

# SAFE WORKING PROCEDURE

## Personal Protective Equipment (PPE)

CORPORATE HEALTH & SAFETY | VERSION 8.01 | JUNE 2022

### **STATEMENT:**

In order to comply with legislation and fulfil statutory responsibility, the council must make sure that:

- PPE is provided, subject to suitable and sufficient risk assessment as a control to reduce the risk of injury to as low as reasonably practicable and in consultation with employees as appropriate.
- Provision is made for PPE to be cleaned, stored, maintained and repaired or replaced as appropriate with necessary records kept to ensure it is replaced within appropriate timescales if required.
- Appropriate training is provided on the use, cleaning, storage and maintenance of PPE as applicable.
- Appropriate supervision is in place to ensure PPE is used in accordance with risk assessments and in-line with relevant legislation as required.

### **SCOPE:**

This Safe Working Procedure applies to:

- All managers including headteachers referred to as managers herein.
- Those employees with responsibilities for the use, cleaning, storage and maintenance of PPE.

## Version Control

This Safe Working Procedure is issued and managed by Corporate Health and Safety Service.

Version Number	Date	Amendments
Version 1.00	Apr 2001	
Version 2.00	Feb 2002	
Version 3.00	Mar 2003	
Version 4.00	Jul 2003	
Version 5.00	Nov 2008	
Version 6.00	Jun 2010	
Version 7.00	Aug 2013	
Version 7.02	Dec 2015	Updated Format
Version 8.00	Feb 2020	General review
Version 8.01	June 2022	Periodic review
Review Conducted		Next Review Date
	Aug 2013	
	Apr 2014	Aug 2015
	Dec 2015	Dec 2017
	Feb 2020	Feb 2022
	June 2022	June2024

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### Forms

- [RPE Routine Inspection / Examination Record](#)

## 1. Responsibilities

### Senior Managers/Head Teachers are responsible for ensuring:

- 1.1. Risk assessments have been undertaken and appropriate controls are in place to manage hazards at source in line with the management controls (see SWP Risk Assessment).
- 1.2. Personal Protective Equipment (PPE) and Respiratory Protection Equipment (RPE) are suitable for the task.

### Managers are responsible for ensuring compliance with the SWP and must:

- 1.3. Carry out risk assessments, identifying and implementing controls to deal with hazards at source using the hierarchy of risk control in line with SWP Risk Assessment and other appropriate SWPs detailed below.
- 1.4. Provide suitable and adequate PPE and RPE to protect against any residual risks arising from identified hazards free of charge.
- 1.5. Ensure selected PPE and tight or loose fitting RPE meets the relevant British and European standards, compatible with other equipment/PPE and is CE marked.
- 1.6. Provide where appropriate suitable storage for PPE and RPE.  
Provide employees who are expected to use PPE and RPE with appropriate information, instruction and training on its use, maintenance, cleaning and storage arrangements to ensure their competence. See [Use of Reusable Half Mask Respirator](#)
- 1.7. Ensure if tight fitting RPE is provided there is a competent person who can carry out the face fit test and record results from the testing. See [RPE Routine Inspection/Examination Record](#).
- 1.8. Ensure employees who must wear tight fitting RPE are subject to and pass face fit testing, so the correct RPE is provided and worn,  
**Note:** loose fitting RPE does not require face fit testing to be carried out, however an [RPE Routine Inspection/Examination Record](#) must be completed.
- 1.9. Have a system in place to record the issue of PPE and RPE.
- 1.10. Carry out monitoring and supervision to ensure PPE and RPE is used and worn appropriately.
- 1.11. Ensure PPE and RPE is replaced when worn out, damaged or past its use by/shelf-life date.
- 1.12. When implementing the selection and use of PPE and/or RPE, consult with safety representatives.

### Employees must:

- 1.13. Use PPE and RPE in accordance with manager's instructions.
- 1.14. If required to wear tight fitting RPE which requires an effective seal with the face for proper functioning, be clean shaven where the respirator seals with the face. If there are good reasons for having a beard (e.g. for religious reasons), alternative forms of RPE, that do not rely on a tight fit to the face are available and this should be discussed with the line manager.
- 1.15. Maintain, clean and store PPE and RPE in line with training and managers instructions.
- 1.16. Attend and pass face fit testing for the tight fitting RPE they have to wear.
- 1.17. Not wilfully damage or misuse PPE and RPE provided for their safety.
- 1.18. Report any defects/incompatibilities with other PPE and RPE or equipment to their manager and stop the process if necessary until the issue has been resolved.

## 2. Procedures

- 2.1. The Health and Safety Executive have provided free downloadable guidance to the regulations [L25](#). They have also produced a [short guide](#) to the Personal Protective Equipment at Work Regulations. Managers should use these guides and others detailed below to help inform the risk assessment process and management of PPE and RPE required by this procedure.
- 2.2. All employees who wear tight fitting RPE must be subject to and pass face fit testing to ensure the correct type of RPE is provided and worn.
- 2.3. An up-to-date RPE Routine Inspection/Examination Record must be kept for each employee who is provided with and wears tight or loose fitting RPE.
- 2.4. Southampton City Council uses the [SYPOL CMS online](#) system for risk assessments relating to the Control of Substances Hazardous to Health (COSHH). These assessments provide information of the correct PPE to use, see SWP COSHH for more information.

