



NEWMAN
LANDSCAPES
Commercial Ground Maintenance

PPE Policy

Introduction

The Personal Protective Equipment at Work Regulations seeks to ensure that where risks cannot be controlled by other means, personal protective equipment (PPE) is correctly selected and used.

The Regulations do not apply where requirements are detailed in other regulations e.g., respirators in the Control of Substances Hazardous to Health Regulations or hearing protection as set out in the Control of Noise at Work Regulations.

The regulations only apply to items of PPE provided for protection of health and safety and not ordinary working clothes, i.e., overalls, aprons, boots and shoes, gloves etc, unless provided for a specific health and safety reason.

Personal protective equipment may only be used as a last resort when technical measures are ineffective.

The main requirement of the PPE at Work Regulations is that personal protective equipment is to be supplied and used at work wherever there are risks to health and safety that cannot be adequately controlled in other ways.

The Regulations also require that PPE:

- Is accurately assessed before use to ensure it is suitable
- Is maintained and stored properly
- Is provided with instructions on how to use it safely; and
- Is used correctly by employees
- Meets the standards set out in CE marking guidelines as suitable PPE

Charging for PPE

An employer cannot ask for money from an employee for PPE, whether it is returnable or not. Where PPE is required for a work activity it must be provided free from any charge. This includes PPE provided to agency workers if they are legally regarded as your employees.

If employment has been terminated and the employee keeps the PPE without the employer's permission, then, if it has been made clear in the contract of employment, the employer may be able to deduct the cost of the replacement from any wages owed.

Using PPE

Personal protective equipment must be appropriate for the risk and conditions where:

- Exposure to the risk may occur. For example, eye protection designed for providing protection against agricultural pesticides will not offer adequate face protection for someone using an angle grinder to cut steel or stone.

Consideration must also be given to:

- Does it prevent or adequately control the risks involved without increasing the overall level of risk?
- Can it be adjusted to fit the wearer correctly?
- Has the state of health of those who will be wearing it been considered?
- What are the needs of the job and the demands it places on the wearer? For example, the length of time the PPE needs to be worn, the physical effort required to do the job and the requirements for visibility and communication.
- If more than one item of PPE is being worn, are they compatible? For example, does a particular type of respirator make it difficult to get eye protection to fit properly?

Where more than one item is used at the same time the equipment must be compatible and continue to be effective against the risk.

PPE Protection against COVID-19

Any use of PPE should be determined by an assessment of risks in the workplace. Do not encourage the precautionary use of PPE to protect against COVID-19 unless you're in a clinical setting or responding to a suspected or confirmed case of COVID-19.

Unless you're in a situation where the risk of spreading COVID-19 is very high, the risk assessment should reflect the fact that PPE has an extremely limited role in providing extra protection.

If the risk assessment does show that PPE is required, you must provide this PPE free of charge to workers who need it. Any PPE provided must fit properly.

Face covering

A face covering is something which safely covers your mouth and nose.

Face coverings are no longer required by law. However, people should wear face coverings in crowded and enclosed settings where they come into contact with people they do not normally meet.

Where worn correctly, this may reduce the risk of transmission to themselves and others. Be aware that workers may choose to wear a face covering in the workplace.

Consider encouraging, for example through signage, the use of face coverings by workers, particularly in indoor areas where they may come into contact with people they do not normally meet. This is especially important in enclosed and crowded spaces.

When deciding whether you will ask workers or customers to wear a face covering, you would need to consider the reasonable adjustments needed for staff and clients with disabilities. You would also need to consider carefully how these fits with other obligations to workers and customers arising from the law on employment rights, health and safety and equality legislation.

Some people are not able to wear face coverings, and the reasons for this may not be visible to others. Be mindful and respectful of such circumstances. Be aware that face coverings may make it harder to communicate with people who rely on lip reading, facial expressions, and clear sound.

Advising Workers

If workers choose to wear a face covering, you should support them in using face coverings safely. This means telling them:

- Wash their hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting on face coverings. They should also do this before and after removing them
- Avoid touching their faces or face coverings. Otherwise, they could contaminate them with germs from their hands
- Change their face coverings if they become damp or they've touched them
- Continue to wash their hands regularly
- Change or wash their face coverings daily
- If the material is washable, to wash it in line with manufacturer's instructions. If it's not washable, to dispose of it carefully in their usual waste

Work related travel

Objective is to keep people safe when they travel between locations. Consider:

Encouraging people travelling together in any one vehicle to, wherever possible:

- use fixed travel partners
- do not sit face-to-face
- open windows

Providing adequate ventilation by switching on ventilation systems that draw in fresh air or opening windows. You could open windows only partially if it's cold. For more information on ventilation in vehicles read [HSE guidance on ventilation and air conditioning](#).

Cleaning shared vehicles between shifts or on handover.

Risk Assessment

Personal protective equipment must be selected following an assessment which considers:

- The risk to health and safety
- The characteristics of the equipment including the risks it may create

This assessment must be monitored and reviewed on a regular basis. A PPE assessment can be included in the general activity assessment.

Provision must be made for the maintenance, cleaning and replacement of equipment.

Accommodation should be provided to store personal protective equipment when it is not in use.

Employers must provide information, instruction and training relating to:

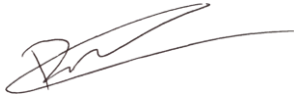
- The risks
- Use of the equipment
- Maintenance, cleaning, replacement.

Employers must take all reasonable steps to ensure that personal protective equipment is used.

- Employees Duties
- Employees must use, maintain, and store equipment as instructed.
- Employees must report loss of and defects in personal protective equipment.
- CE marking

Ensure any PPE you buy is 'CE' marked and complies with the requirements of the Personal Protective Equipment Regulations. The CE marking signifies that the PPE satisfies certain basic safety requirements and, in some cases, will have been tested and certified by an independent body.

Signature: -

A handwritten signature in black ink, appearing to be 'David Newman', with a long horizontal stroke extending to the right.

David Newman
Managing Director

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