

April 5th, 2024

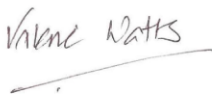
NOTICE OF MEETING

You are requested to attend a meeting of the

Mid and East Antrim Corporate Resources, Policy and Governance Committee

to be held on **Monday, 8th April 2024 at 6:30 pm** in **Council Chamber, The Braid, 1-29 Bridge Street, Ballymena.**

Yours sincerely



Valerie Watts
Interim Chief Executive, Mid and East Antrim Borough Council

Agenda

1 NOTICE OF MEETING

2 APOLOGIES

3 DECLARATION OF INTEREST

4 ITEMS FOR CONSIDERATION / DECISION

4.1 Policy Briefing - Circulated

📎 *Policy Briefing.pdf*

Page 1

📎 *Appendix 1 Consultation Register Summary Report.pdf*

Page 3

5 ITEMS FOR RECOMMENDATION TO COUNCIL

5.1 Draft Personal Protective Equipment Policy - Circulated

📎 *Draft Personal Protective Equipment Policy.pdf*

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📎 *Appendix 1 DRAFT Personal Protective Equipment.pdf*

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6 TABLED QUESTIONS

Closed Committee - In accordance with Council policy, representatives of the Press will not be in attendance for this section of the Meeting.

7 ITEMS FOR CONSIDERATION / DECISION – CLOSED COMMITTEE

7.1 Quarter 3 Management Accounts - Circulated

📎 *Summary Report Quarter 3 Management Accounts.pdf*

Not included

📎 *Appendix 1 - Q3 Dec 23 Management Accounts v2.pdf*

Not included

8 ITEMS FOR RECOMMENDATION TO COUNCIL – CLOSED COMMITTEE

8.1 Procurement Update - Circulated

📎 *Procurement Update.pdf*

Not included

8.2 Tech One - Circulated (05.04.24)

- | | |
|---|---------------------|
| <i>TechnologyOne - Business Case Report.pdf</i> | <i>Not included</i> |
| <i>Appendix 1 - New Business Case TECH1 SAAS - JUL 24 to JUN 28.pdf</i> | <i>Not included</i> |

8.3 Council Events Policy & Programme - Circulated

- | | |
|---|---------------------|
| <i>Draft Council Events Policy and Programme.pdf</i> | <i>Not included</i> |
| <i>Appendix 1 - DRAFT Events Policy.pdf</i> | <i>Not included</i> |
| <i>Appendix 2 - Events Programme and outline budget planner.pdf</i> | <i>Not included</i> |
| <i>Appendix 3 - MEABC DPIA Screening Events policy.pdf</i> | <i>Not included</i> |
| <i>Appendix 4 - MEABC Equality Screening Events Policy.pdf</i> | <i>Not included</i> |
| <i>Appendix 5 - MEABC Rural Needs Events Policy.pdf</i> | <i>Not included</i> |
| <i>Appendix 6 - MEABC Sustainable Development events policy.pdf</i> | <i>Not included</i> |

Open Committee

Council/ Committee:	Corporate Resources, Policy & Governance Committee
Date:	8 April 2024
Report Title:	Policy Briefing
Publication Status:	Open
Author:	Siobhan Fisher, Assistant Director – Citizen Focus
Approver:	Laureen Donnan, Interim Director of Corporate and Support Services

1. Purpose

- 1.1. The purpose of this report is to update Elected Members in respect of matters that fall within the remit of the Policy Team.

2. Background

- 2.1. Within Corporate and Support Services, the policy team is responsible for managing Council's responsibilities in relation to information governance (Freedom of Information, Environmental Information Regulations and Data Protection/GDPR), complaints, public consultations, policy development, equality & diversity and rural needs.
- 2.2. Policies and guidance for Elected Members are available in the 'Policies' section of MinutePad.

3. Key Issues for Consideration

3.1. Public Consultations

Public consultations published by the NI Executive are considered by the policy team and the relevant service areas, with responses drafted to those relevant to Council and/or the Borough. Draft consultation responses are submitted to the most relevant Committee in order for Elected Members to review and approve the response prior to submission.

A summary of these consultations is produced to the Corporate Resources, Policy & Governance Committee each month. This month's consultation summary is set out in Appendix 1.

4. General Considerations / Implications

- 4.1 Responding to relevant public consultations is necessary for Council to publicly demonstrate its policy position and work towards achieving optimum outcomes on behalf of the residents of the Borough.

5. Proposed Way Forward

- 5.1. N/A

6. Recommendation or Decision

- 6.1. Elected Members are asked to note the Consultation summary report at Appendix 1.

7. Appendices / Links

Appendix 1 Consultation Summary Report



Consultation Register Summary Report Corporate Resources, Policy & Governance Committee

8th April 2024

A. Consultations where Council is the stakeholder

Consultations for Response by MEABC		
Title and Closing Date	Consulting Department/Organisation	Proposed Dept and Committee
Rethinking Our Resources: Measures for Climate Action and a Circular Economy in NI Consultation Deadline: 30/05/2024	DAERA	Neighbourhood Services Environment & Economy Committee 28/05/2024

B. Consultations being conducted by Council

Title	Consulting Department	Comments/Link to Consultation Documents
Ballymena Leisure, Health & Wellbeing Centre Consultation	Public Protection, Health and Wellbeing	Proposed Development: New leisure, health and wellbeing centre to include 8-lane pool, learner pool, 4 court sports hall, café, gym, spin studios, clip and climb, community hub, soft play area and spa facility.

<p>Deadline 10/04/2024</p>		<p>Access to be provided via Demesne Avenue, with external facilities including outdoor workout area, car parking, dedicated bus parking, cycle stands, landscaping and all associated works.</p> <p>Location: Lands at the St Patrick's Barracks site, approximately 90m to the east of Castle Tower School, 50 Larne Road Link, Ballymena, BT42 3GA.</p> <p>https://www.midandeantrim.gov.uk/council/policies-and-documents/consultations/ballymena-leisure-health-wellbeing-centre</p>
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Council/Committee:	Corporate Resources, Policy and Governance Committee
Date:	8 April 2024
Report Title:	Draft Personal Protective Equipment Policy
Publication Status:	Open
Author:	Diane Irwin Health and Safety Manager
Approver:	Sarah Williams, Assistant Director - Business Support

1 Purpose

The purpose of this report is to seek approval of the draft Personal Protective Equipment Policy and following this to cascade the arrangements across Mid and East Antrim Borough Council.

2 Background

- 2.1 The draft Personal Protective Equipment Policy (PPE) has been reviewed from the previous existing version and updated with respect to the management arrangements for the provision of PPE in the workplace ensuring it meets with the current legislative requirements and best practice.
- 2.2 To minimise health and safety risks to staff, including agency workers as well as temporary and casual staff, the draft PPE Policy sets out the importance of the risk assessment process and in particular ensuring controls are in place to reduce and mitigate significant risks to staff and other types of workers. The risk assessment must consider how the work activity should be done and consider the control measures required which can include the need for PPE.

