

# **Personal Protective Equipment: Health and Safety Policy**

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## Personal Protective Equipment: Health & Safety Policy

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## **Personal Protective Equipment: Health & Safety Policy**

### **1. Executive Summary**

This Health and Safety Topic Policy identifies the framework policy for the risk assessment, selection, provision and use of personal protective equipment by Queen Mary University of London (Queen Mary) staff, students and others during work or study activities and locations. The roles and responsibilities are identified for Queen Mary staff students and others so that the appropriate equipment is selected and used correctly and the risk of personal exposure to hazards encountered are minimised.

### **2. Policy Objective and Statement**

The Policy Objective of Queen Mary University of London (Queen Mary) is to reduce the potential for personal exposure to hazardous substances, mechanical and other hazards, to ensure the highest levels of hygiene by the effective selection and use of Personal Protective Equipment (PPE) and to ensure compliance with the legislation applicable to the work activities and use of equipment.

Queen Mary recognises that PPE is only to be used as the last resort, where a risk cannot be controlled by elimination, substitution, shielding, enclosure, engineering controls or any other means of risk reduction and where despite such controls being in place there still remains some residual risk.

It is the Queen Mary Statement of Policy that prior risk assessment/s for work or study identify effective PPE and are continuously reviewed and updated in line with work and technology changes, upon an incident or other significant change. The use of effective PPE identified shall be implemented and maintained throughout the duration of the work or study until removal of the risk/s.

### **3. Applicable Legislation**

Personal Protective Equipment at Work Regulations 1992 (as amended).

Personal Protective Equipment at Work (Amendment) Regulations 2022 (PPER 2022).

Where hazardous substances are handled, The Control of Substances Hazardous to Health (COSHH) Regulations 2002 (as amended).

Further topic based H&S regulations and Approved Codes of Practice have specific and absolute PPE requirements and should be referred to as applicable.

The Personal Protective Equipment Regulations 2002 is applicable for those who design and manufacture PPE to ensure safe design, manufacture and supply. Where Queen Mary sells or transfers PPE to another organisation, the requirements of these regulations would apply.

## **4. Application and Scope of the Policy**

This Policy applies to all Queen Mary staff (including those categorised as 'limb b' workers), postgraduate and undergraduate students and others (e.g. contractors, visitors) who by prior risk assessment are required to wear PPE for specified activities and / or locations.

Applies to all Queen Mary premises, on Queen Mary sponsored events and offsite work / fieldwork.

The types of PPE covered by this policy include shoes, boots, gloves, overalls, lab coats, aprons, thermal protective clothing, high visibility clothing, fall arrest systems, buoyancy aids, respiratory protective equipment, hats, helmets, eyewear, face shields, and ear defenders.

Exclusions from this Policy:

- Ordinary working clothes and uniforms which do not specifically protect the health and safety of the wearer;
- Crash helmets for use on the roads (i.e. motorcycle and cycle helmets);
- Items of sporting PPE except where the wearer is using them in the course of their employment; and
- Portable devices for detecting and signalling risks such as personal gas detectors.

## **5. Definitions**

Personal Protective Equipment (PPE) refers to all equipment intended to be worn or held by a person at work which protects against one or more risks to their health or safety, and any addition or accessory designed to meet that objective.

## **6. Risk Assessment, selection and use of PPE**

### **Risk assessment and selection of PPE**

Risk assessments for work / study activities at Queen Mary must consider and identify the need for PPE.

- This must consider all who could be affected – including immediate users and others (e.g. cleaning / maintenance staff, visitors)
- The reasons for selection of the PPE should be stated, and if the decision is that PPE is not required, that decision must be justified.
- Even where engineering controls and safe systems of work have been applied, some hazards might remain.

The hazards may cause injuries to:

- the lungs, e.g. from breathing in contaminated air
  - the head and feet, e.g. from falling materials
  - the eyes, e.g. from flying particles or splashes of corrosive liquids
  - the skin, e.g. from contact with corrosive materials
  - the body, e.g. from extremes of heat or cold
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- PPE will then be needed in these cases to reduce the risk.

- PPE singularly or in combination must not increase the risk to the user or others who may be affected by the applicable task.

