PERSONAL PROTECTIVE EQUIPMENT
FOR USE BY STAFF
IN THE
ESTATES & FACILITIES MANAGEMENT DIVISION

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1.0 Introduction

The University of Leicester will take all reasonable precautions necessary to protect the health and safety of its employee’s and where appropriate will provide the employee with suitable Personal Protective Equipment (PPE) in accordance with the ‘Personal Protective Equipment at Work Regulations 1992’.

Within the regulations PPE is defined as ‘all equipment (including clothing affording protection against the weather) which is intended to be worn or held by a person at work and which protects him against one or more risks to his health and safety’ e.g. safety helmets, gloves, eye protection, high-visibility clothing, safety footwear and safety harnesses.

Hearing protection and respiratory protective equipment provided for most work situations are not covered by these regulations but are covered by their own separate regulations. Any hearing protection or respiratory protective equipment provided must be compatible with any other PPE provided.

The following PPE will be provided to all staff and agency workers (employed direct by the University) as deemed necessary by risk assessment to enable them to carry out their jobs in such a way that they do not put their own health and safety at risk or that of others working with them:

2.0 Safety Helmets

Safety helmets are required to be worn where ever there is a residual risk of injury from falling objects or where people might hit their heads, as determined from the risk assessment. Helmets must be worn on construction sites if required by the Main Contractor.

Safety helmets must be worn by maintenance staff when entering or working in areas where there is a likely hood that they could hit their head, when erecting/dismantling or working on scaffold towers, access platforms and other situations where there is a risk from falling objects.

All safety helmets shall comply with British Standard BS EN 397:1995 which details the physical and performance requirements, methods of test and marketing requirements for general-use industrial safety helmets. All helmets shall be CE marked to indicate that it complies with the Personal Protective Equipment (EC Directive) Regulations 1992.

Safety helmets shall be replaced at regular intervals as recommended by the manufacturer (normal practice is 3-5 years from date of manufacture). Safety helmets shall all be the same colour which will change each time the helmets are due for replacement in order to determine that helmets in use are current. Safety helmets shall also be replaced when any of the following events occur:

a) The shell has received a severe impact such as, objects falling onto it, it strikes against a fixed object, or it is dropped or thrown.

b) The harness is damaged and cannot be replaced.

c) Deep scratches occur, i.e. to a depth greater than 25% of the shell thickness.

d) The shell has any cracks visible to the naked eye.
3.0 Safety Footwear

Safety footwear complying with ISO 20345:2004 and having steel toecaps and mid-soles are required to be worn if there is a risk of injury from either:

a) Materials being dropped on worker’s feet
b) Nails or other sharp objects penetrating the sole

Safety footwear must be worn on construction sites if required by the Main Contractors site health and safety policy.

Due to the nature of their work it is a University requirement that maintenance staff are required to wear safety shoes or boots at all times when in work.

Project Managers, Maintenance Managers and other staff who occasionally visit areas or construction sites where safety footwear is required must change their foot wear to safety footwear before entering these areas.

4.0 Outdoor Clothing

Property services staff who regularly work outdoors and who are exposed to all types of weather conditions will be provided with appropriate outdoor clothing complying with BS EN 340:2003, BS EN 342:2004 and BS EN 343:2003+Adendum 1:2007.

5.0 Sun Burn

Property services staff who regularly work outdoors have an increased risk of skin exposure to ultraviolet rays from the sun. The effects of this exposure can vary from sunburn (blistering and peeling of the skin) to permanent damage and increased risk of skin cancer. Staff who are outdoors for long period’s time should take steps to protect their skin by:

a) Wearing a long sleeved top and covering their legs;

b) Regularly applying high-protection sun cream obtainable from the stores to exposed skin; and

c) Carry out periodic checks for visible changes in their skin, such as changed or newly formed moles or any skin discolouration.

6.0 High-Visibility Clothing

The standard type of high-visibility clothing provided by the University will comprise a sleeveless waist coat complying with ‘BS EN 471:2003+A1:2007 High-visibility warning clothing for professional use’ and will be Class 2/Level 2. (The Class of a garment is determined by its type and the maximum
areas of fluorescent and reflective material that can be incorporated and the Level is the reflectivity).

Other high-visibility clothing such as trousers, jackets, coats etc. will be provided as necessary. The selection of the appropriate Class and Level of performance for a particular application is for the wearer/provider to determine by risk assessment.