3. Key Issues for Consideration

- 3.1 A copy of the proposed draft Personal Protective Equipment Policy is attached for consideration and approval with the main changes and updates highlighted throughout.
- 3.2 The draft Personal Protective Equipment Policy has been consulted with the following groups, the Corporate Health and Safety Committee, local Trade Union Representatives, Regional Trade Union Representatives (LCNF) and OMT/SMT.

Key changes

- 3.3 The draft Policy has been updated to include the recent changes to legislation which requires employers to provide PPE for agency workers and casuals. Council is already doing this so there is no change.

- 3.4 The management responsibilities section for the draft PPE has been updated and this will provide clarity of roles and responsibilities. It further identifies key roles which have defined responsibilities to manage and provide PPE throughout Council services.
- 3.5 A new section for specific significant hazards has been introduced to ensure the correct PPE is provided for staff and those working for Council. It is intended this new section will standardise the approach to serious hazards.
- 3.6 The intended Policy is further supplemented with a number of Appendices which will aid as a resource to support line management and staff.

In addition this also includes a new form where staff have now to sign and date for items of PPE they have received.

- 3.7 The approval of the proposed Personal Protective Equipment Policy will formalise the arrangements MEA already has in existence as well as reinforcing compliance to protect the health and safety of staff and those working for Council.

4. General Considerations / Implications

- 4.1 There are no financial implications for the introduction of the policy.
- 4.2 There are no additional Human Resources/ resources required.
- 4.3 Equality Screening and Climate Sustainability has already been completed.
- 4.4 The Policy aligns with Corporate Priorities of reducing staff absences and Links to the Corporate Plan with respect to good health and wellbeing for staff and improving attendance to allow for service delivery.

5 Proposed Way Forward

- 5.1 The Corporate Resources, Policy and Governance Committee is asked to note the contents of the report and to consider approval of the following:
 - The revised proposed Personal Protective Equipment Policy which is attached at Appendix 1.

6 Recommendation or Decision

- 6.1 The Corporate Resources, Policy and Governance Committee is asked to approve the draft Personal Protective Equipment Policy to allow for implementation across Council.

7 Appendices / Links

Appendix 1 – Draft Personal Protective Equipment Policy



DRAFT Personal Protective Equipment (PPE) Policy

<p>Approved Date</p>	<p>April 2024</p>
<p>Review Date</p>	<p>September 2023</p>
<p>Related Legislation/Applicable Section of Legislation</p>	<p>The Health and Safety at Work Order (NI) 1978 The Management of Health and Safety at Work Regulations (NI) 2000 The Personal Protective Equipment at Work Regulations (NI) 1993 Control of Substances Hazardous to Health Regulations (Northern Ireland) 2003</p>
<p>Related Policies, Procedures, Guidelines, Standards, Frameworks</p>	<p>Corporate Health and Safety Policy COSHH (Control of Substances Hazardous to Health) Policy Health & Safety Executive - INDG136 - Working with substances hazardous to health. Health & Safety Executive - Personal Protective Equipment at Work -<i>The Personal Protective Equipment at Work Regulations 1992 (as amended)</i> Guidance on Regulations Regulation EU 2016/425 and the PPE (Enforcement) Regulations 2018: NI: Must have CE Marking ISO 20471:2013 High visibility clothing - Test methods and requirements Safety at Street Works and Road Works A Code of Practice</p>
<p>Replaces</p>	<p>Version 1</p>

Policy Lead (Name/Position/Contact details)	Sarah Williams, Assistant Director of Support Services
Sponsor Directorate	Corporate Services
Version	Version 2

REVISION RECORD

Date	Version	Revision Description
September 2023	2	<ol style="list-style-type: none"> 1. Review and update legislative guidance: New requirements under PPE Legislation and this is found on Page 5 under Definitions: <ul style="list-style-type: none"> • Limb (b) workers. This covers provision of PPE to agency workers and anyone on casual or irregular work. 2. Update to document layout including information. 3. Revised content update: <ol style="list-style-type: none"> (a) 6.0 Defining of Roles and Responsibilities to a structured breakdown for <ul style="list-style-type: none"> • Management Roles • Corporate Health and Safety • Stores • Employees (b) Management Arrangements Update: <ul style="list-style-type: none"> 7.2 Use of Personal Protective Equipment covering a new section of Specific Hazards for Public Roads and Highways, Noise and Asbestos. 4. Addition of Appendices: <ul style="list-style-type: none"> APPENDIX 1 - The Risk Assessment Process and Hierarchy of Control APPENDIX 2 - General Guidance on PPE Selection <i>(moved from main document to an Appendix)</i> APPENDIX 3 - Examples of PPE Requirements by Job Role APPENDIX 4 - Provision of PPE Process Flowchart APPENDIX 5 - High-Visibility Clothing APPENDIX 6 - Personal Protective Equipment (PPE) Issue Form

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1.0 INTRODUCTION

Mid and East Antrim Borough Council (MEA) is committed to the health and safety of its employees, including agency workers and temporary and casual staff who through the course of their work activity may be required to wear Personal Protective Equipment (PPE).

This Policy therefore details the requirements for the provision of PPE to protect individuals from a range of hazards.

MEA has duties concerning the provision and use of PPE at work and must ensure that the correct PPE is supplied and that legislative requirements are met. Where PPE is required, MEA will provide it without cost to the employee and will take steps to ensure that PPE is properly used. All PPE purchased and provided must carry the CE mark to signify compliance with current legislation and standards as applicable.

2.0 PURPOSE

The purpose of this Policy is to put in place arrangements with regard to the identification, selection and provision of PPE in order to meet compliance with The Personal Protective Equipment at Work Regulations (Northern Ireland) 1993. The following statutory instruments set out more detailed requirements which must be met in specific work areas:

- The Control of Lead at Work Regulations (NI) 1998
- The Control of Asbestos at Work Regulations (NI) 2000
- The Control of Substances Hazardous to Health Regulations (NI) 2000
- The Noise at Work Regulations (NI) 1997

3.0 SCOPE

This Policy applies to all Mid and East Antrim Borough Council (MEA) Employees, including Agency Staff, Casual Staff, Volunteers, Temporary Workers, Limb (b) Workers and any other person who carries out activities under the direction of MEA.

It should be noted that uniforms are NOT classed as PPE unless they meet the criteria of protecting individuals against one or more risks to their health and safety.

4.0 DEFINITIONS

The Personal Protective Equipment at Work Regulations (NI) 1993 lists a definition applicable to personal protective equipment, which is as follows:

Personal Protective Equipment:

Personal Protective Equipment means *'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 or safety'*.

This may include safety helmets, gloves, eye protection, high-visibility clothing, safety footwear and safety harnesses. Waterproof, weatherproof, or insulated clothing is subject

to the Regulations only if its use is necessary to protect employees against adverse climatic conditions that could otherwise adversely affect their health or safety. This policy includes the use of Respiratory Protective Equipment (RPE) as an item of PPE.

Limb (b) Workers

A 'limb (b) worker' is an individual who works under a contract for another party. The Health and Safety Executive (HSE) guidance on limb (b) workers states they will generally carry out casual or irregular work for one or more organisations and will only carry out work if they choose to.

