**Piggott School Procedure**

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**The Piggott School**

**Procedure:**

**Personal Protective Equipment (PPE)**

**Aim:**

To provide correct PPE for activities and tasks where PPE is required to reduce any risks to health.

**Reference documents:**

* HSE – Personal protective equipment (PPE) at work
* Wokingham – Personal protective equipment

**Method:**

**Schools responsibility: (staff, pupils and visitors)**

* To assess tasks that may require PPE
* Provide appropriate PPE for each task.
* Provide training in the use of PPE for each task
* Replace PPE when required

**Employee’s responsibility:**

* Notify the school of any concerns about tasks which may require PPE
* Use PPE provided
* Ensure students are aware of PPE requirements for tasks
* Ensure students use PPE provided
* Ensure PPE is in good condition before use and report any defects

**PPE must:**

* be selected taking into account the nature of the hazard and the task
* be compatible with all other PPE that will be worn
* carry a CE mark (this mark signifies that the PPE satisfies certain basic safety requirements and, in most cases will have been type-tested and certified by an independent body)
* be provided free of charge to employees
* be adjustable in size to fit the employee
* be provided in conjunction with appropriate instruction and training for the wearer
* be maintained in an efficient working order and in good repair
* be stored in an assigned and suitable area.

**PPE for pupils and students:**

Although the H&S at work act does not cover non-employees the school still has a duty of care to its students and visitors (for example science experiments on open evenings) and lesson plans should involve PPE assessments.

CLEAPSS guidance indicates where appropriate PPE should be used in relation to pupils and students in the practical sciences curriculum.

**List of Most commonly used PPE and task:**

Gloves: these should be appropriate to the task in terms of size, thickness, heat resistance, length etc

* Litter picking / changing bins, where litter picking devices not suitable
* Outdoor work, building, gardening, etc.
* Using chemicals
* Doing hot works
* Using ovens

Eye protection: these should be appropriate for the task, reduce risk of debris getting into eyes, reduce glare, reduce brightness, etc.

* Using machine tools
* Using power tools
* Science experiments
* Welding

Foot protection: these should be individual and give support and/or protection as needed

* Using heavy equipment
* Using large power tools

Breathing protection: where full dust extraction isn’t possible

* When working with hazardous materials or materials likely to make dust, ceiling tiles, MDF, Asbestos (see asbestos procedure for full details), etc.

Protective clothing:

* Lab coats
* High visibility clothing
* Aprons
* Safety hats

**Issued by: David Corringham**

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