE away from the workplace e.g. authorised footwear or clothing);
- PPE must be examined before use; any loss or obvious defect must be immediately reported to their supervisor; and
- employees must take reasonable care for any PPE provided to them and not carry out any maintenance unless trained and authorised.

All staff and postgraduate students have a responsibility to comply with the arrangements put in place to prevent or reduce exposure by wearing the appropriate designated PPE. Supervisors of undergraduate students must ensure that all requirements for PPE are implemented and adhered to.

3.3 Personal Considerations

Individuals required to wear PPE must be able to do so without restriction or obstruction. Headwear must allow individuals full frontal and peripheral vision at all times and must allow for communication in an unobstructed manner especially during emergency situations or when alarms are sounding.

- Long hair, headwear and certain mandatory religious clothing should be secured to allow full vision
- Scarves, ties and any other loose clothing which may be pulled into machinery or may become contaminated with biological agents or chemicals should be securely fastened or not worn at all.
- If wearing a lab coat, all loose clothing should be securely placed underneath to allow the lab coat to be fully fastened with no protrusions of material.
- Long skirts, dresses or anything that may present a trip or contamination hazard should not be worn unless made safe by raising the hemline off the floor.
- Open toed footwear should not be worn in any situation where there is a possibility of dropping or spillage of hazardous or heavy material.

4. Assessing the Need for PPE

4.1. When to Use PPE

Engineering controls and safe systems of work must always be considered prior to PPE. For example, it may be possible to do the job using methods that will not require the use of PPE.

If this is not possible, more effective safeguards should be put in place. For example, fixed screens could be provided rather than individual eye protection.

There are a number of reasons why PPE should be considered after engineering controls

- PPE only protects the person wearing it, whereas measures controlling the risk at source protect everyone in the workplace;
- theoretical maximum levels of protection are difficult to achieve and the actual level of protection is difficult to assess. Effective protection is only achieved by selecting suitable PPE and if it is correctly fitted, maintained and used; and
- PPE may restrict the wearer to some extent by limiting mobility or visibility, or by requiring additional weight to be carried, thus creating additional hazards.

4.2. Assessing and Choosing PPE

In the process of conducting a suitable and sufficient risk assessment the need for PPE may be identified. For example, a Control of Substances Hazardous to Health (COSHH) risk assessment may show that gloves are required when using the substance being assessed. As with all risk assessments, those carrying them out must be competent to do so.

In addition to identifying the need for PPE, it is essential that the right type and grade of PPE is specified and provided. The various standards for PPE (e.g. hard hats EN397) are too numerous to list here. Within the standards there may also be various subdivisions to denote the standard of protection or type (e.g. ear muffs/defenders EN352-1, ear plugs EN352-2, helmet mounted muffs/defender EN352-3).

4.3. Suitability of PPE

To be able to choose the right type of PPE, the hazards involved in the task or work environment must be considered carefully. PPE must also meet the needs of the individual- are there any personal factors that may hinder or prevent the PPE from being used or worn effectively?

The following factors should be considered when assessing the suitability of PPE:

- is the PPE appropriate for the risk involved and conditions at the place where exposure may occur? e.g. goggles are not suitable when full-face protection is required;
- does the PPE prevent or adequately control the risks involved without increasing the overall risk? e.g. gloves should not be worn when using a pillar drill, due to the increased risk of entanglement;
- can the PPE be adjusted to fit the wearer correctly? e.g. if a person wears glasses or if ear defenders are an identified requirement, they may not provide a proper seal to protect against noise hazards;
- has the state of health of those using it been taken into account?;
- what are the needs of the job and the demands it places on the wearer? How long will the PPE need to be worn? What are the requirements for visibility and communication; and
- if more than one item of PPE is being worn, are they compatible e.g., does a particular type of respirator make it difficult for eye protection to fit properly?