5.0 POLICY STATEMENT

Mid and East Antrim Borough Council will comply with all requirements under The Personal Protective Equipment at Work Regulations (NI) 1993. In complying with those regulations, MEA shall:

- Formally assess the need for PPE by considering the various hazards using the Risk Assessment Process.
- Identify the correct PPE which will protect employees from the hazard identified.
- Provide PPE to employees, without cost to the employee.
- Provide suitable storage for employees PPE and where practical drying areas.
- Carefully choose PPE to ensure it is a good fit for the person.
- Provide information, instruction, and training to ensure appropriate use of PPE supplied.
- Replace PPE when required (old for new).
- Never allow exemptions from wearing PPE where it has been identified as required.
- Hold limited stock on any disposable PPE product to ensure that it is used by the expiry date.
- Recognises PPE is a last resort.

Compliance with these principles will ensure:

- The health and safety of all employees and others who may be affected by MEA's undertaking; and
- That all employees have a clear understanding of their responsibility to work safely to prevent injury or loss to themselves and others and in particular their individual personal requirement to use PPE when it has been identified.

MEA aims to minimise risks to staff and others affected by its activities through the effective implementation of appropriate controls so that PPE is only needed in circumstances where risks cannot be otherwise managed. Where PPE is necessary, it must be effective in protecting against the risk, suitable and comfortable for the wearer, cleaned, stored, maintained, and regularly inspected according to statutory requirements and best practice.

6.0 ROLES AND RESPONSIBILITIES

Mid and East Antrim Borough Council staff have a general responsibility for health and safety, including using PPE where determined by the Risk Assessment process. The following provides guidance on specific responsibilities. The allocation of roles and responsibilities are as follows:

6.1 Chief Executive

The Chief Executive will oversee the implementation of Personal Protective Equipment management within Mid and East Antrim Borough Council. Responsibility for this is delegated down through the Management's structures to ensure the requirements set out in this Policy are fully implemented.

6.2 Directors

The Directors are responsible for ensuring the promotion and resourcing of Personal Protective Equipment within all of their areas including the requirements set out in the Policy.

6.3 Assistant Directors/Heads of Service

Assistant Directors and Heads of Service have responsibility for ensuring that the arrangements for the provision of Personal Protective Equipment are implemented in all areas where they have control to any extent.

6.4 Corporate Health and Safety Team

The Corporate Health and Safety team will be responsible for the following:

- In conjunction with the Assistant Directors, Heads of Service and Line Management, ensure the implementation, regular review and maintenance of Mid and East Antrim Borough Council's Personal Protective Equipment Policy.
- Conduct the periodic inspection of Council activities and safety management systems, including the provision and use of PPE.
- Provide assistance on matters relating to PPE to other Council Services.
- Provide assistance in the management and selection of PPE.
- Assist, as required, with the provision of training and information relating to PPE for all Council employees including Agency workers/casual staff.
- Ensure consultation with employees and their representatives on health and safety matters, including the provision of Personal Protective Equipment.
- Review all incidents where PPE may be involved and assist Line Management to ensure effective corrective actions are identified where required.
- Keep up-to-date with any legislation relating to Personal Protective Equipment.

6.5 Stores Personnel / Procurement

Stores Managers and Line Managers who acquire and hold PPE are responsible for the following:

- Ensuring that any PPE purchased by Mid and East Antrim Borough Council complies with any relevant legislation on the design of PPE with regard to health and safety including CE Markings and appropriate British Standards.
- Ensuring appropriate stock control to enable the replenishment of defective or damaged PPE whilst accounting for expiry dates of any disposable PPE with a time-limited shelf life.
- Ensuring that PPE is stored in a safe, clean environment which protects it from contamination or potential damage / defect.

6.6 Line Management

This includes Managers/ Supervisors/ Assistant Supervisors/ Team Leaders/ Duty Officers.

Line Management who oversees work activities including events are responsible for the following:

- Ensuring that a Risk Assessment is undertaken to identify hazards generated by particular tasks and determine whether the personal protective equipment is suitable, and that it is correct for the particular risks involved and for the circumstances of its use.
- Providing any personal protective equipment needed for the job, free of charge, to employees (includes all those working for MEA) who may be exposed to significant risks to their safety, where such risks have not been adequately controlled by other equally or more effective means.
- Ensuring that if a Risk Assessment indicates that Limb (b) Workers require PPE to carry out their work activities, they will ensure that any PPE provided is both suitable and provided at no financial cost to the Limb (b) Worker.
- Ensure any identified PPE is readily available to employees (includes those working for MEA) or ensuring that employees have information on where PPE can be obtained.
- Supervision of employees to ensure they wear PPE correctly and whenever it is needed.
- Ensuring that any PPE they issue complies with any relevant legislation on the design of PPE with regard to health and safety.
- Ensuring that where the presence of more than one risk to health and safety makes it necessary for an employee to wear, or use simultaneously, more than one item of PPE, such equipment is compatible and continues to be effective against the risk or risks in question, i.e. certain types of respirators will not fit properly and give adequate protection if a safety helmet is worn.
- Ensuring that any PPE provided is maintained (including replacement or cleaning as appropriate) in an efficient state, in efficient working order and in good repair. There must be an efficient system of maintenance in place to ensure that it provides the protection for which it was designed. PPE should be examined before issue and, where applicable, spare parts should be available to users. Manufacturer's instructions and guidelines should be followed, and any intricate repairs of PPE should be carried out by a specialised person.

- Ensuring that, where applicable, appropriate accommodation is provided for PPE when it is not being used and the provision of a dedicated area for items requiring repair or to dry out. All staff must ensure these areas are kept clean and tidy.
- Ensuring that when PPE is issued, recipients complete the Personal Protective Equipment (PPE) Issue Form (Appendix 6) and sign off as having received it.
- Ensuring that employees are provided with information, instruction, and training as adequate and appropriate to enable the employee to know:
 - The risks which the PPE will avoid or mitigate against.
 - The purpose for which the PPE will be used.
 - Any action/s to be taken by the employee to ensure that the PPE remains in an efficient state.
 - When an employee (including those working for MEA) leaves the organisation they must ensure they collect all items which have Council logo displayed.

6.7 Employees

Employees includes agency workers, temporary and casual staff we well as volunteers.

Under this Policy and in conjunction with Mid and East Antrim Borough Council's Corporate Health and Safety Policy and the The Personal Protective Equipment at Work Regulations (NI) 1993, all staff have the following responsibilities:

- To wear any PPE provided in accordance with the training provided and as instructed by management in respect of its use.
- To take reasonable care which includes washing regularly of any PPE which is issued to them.
- To inspect PPE before use and to report any defects or damage to their Line Management / Supervisor for remedy.
- To use any storage facilities provided for PPE when not in use. All storage facilities must be kept clean and tidy.
- To be aware that damaged or ill-fitting PPE will not provide the protection required for their health and safety.

7.0 MANAGEMENT ARRANGEMENTS

7.1 Selection of Personal Protective Equipment

To allow the correct type of PPE to be chosen, the different hazards in the workplace need to be considered carefully via the Risk Assessment Process (Appendix 1). Risk Assessors, Line Managers and others who select or issue PPE must consider the following:

- Is the PPE appropriate for the risks involved and the conditions at the place 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.