High-visibility clothing provided MUST have a permanent label attached stating the following:

a) The garment complies with BS EN 471.
b) The design Class of the garment.
c) The reflectivity Level of the garment.
d) Manufacturer’s name.
e) Type or model code for the garment.
f) Size of garment (given as height/chest size of the wearer not just Small, Medium or large).
g) Basic washing/dry cleaning instructions (and the number of cycles through which the garment will retain compliant fluorescent/reflective performance).
h) CE mark.

To be effective high-visibility clothing must be kept clean and in good condition. However as high-visibility workwear is often used in harsh conditions and subject to abrasion and impact it should be examined regularly for defects and replaced if for example a significant area of the reflective bands has been damaged.

High-visibility clothing must be worn on construction sites if required by the Main Contractors site health and safety policy.

7.0 Gloves

Maintenance staff, project managers and others involved in construction work will over the course of their working life come into contact with many skin irritants which can cause Dermatitis which is an inflammatory skin condition. The most common types include:

a) Cement, lime and plaster.
b) Paint;
c) Tar, pitch and bitumen;
d) Solvents, thinners and de-greasers;
e) Epoxy, acrylic and formaldehyde resins;
f) Mineral oils and grease.

To reduce the risk gloves must be worn whenever there is a risk of coming into contact with these irritants. Similarly gloves must be worn as protection against cuts and splinters when handling bricks, steel and wood either when installing or demolishing.

A range of gloves to suit different jobs and workers are retained in the Maintenance Stores and are freely available to staff as and when needed. When selecting gloves there are four requirements which must be met:
a) The gloves must be appropriate for the risk(s) and conditions where they are being used;
b) Take into account the ergonomic requirements and the state of health of the person wearing them;
c) Fit the wearer correctly, if necessary, after adjustment;
d) Prevent or control the risk involved without increasing the overall risk.

When selecting gloves if there is any doubt as to the suitability of the glove for the job at hand then advice should be sought from the glove manufacturer before proceeding.

A risk assessment shall be carried out to determine the type of gloves required. Staff are directed to Safety Services Office document ‘Glove Selection Guide - Guidance for University Departments and Functions which gives advice and information details.

Gloves must be worn at all times on construction sites if required by the Main Contractor.

8.0 Goggles and Safety Spectacles

Eye protection shall be worn at all times where there is a risk of flying objects, sparks or chemical splashes.

Goggles and safety spectacles shall comply with ‘BS EN 166 Personal Eye-protection’ and must be shatter-proof.

Where there is a risk of corrosive splashes then full face visors should be used.

A risk assessment shall be carried out to determine the type of goggles or safety glasses required. Staff are directed to Safety Services Office document ‘Eye Protection - Guidance for University Departments and Functions’ which gives advice and information details.

Safety glasses must be worn at all times on construction sites if required by the Main Contractor.

9.0 Noise

Regular exposure to high noise levels causes deafness or tinnitus (a permanent sensation of noise and ringing in the ears) – the longer the exposure and the louder the noise level, the greater the degree of hearing loss.

The ‘Control of Noise at Work Regulations 2008’ requires employers to limit the exposure of employee’s to excessive noise which could damage hearing and sets out levels at which action must be taken. Where risks to hearing have been reduced to the lowest level practicable, hearing protection must be provided if the risks remain.

Muff-type ear protectors or earplugs are available from the Maintenance Stores for staff who have a short term need to work in areas of excessive noise.
If staff have a need to work in areas of high noise level for an extended period of time then a noise risk assessment shall be undertaken and the University shall make every effort to reduce the noise level to an acceptable level under the regulations.

10.00 Respiratory Protection

The wearing of Respiratory Protection in hazardous environments is a requirement under Regulation 4 of the Personal Protective Equipment at Work Regulations 1992. Under these regulations, employers are required to provide suitable PPE to employees who may be exposed to conditions where their health and safety are at risk.

Respiratory hazards can come from a variety of sources. These include Toxic dusts, mist and fumes, micro-organisms, gases and vapours. The type of respiratory hazard encountered will determine the grade and protection factor of the mask required:

Protection Factors for Respiratory Equipment

<table>
<thead>
<tr>
<th>Type of Product</th>
<th>Classification</th>
<th>NFP</th>
<th>APF</th>
</tr>
</thead>
<tbody>
<tr>
<td>Disposable Masks (EN149)</td>
<td>FFP1</td>
<td>4.5</td>
<td>4</td>
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<tr>
<td></td>
<td>FFP2</td>
<td>12.5</td>
<td>10</td>
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<tr>
<td></td>
<td>FFP3</td>
<td>50</td>
<td>20</td>
</tr>
<tr>
<td>Reusable Dust Masks (EN1827)</td>
<td>FMP1</td>
<td>4.5</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>FMP2</td>
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</tr>
<tr>
<td>28 Day Masks (EN405)</td>
<td>FF Gas + P1</td>
<td>4.5</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>FF Gas + P2</td>
<td>12.5</td>
<td>10</td>
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<tr>
<td></td>
<td>FF Gas + P3</td>
<td>50</td>
<td>10</td>
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<tr>
<td>Half Masks (EN140)</td>
<td>P1</td>
<td>4.5</td>
<td>4</td>
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<tr>
<td></td>
<td>P2</td>
<td>12.5</td>
<td>10</td>
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<tr>
<td></td>
<td>P3</td>
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<tr>
<td></td>
<td>Gas</td>
<td>50</td>
<td>10</td>
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<tr>
<td></td>
<td>Gas + P3</td>
<td>-</td>
<td>10</td>
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<td>Full Face Masks (EN136)</td>
<td>P2</td>
<td>17</td>
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<td></td>
<td>P3</td>
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<tr>
<td></td>
<td>Gas</td>
<td>2000</td>
<td>40</td>
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<td></td>
<td>Gas + P3</td>
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<tr>
<td>Powered Respirators (EN12941)</td>
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<td>-</td>
<td>10</td>
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<tr>
<td></td>
<td>THP2</td>
<td>-</td>
<td>20</td>
</tr>
<tr>
<td>Compressed Airline Half mask (EN139)</td>
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<td>50</td>
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<tr>
<td>Compressed Airline with Face shield (EN270)</td>
<td>-</td>
<td>200</td>
<td>40</td>
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</tbody>
</table>

A range of masks is held in the Maintenance Stores and staff should select the grade of mask suitable for the works being undertaken. The following is a guide for disposable mask selection.
### 11.0 Obtaining Personal Protective Equipment

Personal protective equipment will be supplied by the University for all staff and agency workers (employed direct by the University) and is obtainable from the stores located in Charles Wilson Building.

PPE required should be agreed with the staff member’s line manager before being requested from stores. The University provides equipment from a number of manufacturer’s within defined styles, type and colour. Requests for equipment which are outside the normal supplied by the University must be agreed with the staff members Head of Section before being

<table>
<thead>
<tr>
<th>Workplace</th>
<th>Hazard</th>
<th>FFP1 (NPF - 4)</th>
<th>FFP2 (NPF - 12)</th>
<th>FFP3 (NPF-50)</th>
<th>Welding Protection according to mask</th>
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</thead>
<tbody>
<tr>
<td>Construction</td>
<td>Demolition</td>
<td>X</td>
<td>X</td>
<td>X</td>
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<td></td>
<td>Groundwork</td>
<td>X</td>
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<td></td>
<td>Low Level Asbestos</td>
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<td></td>
<td>Scabbling</td>
<td>X</td>
<td>X</td>
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<td>Shot creting</td>
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<td>Metal Working</td>
<td>Molten Metal Handling</td>
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<td></td>
<td>Machining</td>
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<td>Finishing</td>
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<tr>
<td>Welding</td>
<td>Stainless Steel Welding</td>
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<td></td>
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<td>X</td>
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<td></td>
<td>MIG/TIG</td>
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<td>X</td>
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<td></td>
<td>Spot Welding</td>
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<tr>
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<td>Brazing/Silver Solder</td>
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<td>Galvanised Welding</td>
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<tr>
<td>Trades / DIY</td>
<td>Rust</td>
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<td></td>
<td>Concrete / Plaster</td>
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<td>X</td>
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<td></td>
<td>Wood (soft &amp; hard)</td>
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<td></td>
<td>Plastic Dust</td>
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<td></td>
<td>Paint Dust</td>
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<td>Boiler Maintenance</td>
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</table>
References

Personal Protective Equipment at Work Regulations 1992

Control of Noise at Work Regulations 2008

Health and Safety in Construction Third Edition 2006 HSG150

L102 Construction (Head Protection) Regulations 1989 (Second Edition)

BS EN 340:2003 Protective Clothing General Requirements

BS EN 342:2004 Protective Clothing Ensembles and garments for protection against cold


ISO 20345:2004 European Standard for Safety Footwear


Eye Protection – Guidance for University Departments and Functions, University of Leicester Safety Services Office.

Glove Selection Guide – Guidance for University Departments and Functions, University of Leicester Safety Services Office.

INDG330 – HSE Selecting Protective Gloves for work with Chemicals.