



Bridgewater Housing Association Policy

Policy name	PPE (Personal Protective Equipment)
Policy category	Corporate (HR)
Policy number	CS64
Date adopted	2023
Last review	n/a
This review	November 2023
Next review	November 2026
Equalities impact assessment required	No
Links to other documents	Code of Conduct for Staff, Health & Safety Policy and Control Manual
Consultation	No
Need for Procedure	No
Policy Owner	Head of Corporate Services

1. INTRODUCTION

- 1.1 Personal Protective Equipment ('PPE') is equipment which protects the user against health or safety risks at work. However, it must only be used as a last resort when no other means of control are available. It includes eye and face protection, hearing protection, head protection, respiratory protection, safety boots and gloves and any protection required where employees have to work in adverse weather conditions.
- 1.2 This policy outlines the requirements for the use of personal protective equipment (PPE) by employees, and volunteers of Bridgewater Housing Association (BHA) when working in or around tenants and other customers properties. The purpose of this policy is to protect the health and safety of all individuals involved in the association's activities.
- 1.3 BHA is committed to providing a safe and healthy working environment for all employees and volunteers. The use of PPE is an essential part of this commitment. All individuals who are engaged in activities that may expose them to hazards must use the appropriate PPE as specified in this policy.

2. SCOPE

- 2.1 This policy applies to all employee and volunteers who are engaged in activities that may expose them to hazards such as debris, bloodborne pathogens, bodily fluids, or infectious diseases. This includes activities such as:
- Visiting tenant or customer properties / site locations
 - Repairing or maintaining tenant or customer properties
 - Conducting inspections of tenant or customer properties and development sites

3. DEFINITIONS

- PPE: Personal protective equipment is specialized clothing or equipment worn by an individual to protect against hazards at work.
- Hazard: A source of potential danger or harm.
- Risk: The likelihood that a hazard will cause harm or damage.
- H&S: Health and Safety

4. BACKGROUND

4.1 Company Responsibilities

- i. Managers are required to identify, assess and control the risks to which their employees or other persons are exposed to in the workplace. Where engineering controls and safe systems of work cannot be employed to remove, reduce or isolate risks to an acceptable level, PPE

should be considered as a last resort as it only protects the person wearing it and theoretical levels of protection are difficult to achieve in practice.

- ii. To meet this requirement managers/ supervisors must carry out risk assessments to identify the PPE requirements of their staff, arrange for the appropriate PPE to be provided.
- iii. When selecting PPE products ensure they meet the CE standard in accordance with the Personal Protective Equipment at Work (Amendment) Regulations 2022 and choose equipment that suits the user.
- iv. Bridgewater Housing Association Ltd will provide adequate information, instructions and training to enable personnel to use the PPE correctly. This will include an explanation of the risks, why PPE is needed, how it should be used and any limitations in its use. Then monitor its correct use.
- v. A record of all PPE issued will be kept.
- vi. PPE will be provided free of charge to those who need it and suitable storage and cleaning facilities will also be provided.
- vii. Spare basic PPE is available in the Association's office and will be issued by the Health & Safety Administrator.

4.2 Individual Responsibilities

- i. Individuals must co-operate with BHA by using the PPE provided in the correct and specified fashion, employees must not interfere with or compromise PPE provided for their safety or the safety of others.
- ii. Individuals should make their manager aware if their PPE needs replacing or changing outwith the stated timeframe. Or, if the PPE is no longer suitable and needs to be re-evaluated.
- iii. It is the responsibility of the person to whom PPE is allocated, to ensure it is correctly stored and looked after.

4.3 All Sites

BHA has specified to its staff that it requires the following six points of PPE on all of its external construction or development sites:

1. Safety footwear (must cover ankle joint in most cases)
2. Waterproof outerwear
3. Hard Hat / "Bump Cap"
4. Hi-vis vest or coat
5. Gloves
6. Safety glasses

Item 1 is to be worn as a mandatory requirement on all BHA sites, estate visits, void inspections, etc, with item 2 worn as mandatory when the weather conditions dictate, and items 3-6 worn as required during other site activities (subject to a risk assessment).

4.4 How do I order PPE?

Contact the H&S Administrator or speak to your Head of Service.

4.5 What should I have?

- a) This will depend on what role/duties you have. For the relevant staff within our Housing, Property Services And Care and Repair teams the following items will be provided:-
- Safety Footwear – to be worn at all times
 - Clothing - to include wet weather clothing
- b) An allowance of £150 will be given to any new employee who requires PPE to purchase the above items only. This allowance will also be given to the relevant existing staff and will be reissued every 2 years thereafter (if any item requires replacing out with this timeframe it will be addressed on an individual basis). It will be left up to the individual to purchase the items to suit their needs but the safety footwear must meet the required standards which is EN ISO 20345:2022 or any replacement standard.
- c) Other items that will be issued, again depending on role/duties, will include (but not limited to):-
- Safety Helmet or “bump cap” (NB: safety helmets have an expiry date which should be observed)
 - Gloves - general purpose gloves for site visits and task specific gloves for activities such as cutting and manual handling are required
 - Hi-Vis vest or jacket
 - Eye/Ear protection
 - Disposable Coveralls
 - Disposable overshoes
 - Latex gloves
 - Disposable facemasks
 - Sharps Boxes
 - Hand Sanitiser
 - Basic First Aid Kit
- d) The above items will be purchased as and when required and a small supply will be readily available for anyone who may require it. These items will be purchased via our normal office supplies and not as part of the £150 allowance.
- e) Additional PPE may be required depending on construction activity and associated risk.
- f) Failure to comply with this policy will be regarded as a serious breach of health and safety procedures and breach may result in exclusion from the sites, disciplinary action and ultimately could lead to dismissal.

4.6 Who is eligible for PPE?

Primarily our Housing, Property and Care and Repair staff:-

- Housing Officers
- Housing Manager
- Housing Support Staff
- Property Services Manager
- Property Services Officers
- Property Services Assistants
- Small Repairs Workers
- Project Officers
- Project Manager

Other staff may be eligible and this will be considered on an individual basis as and when required.

5. TRAINING

5.1 All employees, and volunteers must be trained on the proper use of PPE. This training must include information on the following:

- The types of hazards that may be encountered in properties and sites
- The selection and use of appropriate PPE
- The proper disposal of PPE

6. SUPERVISION

6.1 Line Managers are responsible for ensuring that all employees and volunteers are following the PPE policy. This includes providing training, monitoring PPE use, ensuring risk assessments are carried out and taking corrective action when necessary.

6.2 All incidents involving exposure to hazards or the misuse of PPE must be reported to the appropriate line manager or the Head of Corporate Services and recorded in the appropriate register.

7. POLICY AVAILABILITY

7.1 This document can also be provided in large print, braille, audio, or other non-written format and in a variety of languages, on request.

8. MONITORING AND REVIEW

8.1 The operation of this policy will be kept under periodic review and will be revised and updated whenever deemed appropriate and necessary to do so. As a minimum the policy will be reviewed every three years.