- Does it prevent or adequately control the risks involved without increasing the overall level of risk, or by creating another risk?
- Can it be adjusted to fit the wearer correctly?
- Has the state of health of those who will be wearing it been taken into account? Are there any health issues or considerations which need to be factored in eg a pregnant worker or someone with a particular disability.
- 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; and
- If more than one item of PPE is being worn, are they compatible? For example, does the use of a particular type of respirator make it difficult to get eye protection to fit properly or does the use ear defenders interfere with the use of a hard hat?

Refer to **Appendix 2 - General Guidance on PPE Selection** for more information.

7.2 Use of Personal Protective Equipment

The following are some general rules that should be applied with regards to when and how personal protective clothing and/or equipment should be worn. These are not exhaustive but are provided as a guide.

- PPE should be worn at all times and in all situations where relevant workplace risks have been identified, and where work with hazardous substances that could contaminate skin or clothing is undertaken.
- Where overalls are used, they should **completely** cover personal clothing, as uncovered clothing will gather dust and release it into the air during the day.
- Other clothing, such as cardigans, pullovers or coats should never be worn over protective clothing. In cold weather, additional clothing should always be worn **under** protective clothing.
- Long-sleeved jumpers etc. should not be worn under short-sleeved overalls as the sleeves will collect and trap dust.
- If a waterproof apron is provided it should be worn as well as overalls.
- In exceptional circumstances there may be occasions when you will be asked by your line manager to assist in a task which can involve protective clothing becoming contaminated or dirty. When this occurs your line manager will provide specific instruction with regards the task and use of disposable specialised clothing.
- Where protective clothing and / or equipment is contaminated or dirty due to an incident these should be removed as soon as possible and disposed of and your line manager informed immediately eg oil spillage.
- Dirty or contaminated protective clothing and/or equipment should be removed prior to going into canteens, or any area dedicated to the consumption of food.
- Contaminated protective clothing such as overalls and/or equipment should never be taken home. PPE users are advised to remove contaminated PPE in safe areas and follow instructions from their line manager and risk assessment.

Specific Hazards:**• Public Roads and Highways:**

Particular attention must be given to MEA Employees who undertake work activities on Public Roads and Highways to ensure that suitable PPE is provided for their safety. Hi-Vis Class 3 conforming to EN ISO 20471 must be achieved either by wearing individual Class 3 garments or by wearing jointly certified products which make up Class 3 through the total area of fluorescent and reflective materials used in the garment's construction.

Where lighter "Summer" PPE and High-Visibility Clothing is provided for Operational Staff working on Public Roads and the Highway, this PPE must meet the Class 3 Standard (Appendix 5) and the activity must be risk assessed to a suitable and sufficient standard.

The correct protection will only be provided following a site-specific risk assessment and in line with Safety at Street Works and Road Works A Code of Practice.

• Noise:

Hearing protection should be issued to employees where extra protection is needed above what has been achieved using noise control or as a short-term measure while other methods of controlling noise are being developed.

Hearing protection should not be used as an alternative to controlling noise by technical, engineering and organisational means.

Line Managers and Supervisors should provide staff with hearing protection if they ask for it and their noise exposure is between the lower and upper exposure action values.

Line Managers and Supervisors must ensure that staff use Hearing Protection properly when their noise exposure exceeds the upper exposure action values and that any Hearing Protection Zones are indicated with compulsory signage. The provision of Hearing Protection must be accompanied by training and information on how to use and maintain the hearing protectors.

• Asbestos:

Where staff are required to carry out work which may disturb materials containing asbestos or where staff are at risk of coming into contact with asbestos, exposure to asbestos fibres must be prevented. Where this is not reasonably practicable, Line Managers and Supervisors must have robust procedures in place to reduce any exposure to as low as reasonably practicable by using appropriate risk control measures and having documented Procedures, Personal Protective Equipment,

Personal Respiratory Equipment and sufficient Information, Instruction and Training in place.

Higher-risk work, such as most asbestos removal, must only be undertaken by a licensed contractor.

7.3 Personal Protective Equipment as a last resort

MEA is required to identify the risks to health and safety which can be present in the workplace to enable the most appropriate means of reducing those risks to an acceptable level to be determined.

There is in effect a hierarchy of control measures where hazards should always be eliminated or substituted first if practicable, followed by engineering controls and safe systems of work implemented with PPE always regarded as the 'last resort' to protect an individual against risks to safety and health.

It may be possible to do the job by another method which will not require the use of PPE, or, if that is not possible, adopt more effective safeguards: for example, fixed screens could be provided rather than individual eye protection to protect against swarf thrown off a lathe. However, in some circumstances PPE will still be needed to control the risk adequately.

It is important to remember the following before PPE is selected as a means of protection:

- The Risk Assessment process is critical in the identification of appropriate PPE. The Risk Assessment must define the standard of protection required by the PPE and should be clearly stated within the Risk Assessment.
- PPE only protects the person wearing it.
- The theoretical maximum levels of protection are seldom achieved with PPE in practice, and the actual level of protection is difficult to assess.
- Effective protection is only achieved by suitable PPE, correctly fitted and maintained, and properly used.
- PPE may restrict the wearer to some extent by restricting mobility or visibility, or by requiring additional weight to be carried.
- The use of PPE may introduce new hazards which must be accounted for, particularly in instances where individuals are required to use many different items of PPE. The use of one type of PPE must not interfere with another.

7.4 Information, Instruction, Training and Supervision

Line Managers are required to provide suitable information, instruction and training for PPE Users to enable them to make effective use of the PPE provided to protect them against workplace hazards to their health and safety. Staff involved in maintaining, repairing and testing the equipment will also need training. Training should include theory and practice and should involve the manufacturer's recommendations and instructions. The extent of

training depends on the complexity of the equipment and the risks involved. Training may include:

Theoretical training:

- An explanation of the risks present and why PPE is needed.
- The operation, performance and limitations of the equipment.
- Instructions on the selection, use and storage of PPE related to the intended use. Written operating procedures such as permits to work involving PPE should be explained.
- Factors which can affect the protection provided by the PPE such as other protective equipment, personal factors, working conditions, inadequate fitting and defects, damage and wear.
- Recognising defects in PPE and arrangements for reporting loss or defects.

Practical training:

- Practice in putting on, wearing and removing the equipment.
- Practice and instruction with inspection and, where appropriate, testing of PPE before use.
- Practice and instruction in the maintenance which can be done by the user such as cleaning and the replacement of certain components.
- Instruction in the safe storage of equipment.

Duration and frequency of training

Duration and frequency of training is dependent on the type of equipment, how frequently it is used, the risks involved, and the needs of the people being trained. Refresher training may be required, and records should be kept ensuring the efficient administration of the training programme. Line Managers and others who issue PPE should ensure that all relevant PPE Users understand what they have been taught and that any Users with learning difficulties or barriers to training are accommodated.

7.5 Storage and Maintenance of Personal Protective Equipment

Risk Assessors and / or Line Managers must consider the storage and maintenance of PPE as follows:

Storage

Separate accommodation, where applicable, should be provided for personal and protective clothing. This might be in the form of separate rooms, separate lockers, or split lockers/drying rooms. All users of PPE should be reminded:

- Protective clothing should be kept in the accommodation provided when not in use. It should not be left in the workroom.
- Personal clothing which is not being worn, such as an overcoat, should be kept in the separate accommodation to prevent it from being contaminated.
- Protective and personal clothing should never be kept in the same accommodation.
- PPE should be washed regularly, and in certain circumstances MEA may arrange, or make arrangements, for such.

