



DORSET & WILTSHIRE FIRE AND RESCUE SERVICE AS 3 – Use & Maintenance of Personal Protective Equipment (PPE)

To be used in conjunction with the [Asset Management Policy Statement](#)

Assets (AS)

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1 Purpose and Definition

AS 3 – Use & Maintenance of Personal Protective Equipment (PPE)

- 1.1 Dorset & Wiltshire Fire and Rescue Service (DWFRS) recognises in its duty to provide safe systems of work, which may include suitable PPE to safeguard the health and safety of its members of staff whilst carrying out their duties from risks that cannot otherwise be controlled.
- 1.2 PPE should always be considered as a last resort and used only when other precautions cannot adequately reduce the risk of injury
- 1.3 PPE is defined in the Regulations 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 them against one or more risks to their health or safety’. Examples of this are; safety helmets, gloves, eye protection, high-visibility clothing, safety footwear and safety harnesses.
- 1.4 [The Personal Protective Equipment at Work Regulations 1992](#) (as amended) set out legal requirements on Dorset & Wiltshire Fire and Rescue Service (DWFRS) to make sure personal protective equipment is suitable for use, safe, well maintained, used by trained and competent members of staff and fitted/comply with suitable safety measures where required.

2 Key Information

- 2.1 When PPE is used it must be:
 - selected by taking into account the nature of the hazard and the task
 - provided free of charge to members of staff
 - marked with the relevant safety standard markings
 - maintained in an efficient working order and in good repair
 - compatible with other PPE
 - stored in an assigned and suitable area
 - provided (in conjunction with) appropriate instruction and training for the wearer.
- 2.2 Waterproof, weatherproof or insulated clothing is subject to the Regulations only if used to protect members of staff against adverse climatic conditions that would otherwise adversely affect their health and safety. This procedure does not apply to ordinary work clothes and uniforms which do not specifically protect the health and safety of the wearer.
- 2.3 In addition, to personal issue PPE a number of items are carried on appliances for general shared use by operational staff. Many of these items provide protection for a number of uses (such as; goggles and bump caps) whilst other items have a specific use (such as; electrical gloves, lifejackets and so on). This procedure also applies to all shared use items.

3 Responsibilities

- 3.1 The following members of staff have specific roles and responsibilities within the (PPE) procedure:
 - [All members of Staff](#)
 - [Line Managers](#)

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- [Equipment Manager](#)
- [Workshop Manager](#)
- [Health & Safety Department](#)
- [HR Wellbeing Manager.](#)

3.2 All members of staff have the following responsibilities:

- To wear PPE, supplied by DWFRS, in accordance with the training and instruction received.
- To conduct pre and post inspections of PPE to make sure that the PPE remains suitable for use.
- To take reasonable care of any PPE issued.
- Immediately report any loss or defect to your line manager.
- Follow any maintenance or laundry schedules set out for your PPE.
- Store your PPE properly in a suitable area.
- Comply with the relevant [Manufactures Operating Instruction's \(MOI's\) listed within Section 7 – Supporting Information.](#)
- Inform your line manager immediately should you have issues wearing any of your PPE due to a medical reason.
- Take care of any shared use PPE you may need to use and make sure each item used is cleaned and disinfected as part of its after-use checks.
- Return any PPE issued to you when you leave the Service.

3.2.1 If there is a delay in laundered PPE being returned to stations; Station Managers need to request (through Stores) that PPE pool stock be issued/allocated to members of staff ensuring that all firefighters have two sets of fire kit at any one time.

3.2.2 All members of staff should be aware of the supporting document [INDG 174 Personal protective equipment \(PPE\) at work - A brief guide.](#)

3.2.3 Be fully conversant with [After Use Checks of Operational Personal Protective Equipment \(PPE\)](#) as recommended by the manufacturer (Firefighting PPE).

3.3 As Line Managers, you are responsible for making sure:

- all members of staff have been trained as recommended under the Manufacturer's Instructions/Guidance document, (After Use Checks of Operational Personal Protective Equipment (PPE)) have access to all relevant documentation and or know where to obtain them should they be needed
- suitable PPE is provided to any member of staff who may be exposed to a health or safety risk while at work which cannot be controlled by any other means
- PPE provided to your members of staff is properly used in accordance with their training. In addition, you need to enforce the correct use of PPE though the DWFRS disciplinary procedure if required
- your members of staff have adequate facilities to store their PPE

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- PPE is regularly checked by members of staff for any signs of damage that may affect the protection it is designed to provide
- your members of staff are referred to Occupational Health immediately (via a “non-Routine Line Manager referral” to the Employee Support Officer) should they state a medical reason for being unable to wear PPE
- if your members of staff who are unable to wear the required PPE they need to be removed from any environments requiring them to wear PPE until a more detailed assessment has taken place.
- any shared use PPE is cleaned and disinfected after each use.

3.4 The Equipment Manager has the sole responsibility of procuring PPE for the Service and should be familiar with the [Personal Protective Equipment at Work Regulations and Guidance](#).

3.4.1 **As Equipment Manager, you must make sure:**

- items procured are properly risk assessed and suitable, covering the hazards the PPE is intended to deal with
- all PPE carries a CE mark and meets the appropriate current safety standards
- a robust testing, maintenance and laundry regime is in place
- PPE is sized/fitted by a qualified person or member of staff.

