



GREAT DUNMOW TOWN COUNCIL

PERSONAL PROTECTIVE EQUIPMENT POLICY

Version	Date Adopted	Minute Reference	Date For Review
1	03.10.24	FC.03.10.24.85.iv	October 2027

Responsibilities

Managers will be responsible for ensuring that only PPE to the correct standard is used.

Managers will ensure that all persons under their control are equipped with, and use correctly, any PPE provided to them. They will also ensure that risk assessments relating to their work are reviewed to enable them to identify what safety precautions (including PPE) should be in place.

PPE Assessment

In accordance with the Personal Protective Equipment Regulations 1999, an assessment of the PPE requirements of each employee will be made using the PPE issue record form. For the purposes of co-ordinating safety management, the PPE assessment will be included in the Town Council's general assessment procedure detailed below.

It should be noted at this point that PPE would be used only as a last resort measure.

Where a hazard to an employee is identified, though the exact risk level is not known, then that employee will be given the maximum possible protection until an adequate risk assessment has been carried out.

PPE correct standards

All personal protective equipment purchased by the Town Council will be used to the correct BS or EN standard, equipment which is not CE marked will not be used.

The Directors in liaison with our Safety Advisers will ensure that the correct standard equipment is being purchased and approved in writing on the appropriate form.

Issue of PPE

Employees will be issued with all necessary PPE relating to the hazards from their work activity or as a result of the findings of any risk assessment which relates to their work environment. Where an employee makes a reasonable request for additional equipment, this will be reviewed by their Site Manager and where appropriate the equipment will be supplied.

Replacement of equipment

All PPE will be replaced on a new for old basis. Re-issue or replacement of worn out PPE will be requested using the record form, which will be held in the office, in order that usage can be monitored.

Any PPE which is so worn or damaged that it no longer affords adequate protection must be replaced before the operative is allowed to continue work. PPE which has a shelf life or maximum usage period will be replaced in accordance with manufacturers' instructions.

Training – correct use

Employees who are required to use PPE to ensure their safety will be given training in its correct use.

Personal preference

Whilst every reasonable effort will be made to ensure that PPE satisfies requirements, the Council cannot guarantee to satisfy individuals' preference. Once issued PPE must be worn. It will not be left to the operative's discretion.

Damage/Misuse

It will be the responsibility of the employee to report any faulty or damaged safety equipment to their Manager. It must then be exchanged as soon as possible. Employees must not alter, deface or otherwise misuse any safety equipment supplied to them.

Maintenance

It will be the responsibility of each employee to ensure that PPE is maintained in good order.

PPE minimum issue

The following PPE will be issued to every employee as appropriate:

- Overalls
- Gloves
- Hearing protection
- Hard hat
- Safety glasses
- Goggles
- Face mask (if required)
- High visibility and reflective waistcoat

Any additional equipment required will also be supplied.

In order that employees can be correctly equipped with safety equipment at short notice, a reserve stock will be held by the office containing the following safety equipment.

- Hearing protection
- Hard hat
- Safety footwear
- Eye protection
- Gloves