Maintenance

PPE Users should account for the following which should be included in their training:

- If protective clothing is damaged, employees should report it to line management so that it can be repaired or replaced.
- Within reason, spare protective clothing and/or equipment should be available to cover breakages, replacements, and/or times when clothing and/or equipment may not be available i.e. when overalls are being laundered.
- Using the correct replacement parts and following the manufacturer's replacement schedule.
- Keeping replacement PPE available such as gloves and dust masks.
- Knowing who is responsible for maintenance.

Some maintenance can be carried out by PPE Users themselves, such as cleaning or replacing a shoelace. More specialist equipment, such as a harness for working at height, may need to be sent back to the manufacturer if maintenance is required. The effectiveness of some types of PPE, particularly clothing, will be significantly reduced if they are not kept clean. Hi-vis jackets, trousers and coveralls must be cleaned regularly to ensure the retroreflective strips continue to be easily identifiable. PPE Users must make proper use of PPE and report any loss, destruction or obvious defect on the PPE they are given.

Continually Check Arrangements

Line Managers and Supervisors must check regularly that PPE is used and reinforce the wearing of PPE where it is not used in accordance with their Risk Assessments. Safety signs can be a useful reminder that PPE should be worn and should be placed at entrances or beside plant or equipment which requires PPE use to control risks.

Risk Assessors must account for changes in equipment, materials and methods and may need to update the PPE provided and review the Risk Assessment for the Activity where changes occur.

7.6 Assistance

The task of identifying the need for PPE, and the subsequent selection of suitable PPE, can range from the simple, such as safety helmets for use on construction sites, to the complex, such as use of respiratory protective equipment (RPE) for use in confined spaces. In addition, there are numerous British Standards and specifications that apply to some forms of personal protective equipment.

All employees / staff / volunteers who must use PPE should report any issues to their Line Manager in the first instance. The Corporate Health and Safety Team is available for further support and guidance where required.

REMEMBER: PPE SHOULD BE A LAST RESORT, AND SHOULD ONLY BE USED AS A SOLE MEANS OF PROTECTION WHEN ALL OTHER CONTROL MEASURE OPTIONS HAVE PROVEN UNVIABLE AND/OR IMPRACTICAL

8.0 MONITORING AND REVIEW

The Policy will be monitored by Line Management and reviewed by the Corporate Health and Safety Committee in the light of experience and changes in circumstances.

All updates or changes will be reported to SMT/OMT as required and the Corporate Resources, Policy and Governance Committee Policy for approval.

Any changes will be brought immediately to the attention of all line managers and employees through communication channels such as employee health and safety notice boards, employee briefings/meetings, training courses and electronically via email etc.

SUPPORTING INFORMATION

This Personal Protective Equipment Policy is supported by other policies and procedures covering many aspects of health and safety. The Council may add to, delete or amend procedures from time to time in the interest of continuous improvement of the health and safety management system. Each new or amended Policy/Procedure will, following the relevant consultation process and be brought to the attention of all employees.

HEALTH AND SAFETY IS EVERYONE'S BUSINESS - AND ALL EMPLOYEES ARE REQUIRED TO TAKE ALL-REASONABLE CARE OF THEMSELVES AND OTHERS WHO MAY BE AFFECTED BY THEIR ACTS OR OMISSIONS AT WORK.

9.0 APPENDICES

APPENDIX 1 - The Risk Assessment Process and Hierarchy of Control

The need for PPE must be identified through the Risk Assessment process. As with all Risk Assessments, those carrying them out must be competent to do so and have the necessary knowledge and experience of the methods of work involved. In addition to identifying the need for PPE, it is essential that the right type of PPE is specified for the hazard and subsequently provided. Where a particular standard is required for PPE, this must be defined within the Risk Assessment. For example, where PPE protection for noise hazards have been identified, the Risk Assessment must state the standard of protection required to protect against the decibel level for the activity. Similarly, gloves, boots, eye protection and other forms of PPE and RPE should all have their class or standard defined within the Risk Assessment.

Line Managers are responsible for ensuring that Risk Assessments are documented for any activity for which PPE has been specified. The particular type of PPE must be recorded on the risk assessment eg cut resistant gloves. A risk assessment will not be suitable and sufficient if it only records PPE.

Identify Hazards and how they cause harm

Before you select PPE, think about:

- Who is exposed- Employees, Volunteers and other types of Workers eg pregnant workers or those with a disability.
- What they are exposed to - Physical, Mechanical, Biological, Chemical Hazards.
- How long are they exposed for - length of time and frequency of exposure.
- How much are they exposed to - quantities involved and frequency of contact.

By involving your staff when selecting PPE, they will be able to inform the Risk Assessment Process and be more likely to understand the importance of PPE and its correct use.

Apply the Hierarchy of Control when considering solutions

Risk Assessments must apply the Hierarchy of Control and evidence that there is no other reasonably practicable means of satisfactorily protecting people from risks to their health and safety. Risk Assessments must also specify any future proposals planned for controlling risks by means other than PPE and the time scale for their implementation.

Elimination - removes the hazard at source. This may include changing a work process to stop using a heavy object / toxic chemical / sharp tool. It is the preferred solution because no exposure can occur.

Substitution - is using a safer alternative to the source of the hazard. For example, using water-based paint instead of isocyanates. The Risk Assessment should account for any potential new risks where a hazard has been substituted.

Engineering Controls - reduce or prevent hazards from coming into contact with workers. Engineering Controls include modifying equipment or the workspace, using protective barriers, ventilation, and segregation. The most effective controls:

- Are part of the original equipment design.
- Remove or block the hazard at source before it comes into contact with worker.
- Prevent users from modifying or interfering with the control measures.
- Need minimal user input to be effective.
- Operate correctly without making the work process more difficult.