4.4. Fit-testing of Respiratory Protective Equipment (RPE) face-pieces

To ensure the wearer has the correct device, the initial selection of RPE should include fit-testing. RPE should have a tight-fitting face-piece (filtering face-pieces are usually known as disposable masks, half and full-face masks).

Repeat fit-testing will be needed if anything changes. For example, if the model or size of face-piece is changed or there are significant changes to the individual wearer's facial characteristics due to weight gain/loss or dentistry.

RPE suppliers can advise on the type of testing required.

There are two forms of fit-testing – **qualitative** and **quantitative**:

- **qualitative** fit-testing is usually adequate for disposable filter face-pieces and half-masks. This can be done as a simple pass/fail based on the wearer's subjective assessment of the fit and leakage. This method is not suitable for full-face masks; and
- **quantitative** fit-testing provides a numerical measure of the fit known as a 'fit factor'. These tests give an objective measure of face fit. They require specialised equipment and are more complicated to carry out. These methods are recommended for full-face masks.

Safety Services can provide training on **qualitative** fit testing.

A number of suppliers can carry out **quantitative** testing for departments. Information can be obtained from Safety Services.

Recording the Significant Findings

The significant findings of the risk assessment process must be recorded and include the following:

- the tasks assessed which require PPE;
- the risk of exposure to hazards and who could be affected;
- the likelihood of the exposure action value and the PPE required;
- the control measures already in place to manage the risk;
- the relevant information, instruction and training to be provided to staff and students;
- the scheme of health surveillance in use or planned; and
- the action plan of additional controls to reduce the risk.

The risk assessment will need to be reviewed if there is any reason to suspect that the original assessment is no longer valid or there has been a significant change in the work to which the assessment relates. In any case the risk assessment should be reviewed at least every 3 years.

5. Arranging Health Surveillance

Where the risk assessment process has identified that particular staff and students are likely to be regularly exposed to substances which are classed as sensitisers, then health surveillance must be organised through the Occupational Health Service. Departments must nominate a person to liaise with the Occupational Health Service to arrange a suitable programme of health surveillance. It is therefore important that the risk assessment clearly identifies the staff at risk as this will be used to select which members of staff require surveillance. Further information regarding the Occupational Health Service can be found on the Safety services website and by reading the [Local Rule on Occupational Health](#).

6. Providing Information, Instruction, Training and Supervision

6.1. Information

Where PPE is provided, employees must be provided with adequate information, instruction and/or training on its use.

The extent of information, instruction and/or training will vary with the complexity and performance of the kit. For example, a full Breathing Apparatus kit will require more training to use properly than a disposable face mask.

6.2. Instruction

This should cover:

- the risk(s) present and why the PPE is needed;
- the operation (including demonstration), performance and limitations of the equipment;
- use and storage (including how to put it on, how to adjust and remove it);
- any testing requirements before use;
- any user maintenance that can be carried out (e.g. hygiene/cleaning procedures);
- factors that can affect the performance of the equipment (e.g. working conditions, personal factors, defects and damage);
- how to recognise defects in PPE, and arrangements for reporting them; and
- where to obtain replacement PPE.

6.3. Training

Staff and students must be provided with relevant training on how to use specific PPE. This may be delivered in-house or by the manufacturer or supplier of the equipment. In addition to initial training, refresher training may be required from time to time. Supervisor checks on the use of PPE may help determine when refresher training is required. The nominated coordinator may require training on the management and selection of PPE and this can be communicated by written and on the job training.

6.4. Supervision

Supervisor checks on the use of PPE may help determine when refresher training is required.

7. Maintenance, Storage and Provision of PPE (Including RPE)

7.1. Maintenance

Without proper maintenance, the effectiveness of PPE cannot be assured. Maintenance should include inspection, care, cleaning, repair, and proper storage. Probably the most important part of maintenance is the need for continuing inspection of the PPE. If carefully performed, inspections will identify damaged or malfunctioning PPE before it is used. PPE that is not performing up to manufacturers specifications, such as safety glasses with scratched lenses that have lost their ability to withstand impact should be discarded.