- 2.5. The PPE regulations do not apply where the following five sets of regulations require the provision and use of PPE against these hazards. For example, gloves used to prevent dangerous chemicals penetrating the skin would be covered by the Control of Substances Hazardous to Health regulations (COSHH) 2002 (as amended).
  - 2.5.1 The Control of Lead at Work Regulations
  - 2.5.1 The Ionising Radiations Regulations
  - 2.5.3 The Control of Asbestos at Work Regulations
  - 2.5.4 The Control of Substances Hazardous to Health Regulations
  - 2.5.5 The Noise at Work Regulations
- 2.6. For information relating to the control of Noise, Hand Arm Vibration, COSHH and Asbestos, see the relevant Safe Working Procedures or HSE guidance (links below).

### 3. Safe Working Procedures Relevant to This Document

- 3.1. Noise at Work
- 3.2. Control of Vibration at Work
- 3.3. Control of Substances Hazardous to Health (COSHH)
- 3.4. Asbestos
- 3.5. Control of Contractors and Service Providers
- 3.6. Confined Spaces

**Note:** Other safe working procedures may apply and the assessor should consult the SWPs. An A-Z is available on the Council's [Health and Safety Intranet](#).

### 4. Main Legislation Relevant to This Document

- 4.1. [Health and Safety at Work etc. Act](#)
- 4.2. [The Management of Health and Safety at Work Regulations](#)
- 4.3. [The Control of Substances Hazardous to Health Regulations](#)
- 4.4. [The Control of Noise at Work Regulations](#)
- 4.5. [The Control of Vibration at Work Regulations](#)
- 4.6. [The Control of Lead at Work Regulations](#)
- 4.7. [The Ionising Radiation Regulations](#)
- 4.8. [The Control of Asbestos at Work Regulations](#)
- 4.9. [The Confined Spaces Regulations](#)
- 4.10. [The Personal Protective Equipment at Work Regulations](#)

### 5. Contact Address's and Guidance Links

- 5.1. Health and Safety Executive  
[www.hse.gov.uk](http://www.hse.gov.uk)
  - 5.1.1. L25 [Personal protection equipment at Work](#)
  - 5.1.2. HSG53 [Respiratory Protective Equipment at Work](#)
  - 5.1.3. INDG305(rev2) [Lead and You](#)
  - 5.1.4. INDG362 [Noise at Work](#)
  - 5.1.5. INDG 330 [Selecting protective gloves for work with chemicals](#)
  - 5.1.6. HSG247 [Asbestos The licensed contractors guide](#)
  - 5.1.7. [HSE respiratory protective equipment web page](#)
  - 5.1.8. INDG 460 [Is your mask protecting you?](#)
- 5.2. British Safety Industry Federation  
[www.bsif.co.uk](http://www.bsif.co.uk)
- 5.3. Royal Society for the Prevention of Accidents  
<https://www.rospa.com/>
- 5.4. Institute of Occupational Safety and Health  
[www.iosh.co.uk/](http://www.iosh.co.uk/)
- 5.5. Corporate Health and Safety Service  
[SCC Health and Safety Intranet / Schools Health and Safety Intranet](#)
  - 5.5.1. [Control of Contractors Microsite](#)

For full contact address visit the health and safety intranet [Useful Contacts](#).

## Use of Reusable Half Mask Respirator

(Purpose of this Guidance is to provide a detailed information regarding information, instruction and training to Users of Reusable Half Mask Respirators and must be read in conjunction with the SWP Personal Protective Equipment)

### 1. Introduction

#### 1.1. Task / Activity

- Use of reusable half mask respirators

#### 1.2. Scope / Location

- Various sites around the city where this task / activity is required to be undertaken by Council Staff.

#### 1.3. Risk Control

- Those working with asbestos containing materials
- Exposure to asbestos fibres – respiratory disease

#### 1.4. Key Plant & Equipment

- Half Mask Respirator
- P3 Filter Cartridge
- Respirator Storage Case / Bag

### 2. Equipment and Use

2.1. All equipment issued (i.e. masks, filters and other spares) will only be acquired from a reputable source and possess the relevant Kite marks and EN numbers.

2.2. All face pieces will be labelled, detailing the equipment's unique identifier, the person it is assigned to, its expiry date and the date of its next annual inspection.