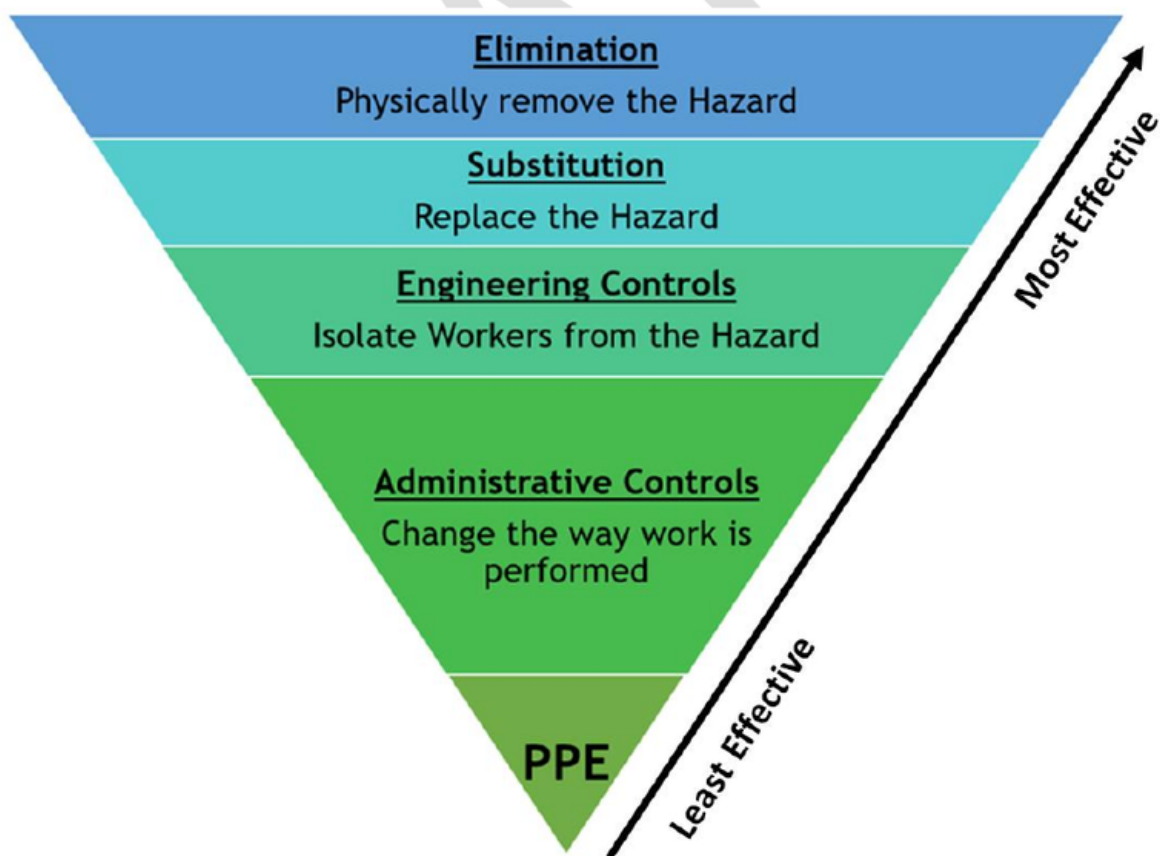
Administrative Controls - establish work practices that reduce the duration, frequency, or intensity of exposure to hazards. This may include:

- Further Training in the Work Process.
- Job Rotation.
- Ensuring adequate rest breaks.
- Limiting access to hazardous areas or machinery; and
- Adjusting the speed of a task.

Administrative Controls and **PPE** require significant and ongoing effort by workers and their supervisors. They are useful when employers are in the process of implementing other control methods from the hierarchy. Additionally, administrative controls and PPE are often applied to existing processes where hazards are not well controlled.

Refer to **Appendix 2 - General Guidance on PPE Selection** for more information.

PPE should always be selected as the last resort.



APPENDIX 2 - General Guidance on PPE Selection

The following section provides some examples of considerations when selecting PPE.

- **Area** of protection
- **Hazards** that may be encountered
- Example **Activities**
- Some **Choices** of personal protective equipment
- Information on **Selection** considerations
- Some **Maintenance** considerations

This is not an exhaustive list, but is provided as a guide for those required to select PPE.

Area	Hazards	Activities	Choices	Selection	Maintenance
Head and neck	Impact from falling or flying objects; risk of head bumping; hair entanglement	Building and/or maintenance work; construction work; Work in pits; Tree felling and surgery.	Safety helmets; bump caps; sou'westers; cape hoods; skull caps	Appropriate shell size; adjustable headband, nape and chin strap; comfortable; flexible; CE Marked	Stored when not in use; visually inspected regularly (note that safety helmets should be renewed every 3 years)
Eyes	Chemical or metal splash; dust; projectiles; gas and vapour; radiation	Handling or coming into contact with acids, alkalis and corrosive substances; working with power tools, inc pressure washers, etc.	Safety spectacles; Eye shields; safety goggles; face shields	Comfort, style and durability; optional side-shields on spectacles; goggles and face shields are heavier; specification, i.e. BS 2092.	Kept clean (dirt restricts vision); anti-static/ anti fog lens fluids; replacement of scratched lenses (impaired vision)
Foot Protection	Wet conditions; electrostatic build-up; slipping, cuts and punctures; falling objects; metal and chemical splashes; abrasion	Construction; mechanical and manual handling; electrical work; working in cold conditions; work with chemicals; forestry.	Safety boots and/or shoes with steel toe caps/mid sole protection; clogs; wellington boots; anti-static footwear; conductive footwear	Flexibility; wet resistant; perspiration absorbent; corrosion resistant; abrasion / wear tear resistant; non-slip; heat and oil resistant	Laces monitored; materials lodged in treads removed; stitching checked for loose, cut or worn seams; Consider treatment with wax

Area	Hazards	Activities	Choices	Selection	Maintenance
Hands and arms	Abrasion; temperature extremes; cuts and punctures; impact; chemicals; electrical shock; skin infection, disease or contamination vibration.	Manual handling; using vibrating equipment; construction work; outdoor work; using hot and cold materials; electrical work; work with chemicals and/or radioactivity	Many to choose from, inc.: vinyl-coated insulated gloves; rubber gloves; gauntlets; mitts; wrist cuffs; armllets; barrier creams.	Depends on the hazard e.g. protection against chemicals, punctures, oils, cuts, etc. as required. Comfortable and fit the wearer. Able to resist abrasion and industrial wear and tear.	Care taking in the donning, use, removal and storage; free from holes, cut or foreign materials; good fit with no gaps between glove and sleeve; kept clean or replaced as required.
Protecting the body	Temperature extremes; adverse weather; chemical or metal splash; spray from pressure leaks or spray guns; impact or penetration; contaminated dust; excessive wear; entanglement of own clothing.	Laboratory work and work with chemicals; work in-cold stores, etc.; highway and road works; spraying pesticides; forestry work	Conventional or disposable overalls; aprons; boiler suits; donkey jackets; specialist protective clothing e.g. Chain mail aprons; high visibility clothing	Depends on the hazard, e.g. protection from chemicals and hazardous substances, strong solvents, oils and greases; fibres and dust; weather, temperatures etc.	Only used of the purpose intended; maintained in good condition; regularly checked; replaced, repaired or disposed of if damaged.

Note: Where Hearing Protection has been identified as a risk control measure via Risk Assessment, Line Managers must ensure that staff are not over-protected. For this reason, hearing protection should not attenuate to a level below 70dB. This is to guarantee that staff can still communicate and hear warning signals in an emergency situation. The SNR (Single Number Rating) of the hearing protection should be used in combination with the decibel level of the activity to determine the resulting attenuation level.

APPENDIX 3 - Examples of PPE Requirements by Job Role

The table below provides an example of PPE requirements by Job Role, and which is required to be worn to protect the user from hazards.

NB* It should be noted that uniforms are NOT classed as PPE unless they meet the criteria of protecting individuals against one or more risks to their health and safety.