An effective system of maintenance of PPE is essential to make sure the equipment continues to provide the degree of protection for which it is designed. Therefore, the manufacturer's maintenance schedule (including recommended replacement periods and shelf lives) must always be followed.

Maintenance may include; cleaning, examination, replacement, repair and testing. The wearer may be able carry out simple maintenance (e.g. cleaning), but more intricate repairs must only be carried out by competent personnel.

All lab coats/coveralls used as PPE to protect the wearer from any hazardous substance as a result of a COSHH risk assessment should **NOT** be removed from the premises by the employee. A managed laundry system, either internal or external, should be in place within the department to ensure an effective turn around and supply of PPE.

The costs associated with the maintenance of PPE are the responsibility of the employer. In the University, this responsibility is devolved to departments who should ensure that adequate resources are available for this purpose.

All RPE should be checked for correct functioning before each use. The RPE manufacturer should have relevant information on how to perform the tests.

Maintenance is a requirement for all RPE, except for single use RPE, and should be carried out by properly trained personnel. Thorough maintenance, examination and tests should be carried out at least once a month. However, if the RPE is used only occasionally, an examination and test should be made before use and in any event the interval should not exceed three months. Emergency escape-type RPE should be examined and tested in accordance with the manufacturer's instructions.

Only spare parts from the original manufacturer should be used during maintenance and repair of damaged RPE.

Records of examination and testing must be kept for five years as a general rule.

7.2. Storage

Where PPE is provided, adequate storage facilities for PPE must be provided for when it is not in use, unless the employee may take PPE away from the workplace (e.g. footwear or clothing but not lab coats or any other PPE deemed necessary as a result of a COSHH risk assessment).

Accommodation may be simple (e.g. pegs for waterproof clothing or safety helmets) and it need not be fixed (e.g. a case for safety glasses or a container in a vehicle). Storage should be adequate to protect the PPE from contamination, loss, damage, damp or sunlight.

Where PPE may become contaminated during use, storage should be separate from any storage provided for ordinary clothing.

7.3. Provision of PPE

In most cases, individual departments and schools are responsible for arranging to supply the required PPE to staff and post graduate students. There are separate arrangements for undergraduate students which may differ between departments and schools. However departments are responsible for ensuring that PPE worn by students is suitable and appropriate for the task. When considering arrangements for providing replacement PPE it must be remembered that unless a task requiring PPE can be stopped, avoided or delayed until new PPE is obtained, replacement PPE must always be readily available. Procedures should be set up to enable workers to obtain replacement parts for damaged PPE, and to keep it clean.

Wearing poorly maintained or malfunctioning PPE could be more dangerous than not wearing any form of protection at all.

7.4. Provision of PPE for Visitors.

Departments should ensure that there is a supply of appropriate PPE for all visitors. For areas which are deemed to be working with hazardous substances or processes, there should be a supply of appropriate PPE for visitors which have not been used for any hazardous process.

Visitor lab coats and coveralls should be stored separately from working stock and not be used by members of staff. There should also be easy identification of visitor PPE for example by issuing a differing colour from staff PPE.

8. Further Information and Guidance

8.1. HSE Source

Publications free to download from the Health and Safety Executive website <http://www.hse.gov.uk/>

- [A short guide to the Personal Protective Equipment at Work Regulations 1992](#)
- [Respiratory protective equipment at work – A practical guide HSG53](#)









8.2. Other Sources

- [The Personal Protective Equipment at Work Regulations 2002](#)
- [Management of health and safety at work – Management of Health and Safety at Work Regulations 1999 Approved Code of Practice and guidance L21](#)
- [Control of substances hazardous to health \(Fifth edition\) – The Control of Substances Hazardous to Health Regulations 2002 \(as amended\). Approved code of practice and guidance L5](#)
- [Construction \(Head Protection\) Regulations 1989. Guidance on Regulations. L102](#)
- [Controlling Noise at Work. The Control of Noise at Work Regulations 2005. Guidance on Regulations L108](#)

The following summarises how departments can effectively implement this Local Rule and integrate it into its management systems. These processes will be monitored as part of Safety Services' Audit Programme, and where departments are able to demonstrate fulfilment of key actions, this is likely to provide strong evidence of good practice.

