



Heath Hayes Academy

# Personal Protective Equipment Policy

<b>REVIEW DATE:</b>	<b>October 2018</b>
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<b>Signed by Chair of Governors</b>	<b>Date</b>
	<b>October 2017</b>

## Heath Hayes Academy Personal Protective Equipment (PPE) Policy

### GENERAL STATEMENT:

It is the intent of the Academy to provide a safe and healthy environment for all employees. Where required by the Academy risk assessments, the use of personal protective equipment of an approved type is mandatory for employees and contractors while performing their assigned duties. Personal protective equipment should be used to reduce or prevent a worker's exposure to health and safety hazards. There are many types of personal protective equipment including respirators, safety boots, safety glasses, ear plugs, hard hats, gloves, chaps and fall arrest devices.

Failure to abide by this procedure will result in disciplinary action if the worker is an employee, and if in the case of a contractor, removal from this area of the Academy.

The provision and use of PPE is a last resort control measure. The Academy, **MUST**, have attempted to reduce the risks and hazards in other ways, prior to the providing of PPE. This is carried out by the Head Teacher, B. Graham.

Signed \_\_\_\_\_  
(Headteacher)

Date \_\_\_\_\_

Signed \_\_\_\_\_  
**(Chairperson of the Governing Body)**

*Reviewed and updated with all staff annually and New Dimensions quarterly.*

### PROVISION OF EQUIPMENT:

The Academy will provide personal protective equipment of an approved type to employees as required while performing their assigned duties. If employees choose to obtain their own equipment at their own expense, they must seek pre-approval from Dave Lovatt (H&S Officer)

The purchase of safety shoes is the responsibility of the employee and must meet minimum CE, or British Kite standards. Where covered by a union, or other agreement, the cost of the safety shoes will be reimbursed by the board up to the amount provided for in the union, or other agreement.

### REQUIREMENTS:

All employees that have been issued personal protective equipment must wear the personal protective equipment while performing their assigned duties.

All employees working in the technical and custodial area of the Academy are required to wear the approved footwear at all times, while working in designated areas.

Approved safety glasses and hearing protection are to be worn in designated areas, which are identified by the risk assessments.

All employees that require personal protective equipment will receive information and instruction on the proper use and maintenance of the personal protective equipment.

All personal protective equipment that is issued to the employee will be tracked using the Personal Protective Equipment issue Record.

Where it is deemed appropriate, additional requirements are included as part of task instructions. These requirements must be satisfied in addition to the above standard. Staff encountering any difficulty meeting personal protective equipment requirements, should direct their concerns to Dave Lovatt (H&S Officer) or the Head Teacher.

## **RESPONSIBILITIES:**

Personal protective equipment is to be kept clean by employees. The employee shall inform Dave Lovatt (H&S Officer) of any defects in the personal protective equipment, which the worker is aware of and could endanger the employee. The damaged equipment must be returned Dave Lovatt (H&S Officer) for replacement.

Safety shoes, if required, must have visible tread on all parts of the sole and not be damaged in such a way that the safety toe guard or the person's foot is visible. If the footwear does not meet the above standard, Dave Lovatt (H&S Officer) may require replacement of the footwear before the person begins their next work pattern.

All personal protective equipment will be reviewed for use and condition as part of the workplace inspection program and the accident investigation program, by Dave Lovatt (H&S Officer), the Head teacher or the H&S Governor.

All sub contractors and visitors who require PPE, to undertake a role or task, MUST have adequate provision. Dave Lovatt (H&S Officer), or the Head Teacher, has the right to check PPE on site and if not correct, or is damaged or unsafe, remove the person until such time the PPE is corrected. The review of PPE on site is a requirement, as the above named people have a duty of care to the persons on site.

No work should commence without first a risk assessment identifying any PPE requirements. If PPE is identified, then it must be properly worn at all times. No PPE should be a hazard in its self. All PPE worn must work together with other items of PPE. If this is not possible then the task must not continue until other control measures can be introduced. This should have been considered prior to the task being started.