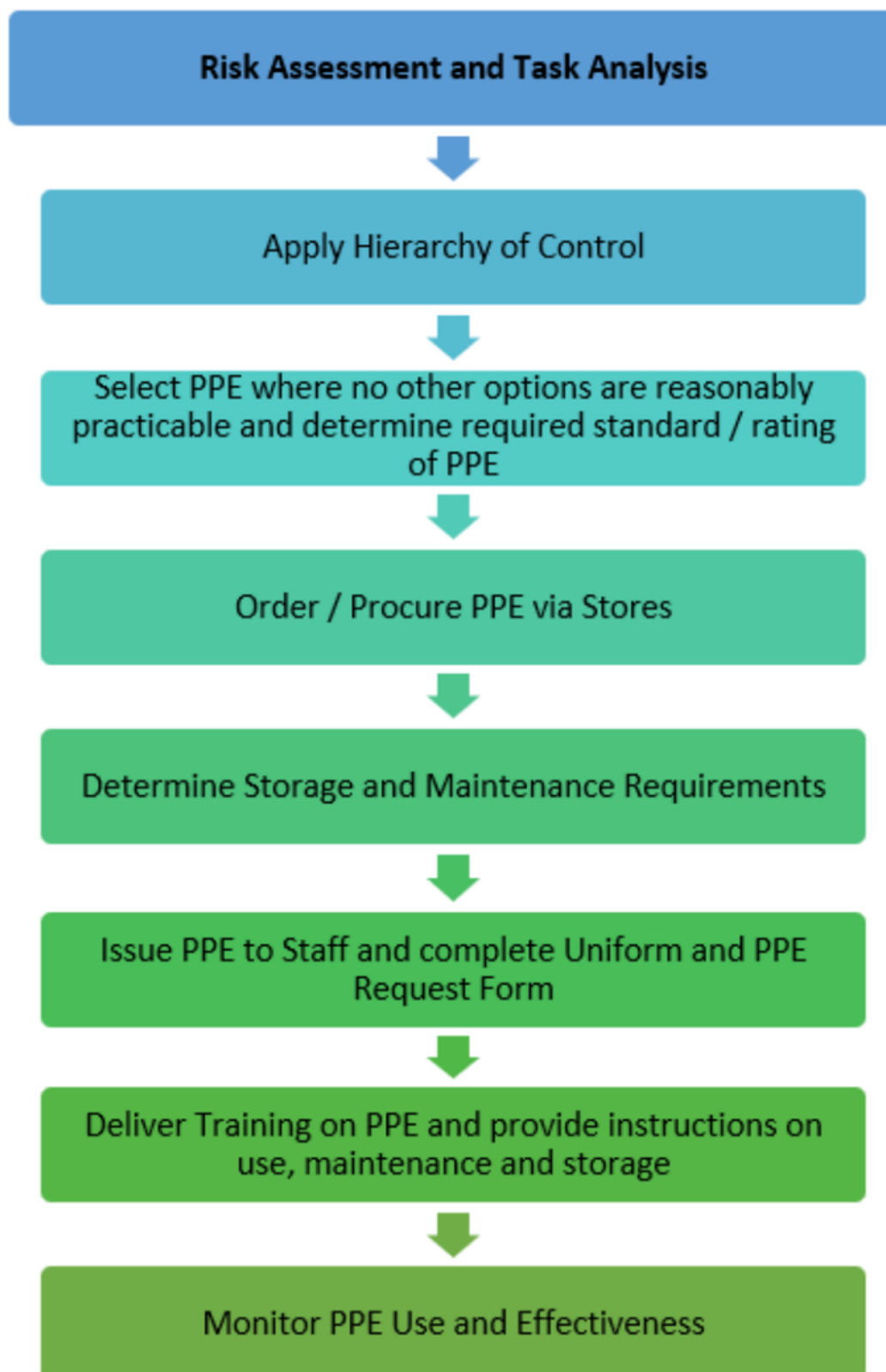
Examples of items of clothing which may be classed as uniform are polo shirt, work trousers, sweatshirt round neck shirt.

Job Role	General PPE Requirement	PPE with Specific Rating Requirement (E.g., Ear Defenders / Gloves / Eye Protection)
LGV Driver	Hi-Vis Work Trousers Polo Shirt Hi-Vis Waistcoat Hard Hat Safety Boots Foul Weather Trousers Foul Weather Jacket Long-Sleeve Hi-Vis Top Gloves	
Mechanic / Garage Staff	Work Trousers Safety Boots Polo Shirt Hi-Vis Waistcoat Foul Weather Jacket Overalls	Mechanics Gloves - Disposable nitrile gloves - oil resistant and slip proof
Van Driver / Labourer	Hi-Vis Work Trousers Polo Shirt Hi-Vis Waistcoat Safety Boots Foul Weather Trousers Foul Weather Jacket Gloves	
Toilet Attendant	Work Trousers Safety Shoes Polo Shirt Fleece Jacket Disposable nitrile gloves	
Waste Supervisors	Work Trousers Safety Boots Polo Shirt Hi-Vis Waistcoat Foul Weather Jacket Foul Weather Trousers	

Job Role	General PPE Requirement	PPE with Specific Rating Requirement (E.g., Ear Defenders / Gloves / Eye Protection)
Refuse Driver	Hi-Vis Work Trousers Polo Shirt Hi-Vis Waistcoat Hard Hat Safety Boots Foul Weather Trousers Foul Weather Jacket Long-Sleeve Hi-Vis Top	
Refuse Labourer	Hi-Vis Work Trousers Polo Shirt Hi-Vis Waistcoat Safety Boots Foul Weather Trousers Foul Weather Jacket	Waterproof Gloves Gloves - thermal/ waterproof/ summer
Street Cleaning Driver	Hi-Vis Work Trousers Polo Shirt Hi-Vis Waistcoat Safety Boots Foul Weather Trousers Foul Weather Jacket	
Street Cleaning Labourer	Hi-Vis Work Trousers Polo Shirt Hi-Vis Waistcoat Safety Boots Foul Weather Trousers Foul Weather Jacket	Waterproof Gloves Cut 5 Rated Gloves
HRC Attendant	Hi-Vis Work Trousers Polo Shirt Hi-Vis Waistcoat Safety Boots Foul Weather Trousers Foul Weather Jacket	Waterproof Gloves Cut 5 Rated Gloves Safety Glasses
Gardener / Grounds person	Work Trousers Polo Shirt Hi-Vis Waistcoat Safety Boots Foul Weather Trousers Foul Weather Jacket Safety Glasses Ear Defenders Sweatshirt Litter Pickers	Waterproof Gloves Cut 5 Rated Gloves Face shield (Strimming purposes)

Job Role	General PPE Requirement	PPE with Specific Rating Requirement (E.g., Ear Defenders / Gloves / Eye Protection)
Cemetery Operatives	Work Trousers Polo Shirt Dover Jacket Safety Boots Foul Weather Trousers Foul Weather Jacket Safety Glasses Ear Defenders Sweatshirt	Waterproof Gloves Face shield (Strimming Purposes)
Play Park Fitter	Hi-Vis Work Trousers Polo Shirt Hi-Vis Waistcoat Safety Boots Foul Weather Trousers Foul Weather Jacket Safety Glasses Ear Defenders Sweatshirt	Waterproof Gloves Face shield (Strimming Purposes) Fire Proof Overalls
Propagators	Work Trousers Polo Shirt Dover Jacket Safety Boots Foul Weather Trousers Foul Weather Jacket Safety Glasses Ear Defenders Sweatshirt	Waterproof Gloves
Attraction Duty Manager	Work Trousers Polo Shirt Soft Shell Jacket	Foul Weather Trousers Foul Weather Jacket
Guest Relations Staff	Work Trousers Polo Shirt Soft Shell Jacket	
Gobbins Visitor Attraction Officer	Hi-Vis Jacket Hi-Vis Trousers Hiking Boots Polo Shirt Work Trousers Soft Shell Jacket Bump Helmet Belt Thermal Base Layer Top	Waterproof Gloves Masks (contaminates) Safety Glasses (contaminates) Surgical Gloves (contaminates) Full length disposable contaminate suit.