## **PPE standards for use**

As a minimum, the following standards for PPE are required for applicable Queen Mary activities:

- PPE is UKCA (UK Conformity Assessed) or CE marked (CE marking valid in Great Britain at least until 1 Jan 2023);
- Complies with any relevant BS EN / ISO standard;
- Provision is made for the proper storage of PPE;
- Users are provided with information, instruction, training and supervision in the use, maintenance and storage of PPE;
- Such information, instruction and training includes the limitations of PPE;
- Tight fitting Respiratory Protective Equipment (RPE) is face-fit tested for the user;
- PPE is issued and replaced as necessary – with no personal charge to Queen Mary staff (including limb b workers), agency staff on Queen Mary contracts, students attending Queen Mary course study activities and visitors invited by Queen Mary hosts for the purpose of attending a Queen Mary activity\*;
- PPE must be appropriate for the individual user, worn and used correctly, and only used for the relevant areas and activities;
- PPE is maintained, checked and faults reported, and procedures are in place for decontamination and disposal of contaminated PPE where appropriate;
- On Queen Mary premises, blue signs should clearly indicate where the provision and wearing of PPE is mandatory
- Audits and Inspections include the monitoring of use of PPE and reviewing of the suitability, condition, cleaning and storage arrangements for PPE.

\*note – external contractors must supply their own PPE for activities under their control (e.g. an external contractor on a building construction project)

## **7. Roles and Responsibilities**

### **7.1 Queen Mary Head of School, Institute or Directorate / Department**

It is the responsibility\* of the Head of School / Directorate or Institute Director to:-

- Ensure the provision of effective PPE determined by prior risk assessment to staff, students and visitors within their areas and their work / study activities
- Provide the necessary budgetary and other resources for PPE provision
- Establish and monitor the implementation of their local PPE policy (in line with Queen Mary Policy) and take appropriate action if the policy is not adhered to.

\*Overall accountability cannot be delegated, although responsibilities can be delegated to a competent person (e.g. the responsible lab manager or the local safety coordinator).

## 7.2 Queen Mary Managers / Supervisors

It is the responsibility\* of a Manager / Supervisor\*\* to ensure that:-

- Appropriate risk assessment/s for work / study activities are made and recorded with the need for PPE identified and justified and kept up to date by periodic review in line with Queen Mary risk assessment policy.
- If the decision is that PPE is not required for an activity, that decision must be justified and recorded in the risk assessment.
- The selection and use of PPE is in line with the 'minimum standards for use' noted in section 6.
- The necessary budgetary and other resources for PPE provision is facilitated.
- Those who are managed or supervised receive the necessary information, instruction, training and supervision in the use, maintenance and storage of PPE.
- Respiratory protective equipment face fit testing is conducted in line with the Queen Mary procedures specified. See <http://hr.Queen.Mary.ac.uk/about-us/health-surveillance/> for face fit testing provided by the Queen Mary Occupational Health Service.
- The local PPE policy is implemented and adhered to, and appropriate action taken in case of non-adherence.
- All accidents and incidents (e.g. a deficiency in the PPE standard) involving PPE are reported as per the [Queen Mary Accident & Incident Policy](#).

\*Accountability cannot be delegated, although tasks associated with the responsibility can be delegated to a competent person (e.g. a lab manager).

**\*\*IMPORTANT NOTE:** if an individual instructs or issues tasks to another individual or group of individuals, then whether a designated line manager / supervisor or not, they become responsible for the health and safety of those they have instructed.

## 7.3 Users of PPE

It is the responsibility of users of PPE to ensure that they:-

- Use, clean, replace, return or dispose all PPE appropriately in line with Queen Mary / local Policy, supplier information and local risk assessment / instructions.
- Be knowledgeable of the limitations of PPE and its use as the last resort for protection.
- Report any defects in PPE to their Manager / Supervisor as soon as possible for replacement or repair and report all accidents and incidents involving PPE as per the [Queen Mary Accident & Incident Policy](#).
- Do not use failed or ineffective PPE until they are replaced or repaired and fully fit again for use.
- Do not ignore mandatory PPE signage or misuse PPE for activities or in areas not specified.
- Upon ceasing employment or period of study, return replaceable PPE to line manager / supervisor.

## 7.4 Queen Mary Health & Safety Directorate

It is the responsibility of the Health & Safety Directorate to:-

- Provide Queen Mary with topic Policy and Guidance, tools, templates and competent advice for the risk assessment, selection and use of PPE.

