

HS34 Personal Protective Equipment (PPE) | Standard Operating Procedure

1. Background information

1.1. Introduction/Purpose

1.1.1. This Standard Operating Procedure details the processes for the use of personal protective equipment (PPE) at SOAS University of London.

1.2. Roles and Responsibilities

1.2.1. The designated health & safety person will ensure that all individuals have access to a sufficient supply of PPE when required.

2. Main Content

2.1. Personal Protective Equipment (PPE) Overview

2.1.1. The university must protect workers from health and safety risks.

- This means it must provide PPE free of charge if a risk assessment shows it is needed.

2.1.2. To stay safe, workers may have to wear PPE such as safety helmets, gloves, eye or hearing protection, high-visibility clothing, safety footwear and harnesses.

2.1.3. PPE also includes respiratory protective equipment (RPE) to prevent workers from breathing in dust, mist, gas or fumes.

2.2. When to use PPE

2.2.1. SOAS must complete a risk assessment.

2.2.2. Some hazards may still remain after engineering controls and safe systems of work have been applied. PPE may then be needed to reduce the risk of injury from:

- Breathing in dust, mist, gas or fumes.
- Falling materials hitting people.
- Flying particles or splashes of corrosive liquids getting into people's eyes.
- Skin contact with corrosive materials.
- Excessive noise.
- Extremes of heat or cold.

2.3. PPE and the Law

2.3.1. The Personal Protective Equipment at Work Regulations 1992 place duties on employers to ensure that PPE is:

- Properly assessed before use to make sure it is fit for purpose.
- Maintained and stored properly.
- Provided alongside instructions on how to use it safely.
- Used correctly by workers.

2.3.2. Employers must ensure workers have sufficient information, instruction and training on PPE use.

2.3.3. Duties regarding PPE were extended on 6 April 2022 to include PPE for limb (b) workers.

- There is guidance explaining the changes.

2.3.4. If you provide PPE, you should ensure it complies with product supply legislation.

Document History

Version	Published	Owner	Status	Review Date / Schedule	Notes / Changes
V1	Feb 23	Estates and Property Services	Approved by Health & Safety Committee – Feb 23	Annual review or when dictated by incident or legislation.	First Issue