Job Role	General PPE Requirement	PPE with Specific Rating Requirement (E.g., Ear Defenders / Gloves / Eye Protection)
	Thermal Base Layer Bottoms Foul Weather Trousers Foul Weather Jacket	High Protection Suntan lotion.
Gobbins General Assistant	Work Trousers Safety Boots Soft Shell Jacket	
Facilities Workshop Operative e.g. <ul style="list-style-type: none"> • Building Maintenance Skilled Labourer/ General Labourer • General Operative (skilled) • Maintenance Supervisor • Joiner • Painter Foreman • Painter • Skilled Labourer - painting • Building Maintenance Tradesman 	Hi-Vis Work Trousers Polo Shirt Work trousers Hi-Vis Waistcoat Safety Boots Foul Weather Trousers Foul Weather Jacket Safety Glasses Ear Defenders Hard hat	Face Fit mask Sun cream Life preserver Face shield Gloves
Facilities Pool Maintenance Operative	Work trousers Safety shoes Polo shirts Round neck shirts Softshell jackets HV Water boots Ear defenders	

APPENDIX 4 - Provision of PPE Process Flowchart

APPENDIX 5 - High-Visibility Clothing

Within Mid and East Antrim Borough Council there are risks to workers being struck by moving vehicles on Public Roads and Highways. Risks can be reduced by the use of High-Visibility Clothing so that they stand out as much as possible from their surroundings so that they are clearly visible from all angles. This reduces the risk of accidents occurring in potentially dangerous situations. For this reason, it is critical that High-Visibility Clothing conforms to EN ISO 20471 Certification.

ISO 20471:2013 High-Visibility Clothing is an international standard for the safety requirements and test methods of High-Visibility Clothing and is applicable to high-risk situations. It specifies requirements for *“high visibility clothing which is capable of visually signalling the user’s presence”* and assesses the suitability and durability of retro-reflective materials.

EN ISO 20471 was released in 2013, replacing EN 471:2003 A1:2007. As certificates are only valid for five years, this means that the last garments made to EN471 certification are no longer compliant. Any new hi-vis workwear garments must be CE marked and designed to comply with EN ISO 20471.

EN ISO 20471 sets out the high-visibility clothing regulations for the design and performance of each element of a garment. There are usually three main components:

1. The fluorescent material

This boosts visibility during daylight hours and can also increase visibility at night.

2. The reflective strips

These are designed to enhance visibility during the darker hours of the day. Reflective strips require a light source to work and create retro-reflection.

There are different types of high-visibility angle strips, the most common being “glass beads reflective”. These need to be carefully maintained to ensure the garment remains fit for purpose and fully compliant. The standard stipulates that a CE marked and certified garment should have reflective strips around the legs and sleeves.

3. The contrast material

Some hi-vis clothing is designed with darker-coloured parts that are less sensitive to dirt than the fluorescent material and reflective strips, without which the functionality would diminish.

The standard categorises High-Visibility Clothing into three Classes, requiring all garments to be labelled with the EN ISO 2047 icon and accompanied by the relevant Class Number.



The selection and use of High-Visibility Clothing should always be based on a Risk Assessment of the conditions and risks for a particular worker. The Class of High-Visibility Clothing required will depend on the risk zone in which staff members work which in turn determines the amount of reflective tape and fluorescent material required. Certification is based on the surface area of both types of material, with minimum requirements for each.

	Class 1	Class 2	Class 3
Reflective Tape	0.10sqm	0.13sqm	0.20sqm
Fluorescent Material	0.14sqm	0.50sqm	0.80sqm

Hi-Vis Class 1 Description: The lowest level of visibility.

Items that commonly meet Class 1 include hi-vis trousers when worn separately from other hi-vis garments.

Hi-Vis Class 2 Description: The intermediate level of visibility.

Items that commonly meet Class 2 include hi-vis sleeveless vests.

Hi-Vis Class 3 Description: The highest level of visibility.

Items that commonly meet Class 3 are hi-vis jackets and sleeved hi-vis vests.

Class 3 can be achieved in 2 ways:

1. By wearing an individual garment rated as Class 3
2. By wearing jointly certified products that make up Class 3 based on the total area of fluorescent and reflective material

Class 3 garments must now cover the torso and include either full sleeves or trousers. Most High-Visibility Clothing products have a maximum life of 25 washes unless stated otherwise on the label. This means that over-cleaning can lead to a loss of compliance. Wearing over-washed High-Visibility Clothing increases the likelihood of an accident, while not washing regularly enough can also impact the garment’s performance, as stains and dirt will reduce the item’s visibility. Because of this, it’s best to have at least two hi-vis garments for each part of the body and rotate their use so that you can prolong their life and wash less often.

APPENDIX 6 - Personal Protective Equipment (PPE) Issue Form

The purpose of this form is to provide assurance that Line Managers and Supervisors have issued Personal Protective Equipment to staff accompanied by adequate Information, Instruction and Training. The form is also utilised to ensure that there is a record of each employee declaring that they have understood the information and instruction provided and their roles and responsibilities in relation to the effective maintenance and use of PPE provided by Mid and East Antrim Borough Council for their safety at work.

OLD FOR NEW - As far as possible, old items should be returned to get a replacement.

Employee Name	
Department	
Job Title	

This Form should be retained by the employee's Line Manager / Supervisor.

The PPE listed below has been issued to the above-named employee in accordance with the Management of Health and Safety at Work Regulations (NI) 2000 and the Personal Protective Equipment at Work Regulations (NI) 1993.

The employee has a responsibility to:

- Take reasonable care of the PPE provided;
- Use PPE in accordance with the training and instruction provided;
- Keep the PPE clean and return it to its place of storage after use;
- Report any loss or defect immediately to their Line Manager or Supervisor; and
- To return any MEABC branded PPE or clothing upon leaving the organisation.

TYPE OF PPE REQUESTED WITH OLD ITEM RETURNED		DATE ISSUED	INFORMATION, INSTRUCTION AND TRAINING PROVIDED	ISSUED BY (Line Manager / Supervisor)	EMPLOYEE SIGNATURE
<i>PPE Item Requested</i>	<i>Old item Returned</i> ✓ or x	01/04/23	<ul style="list-style-type: none"> • How and when PPE item should be used. • Storage requirements. • Cleaning. • Responsibility for Maintenance. • Issue Manufacturer's Instructions if applicable. • How to replace and look after PPE item. 	Ian Manager	I.M. Stafford
EG Safety Boots	✓				