



Skipton Town Council

Policy Name:	Personal Protective Equipment (PPE) Policy
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1.0 Introduction and Context

- 1.1 This Policy details Skipton Town Council's procedures for identifying, accessing and the issuing of Personal Protective Equipment within the Estate Department.
- 1.2 Skipton Town Council fully appreciates that working within the Estate Department can be potentially hazardous and has a higher risk factor than the Council's other activities.
- 1.3 It is not always possible to fully exclude members of the public from the working environment and we cannot mitigate all of the hazards that staff and those directly affected by works may encounter, in these instances the most practicable solution is to provide all staff, volunteers and others with the correct PPE and enforce its use.

2.0 Aims & Objectives

- 2.1 Skipton Town Council's highest priority is the safety of its staff and members of the public/volunteers the Council aims to provide the safest possible working environment it will meet and exceed its obligations under UK law relating to safety in the work place specifically in the provision and use of PPE.
- 2.2 The Personal Protective Equipment Regulations 2002

3.0 Scope

- 3.1 This document cannot set out a solution for every situation where PPE will be required and or suggest the type and nature, it is intended to be a guide to aid staff and volunteers to select the correct PPE for a task.
- 3.2 Responsibility for ensuring the correct PPE is selected and worn lies with the individual carrying out the task and a mini risk assessment should always be carried out before commencement of the activity, this would include such things as: is the person competent to carry out the task and what potential hazards would the task create for the individual and those around them, can they be minimized and where a hazard remains what PPE would provide a satisfactory level of protection for the individual and others.



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- 3.3 When and wherever the need to wear PPE is identified ALL staff regardless of “rank” or “Stature” within the Council will comply with the requirements to wear PPE this also extends to any volunteers under the supervision of the Council.
- 3.4 It is the Councils responsibility to ensure the following: PPE conforms to an appropriate standard i.e. CE or BSEN and will provide the appropriate level of protection for staff and volunteers.
- 3.5 The PPE issued must properly fit the individual, the PPE must be comfortable to wear and if required training given to the individual at the time of issue on how to wear the PPE correctly.
- 3.6 The Council Must replace PPE when it has been lost, contaminated or has become worn. It is the responsibility of the Individual to immediately report any loss, contamination or wear to their line manager who will provide a replacement item of PPE no work can be carried out until the replacement PPE is in place.

4.0 Specifics

- 4.1 **Safety Footwear.** All Estate Staff will be provided with, and will wear, safety footwear whilst at work or in any other situation where there may be a risk of foot injuries. Where safety footwear is not required to avoid foot injuries, sensible sturdy footwear should be worn instead.
- 4.2 **High Visibility Clothing** All Estate Staff will wear high visibility waistcoats or outer jackets whenever they are working on site locations.
- 4.3 **Eye Protection.** When there is a requirement to provide eye protection the appropriate standard should be provided, i.e. impact protection, chemical splash protection etc. Employees who wear prescription glasses to read etc should be provided with over glasses.
- 4.4 **Other PPE.** Other types of PPE, other than those mentioned above, may have to be worn by employees, for example hard hats, hand protection, noise and breathing protection. When and wherever the requirement to wear other PPE is identified all staff will adhere to these requirements.
- 4.5 **Other risk factors.** The wearing of some jewellery such as rings, neck chains, pendants, watches etc within the workplace can cause its own hazards. Staff working with machinery or other equipment where jewellery can become entangled and causes injury to the employee, they should either remove the jewellery or request suitable PPE to prevent entanglement. Managers should review the request to provide additional PPE critically; best practice should involve the removal of jewellery rather than increasing the potential risks by adding more PPE.



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5.0 Related Documents (links to procedures etc)

5.1 [Personal Protective Equipment Regulations 2002](#)

5.2 Health and Safety Policy

5.3 [Health and Safety at Work Act 1974](#)

5.4 [Workplace \(Health, Safety and Welfare\) Regulations 1992](#)

5.5 [The Management of Health and Safety at Work Regulations 1999](#)