- Audit, inspect and monitor PPE provision and procedures in line with the Queen Mary and Local Policy, and provide recommendations where non-adherence, defects or insufficient protection are identified.
- Facilitate and/or provide training on PPE to Queen Mary.
- Keep their own competency, training, knowledge and experience up to date on the topic.

## 7.5 Queen Mary Occupational Health Service

It is the responsibility of the Occupational Health Service to:-

- Establish and maintain health surveillance, occupational hygiene and monitoring activities which assist the correct selection, training and use of PPE at Queen Mary (including face fit testing of tight fitting respiratory protective equipment).

(See <https://hr.qmul.ac.uk/occupational-health/health-surveillance/> for face fit testing provided by Queen Mary Occupational Health Service).

## 8. Further information, training and reference documents

### Queen Mary

- Further information and document downloads on PPE standards applicable at Queen Mary can be obtained from:  
<http://www.hsd.Queen Mary.ac.uk/a-z/personal-protective-equipment-ppe- -rpe-/>  
and on specific topic pages at <http://www.hsd.Queen Mary.ac.uk/a-z/>
- Details of training courses (QMPlus or taught) covering selection and use of PPE can be accessed at <http://www.hsd.Queen Mary.ac.uk/training/>

### HSE








- PPE toolbox information <http://www.hse.gov.uk/toolbox/ppe.htm>
- PPE at Work – regulations and guidance  
<https://www.hse.gov.uk/ppe/index.htm>
- Respiratory Protective Equipment  
<http://www.hse.gov.uk/respiratory-protective-equipment/index.htm>

### GOV.UK

- Guidance - Using the UKCA marking  
<https://www.gov.uk/guidance/using-the-ukca-marking>

## Appendix 1 – PPE Signage

### Mandatory PPE Use Examples:

PPE requirement	Signage
Wear Gloves	
Wear Eye Protection	
Wear Laboratory Coat	
Wear Face Visor	
Safety Harness must be worn	
Ear (hearing) protection must be worn	
Face Mask must be worn (respiratory protective equipment)	



Wear Hard Hat



Guidance on PPE signage can be obtained from HSD <http://www.hsd.Queen Mary.ac.uk/a-z/safety-signage/>

PPE signage can be procured from several commercial suppliers. See suppliers valid for Queen Mary at <http://qm-web.finance.qmul.ac.uk/purchasing/suppliers/>

## Appendix 2 – Policy on eye and face protection in Queen Mary laboratories and workshops

Appropriate eye and face PPE must be worn in laboratories and workshops at Queen Mary\*.

Where some laboratory or workshop work is incompatible with wearing eye protection and the risk to eyes from the work is risk assessed as negligible, (e.g. use of microscopes with low risk samples) then this must be clearly justified in a risk assessment, recorded and approved by the line manager / supervisor.

The importance of selecting the correct eye and face protection and wearing of it cannot be over-emphasised. Eyes cannot be replaced and any damage from impact or chemicals is likely to be serious and permanent.

Similarly, an injury to the face from corrosive liquid splashes can lead to life-long injuries, illness and disfigurement.

It is important to note that when eye protection fails, eyes are unprotected (protective glasses “fail to danger”), so eye or face PPE is a last resort.

Other measures of controlling the risk to eyes and face must be implemented first (e.g. engineering controls, other barriers, remote controlled equipment), to the extent that is reasonably practicable.

Particular care must be taken when risk assessing activities undertaken in open plan laboratories or workshops as there may be multiple users and different activities giving rise to a higher likelihood of unexpected eye / face injury incidents due to limited awareness of neighbouring tasks.

Careful design and location of laboratory and workshop activities can help remove the conflicting requirements of a blue mandatory protective eyewear / face wear sign and activities for which eye protection can be justifiably not used.

\* Detailed guidance on eye and face wear is available at <http://www.hsd.Queen Mary.ac.uk/a-z/personal-protective-equipment-ppe- -rpe/> and at specific topic pages <http://www.hsd.Queen Mary.ac.uk/a-z/>

## Document Control

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<b>V2</b>	17 May 2022	Inclusion of 'limb b' workers for PPE provision and duties, as per PPER 2022. Addition of UKCA marking and CE validity. Change of 'QMUL' to 'Queen Mary' throughout. Minor textual amendments, font change. Weblink updates.	Dr Mark Ariyanayagam (H&S Manager) Changes approved by Rebecca Jones (Director, Health & Safety)