2.3. Half masks will only be used if:

- It is suitably matched to the job, the environment and the anticipated exposure. The user must be aware of the level of protection afforded by the RPE they are issued with (from user training) and the risks presented by the tasks they are undertaking (refer to appropriate risk assessment).
- It has been examined by an authorised competent person and passed a face fit test prior to being issued.
- It has been subject to an annual inspection within the last 12 months and has not exceeded the manufacturer's shelf life (typically five years for Sundstrom and 3M products). Masks will typically be replaced every three years to coincide with the user's requirement for a face fit retest.
- The correct filter type is being used and has been changed as appropriate (see 3.5 below).
- The user has been provided with appropriate training for the use and maintenance of that RPE.

- The user has passed a qualitative or quantitative face fit certificate for that make and model of RPE within the last three years.
- The user has undertaken checks prior to each use; ensuring it is clean and free of defects.
- The user has successfully undertaken a simple negative pressure face fit check with each fitting. Masks may subsequently slip, especially when working in hot environments or if wearing them for any long period. This must be monitored and if suspected users must leave the work area, remove, clean, dry and then re check their mask prior to re entering the area.
- The user has stored the mask within a sealable bag, within a dedicated carry bag/box. The mask should never be left hanging loosely around neck, or allowed to come in to contact with coveralls.

### 3. Training and Instruction

- 3.1. Users will receive adequate training to ensure they are familiar with the content of this document and know:
- When it is appropriate to use the RPE they are provided with.
  - How to correctly wear the equipment.
  - How to store and undertake routine maintenance including; checks and monthly inspections.
- 3.2. Refresher training will be provided at least every three years.
- 3.3. Annual inspections, basic repairs and face fit tests will only be undertaken by competent and authorised persons.
- 3.4. Records of face fit tests and training will be maintained in RPE – Records and H&S Training folders respectively.

### 4. Face Fit Tests and Maintenance

- 4.1. A satisfactory face fit test (qualitative or quantitative) is required:
- For every user. The test is specific to the make and model and a retest is required every three years.
  - On any new face piece prior to being issued.
  - Following significant maintenance on any face piece issued.
  - By the user, every three years.
  - If the users experience any problems achieving a satisfactory fit i.e. repeated failure to achieve a satisfactory negative pressure fit.
  - If changes to the users features are suspected between tests
- 4.2. A competent person must undertake an initial inspection of every face piece prior to it being issued. The inspection must include all checks recorded on the *RPE Routine Inspection / Examination Record*.
- 4.3. A competent person other than the user must undertake an annual inspection of every mask issued. The inspector must include all checks detailed on the *RPE Routine Inspection / Examination Record*.
- 4.4. The user must undertake a monthly examination. The examination must include all checks detailed on the *RPE Routine Inspection/Examination Record*.
- 4.5. Routine checks (including the simple negative pressure face fit check, the visual checks of the mask, cartridges and straps) must be undertaken by the user prior to each use.

- 4.6. The user must complete a monthly maintenance examination, which must ensure:
- The mask is clean and free of any substances that might impair its function.
  - The condition of the head harness, face piece, seals, threads/connections, inhalation and exhalation valves are all good.
  - The mask has the relevant kite markings and is within date.
  - The correct type of filter is correctly fitted.
  - The face piece has not exceeded the manufacturer's shelf life.
  - Relevant information is recorded on the face piece and filter and no expiry dates are exceeded.
- 4.7. Masks must be withdrawn from use prior to the manufacturer's shelf life being exceeded and be subject to an annual inspection by a competent person.
- 4.8. If any defects are identified the mask must be withdrawn from use until repairs are made. A satisfactory qualitative test must be completed if valves are replaced, or other significant repairs are undertaken.
- 4.9. Regular cleaning of the mask is essential. The user must keep masks clean and free of any grease or other substances that might affect fit.
- 4.10. Cleansing wipes (Lanolin free) should be used between each use.
- 4.11. Antiseptic wipes should be used routinely to prevent build of bacteria.
- 4.12. If the mask becomes excessively dirtied or grease / lanolin builds up, the mask must be cleaned with warm soapy water.
- 4.13. The P3 filter cartridges must be checked on a daily basis by the user. The filters must be changed at least every 4 months or if the user has experienced conditions that affect performance. Users must clearly label each filter with the expiry dates (i.e. 4 months from first use or the manufacturer expiry date, whichever is the earliest).

## **5. Records**

- 5.1. A record of all face pieces issued will be maintained in the RPE –Records folder. The record shall include the person assigned the face piece, the findings of the inspection, the face pieces unique identifier, its expiry date (according to when the user is next due a face fit retest or the manufacturers shelf life, whichever is less) and when the next annual inspection is due.
- 5.2. Initial and annual examinations and monthly inspections must be recorded on the RPE Routine Inspection / Examination Record and copies maintained in the RPE Maintenance Folder.
- 5.3. Routine maintenance checks undertaken by the user (including the simple negative pressure face fit check, the visual checks of the mask, cartridges and straps) must be recorded on the Dynamic Risk Assessment form.
- 5.4. Face fit test certificates, annual inspections, defects and repairs must be recorded in the RPE Maintenance Folder by the competent person undertaking those activities.
- 5.5. All records must be retained for at least five years.