		Key Management Actions
1.	Departmental Roles	<ul style="list-style-type: none"> • Ensure that a responsible person(e.g. PI /supervisor or line manager) to co-ordinate the risk assessment process for PPE is appointed; • Ensure that the duties of the nominated co-ordinator are defined; • Ensure that appropriate management, administrative and technical systems and procedures are in place to effectively implement appropriate PPE and these are regularly reviewed; and • Ensure that the above systems and procedures are incorporated into general departmental systems and communicated to relevant staff.
2.	Identifying Hazards	<ul style="list-style-type: none"> • Ensure work activities and equipment which may present a risk requiring PPE are identified through general and COSHH risk assessments.
3.	Evaluating Risks	<ul style="list-style-type: none"> • Ensure information about all processes requiring PPE is gathered; • Ensure any occupational hygiene monitoring is arranged with Safety Services; and • Ensure the results of occupational hygiene monitoring to evaluate which work activities and people will be exposed to risk that could damage their health is considered.
4.	Implementing Risk Control Measures	<ul style="list-style-type: none"> • Ensure recommendations in occupational hygiene monitoring reports are implemented; • Ensure the range of risk control measures requiring PPE are available and considered and those measures that will reduce exposure to risk are implemented; and • Ensure recommendations and action points are implemented and monitored.
5.	Recording the Significant Findings	<ul style="list-style-type: none"> • Ensure records of risk assessments and significant findings for PPE are appropriately recorded; and • Ensure assessment(s) are reviewed at least every 3 years unless other changes occur before this period.
6.	Arranging Health Surveillance	<ul style="list-style-type: none"> • Ensure the risk assessment identifies the need for health surveillance and a member of staff is appointed to liaise with the Occupational Health Service to implement a health surveillance programme; • Ensure the anonymised general report from the Occupational Health Service is considered to determine if the current controls are effective; • Ensure the relevant staff and students have attended for health surveillance; and • Ensure records are kept on results of health surveillance.
7.	Providing Information, Instruction, Training and Supervision	<p>Where staff and students are required to wear PPE</p> <ul style="list-style-type: none"> • Ensure relevant information, instruction, training and supervision about the risks is provided; • Ensure relevant information, instruction, training and supervision regarding the correct application of PPE is provided; and • Ensure a record of the training provided, staff attending and any information issued is retained.
8.	Procurement of PPE	<ul style="list-style-type: none"> • Ensure the procurement of all PPE identified is compliant with EN recommendation and is verified by the display of the CE mark.
9.	Maintenance of PPE	<ul style="list-style-type: none"> • Ensure that all management of regular maintenance of PPE is carried out within the manufacturers recommended timeframe. Ensure that all laundering is appropriate to the nature of the work and that adequate resource has been identified.

Appendix 1

Filter type	For use against	Colour code	Other information
A	Organic gases and vapours, boiling point > 65°C	Brown 	EN 14387
B	Inorganic gases and vapours	Grey 	EN 14387 Do not use against carbon monoxide
E	SO ₂ and other acid gases	Yellow 	EN 14387
K	Ammonia and its organic derivatives	Green 	EN 14387
Hg	Mercury	Red and White 	EN 14387 includes P3 particle filter. Maximum use time 50 hours. No class number
NO	Oxides of nitrogen	Blue and White 	EN 14387 includes P3 particle filter. Single use only. No class number
AX	Organic gases and vapours, boiling point < 65°C	Brown 	EN 14387. Single use only. No class number
SX	Substance as specified by the manufacturer	Violet 	EN 14387