3.4.2 **In addition, you must make sure a PPE register is available containing at least the following:**

- Identification of each item, such as; manufacturers serial number and/or barcode and entered into the Asset Information Management System.
- Date of manufacture.
- Date of Issue.
- Individual issued to.
- Estimated end of Life.
- Written scheme of inspections/maintenance schedules/laundry schedules.
- There is a system for staff to easily report and replace faulty/end of life PPE.
- Equipment is provided with instructions on how to use it safely.
- All items of PPE are compatible with each other, including any shared use PPE on appliances.
- Consult with the Health and Safety department for advice and guidance as required.

3.5 Workshop Manager

3.5.1 As you order certain items of PPE via your own contracts, you are responsible for making sure:

- those items procured separately are properly assessed and suitable for the intended task
- all PPE carries a CE mark and meets the appropriate current safety standards

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- a robust testing, maintenance and laundry regime is in place
- PPE is sized/fitted by a qualified person or member of staff.

3.5.2 As the Workshop Manager, you must also make sure A PPE register is available containing at least the following:

- Identification of each item, such as; manufacturers serial no/MI Quest barcode.
- Date of Manufacture.
- Date of Issue.
- Individual issued to.
- Estimated end of Life.
- Written scheme of inspections / maintenance schedules/ laundry schedules.
- There is a system for staff to easily report and replace faulty/end of life PPE.
- Equipment is provided with instructions on how to use it safely.
- Suitable PPE is provided to any member of staff who may be exposed to a health or safety risk while at work that cannot be controlled in any other means.
- PPE provided is properly used by the staff you have responsibility for in accordance with their training. Enforce the correct use of PPE through the DWFRS disciplinary procedure if required.
- Making sure members of staff have adequate facilities to store their PPE.
- Where more than one item of PPE is worn, make sure they are compatible for use.
- Consult with the Health and Safety department for advice and guidance as required.

3.6 The Health & Safety Department is responsible for:

- providing training and support on the risk assessment (RA) database when required
- monitoring how PPE is stored during annual premises inspections and raise any issues via the Premises Inspection database
- providing H&S advice and guidance as and when requested, or when issues are raised by members of staff or the AOR database as a result of an injury or harm when PPE was being worn, or not worn as required.

3.7 The HR Wellbeing Manager is responsible for:

- acting on any non-routine line manager Occupational Health referrals with regard to PPE
- acting as a liaison between the affected member of staff and Occupational Health
- scheduling in any Occupational Health requirements for members of staff requiring it
- providing any additional advice and guidance as required

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- arranging and recording results of health surveillance when PPE is worn to protect against harmful health effects (such as; noise or vibration).

4 Learning & Development Implications

- 4.1 If members of staff are issued with PPE to protect against hazards in the workplace they must be given appropriate instruction and training in the correct and safe use of the PPE. All training delivered must be documented and records maintained.
- 4.2 There are also various [Manufactures Operating Instruction's \(MOI's\) listed within Section 7 – Supporting Information](#) covering each relevant item of PPE.

5 How Its Effectiveness Will Be Monitored?

- 5.1 Laundry/Maintenance Schedules: Where defects are identified during the laundry or maintenance checks, the item will be reported their line manager and removed from use.
- 5.2 Adverse Occurrence Reports (AOR's): A investigation will be completed where a AOR identifies that injury or harm has resulted from defective PPE, or though incorrect use of the item. This will help make sure this procedure is followed by all staff.

6 Forms to Complete

[AEQ 001– Out of Hours PPE Issue](#)

[AEQ 002 – Scale of Return of Personal Issued Equipment](#)

[AEQ 003 – Laundry Form](#)

[AEQ 004 – PPE Repair Request Form](#)

7 Supporting Documents

[Control of substances hazardous to health \(Sixth edition\)](#)

[Drowning protection Buoyancy aids, life jackets and immersion suits](#)

[Hand and arm protection](#)

[Hearing protection hearingcalc](#)

[INDG 174 Personal Protective Equipment at Work](#)

[Noise at work](#)

[Personal fall protection](#)

[Personal protective equipment](#)

[Protective gloves](#)

[Respiratory protective equipment](#)

[Respiratory protective](#)

[The Personal Protective Equipment at Work Regulations 1992 \(as amended\) set – Section 1.4](#)

[Personal Protective Equipment at Work Regulations and Guidance. – Section 3.4](#)

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[After Use Checks of Operational Personal Protective Equipment \(PPE\)](#)

[PPE Poster](#)

8 Document Management

Policy Statement Reference: Assets Management			
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8.1 Version Control:

Version	Page & Par Ref	Date	Changes Made	Authorised By
V5.0	Entire Document	01/04/2020	Updated links within Relevant Document section to point from BrigadeHQ3 to http://pandp.dwfire.org.uk . No other changes made.	Nikki Vickery
V4.0	Page 3 / 3.2.1	07/08/2019	Added section as a result of a Health & Safety audit	Stuart Galloway
V3.0	Page 3 / Sections 3.2.2 and 3.3 Page 7 / Section 7	11/06/2018	Added link to After Use checks and added first bullet point statement to 3.3. Added two new bits of supporting information	Stuart Galloway
V2.0	Page 1 / Headers throughout Page 6 / Par 7	20/04/2018	Document originally published under AEQ 17.3 - Changing location within database so this procedure now sits under Assets (AS). Updated where SI sits and corrected links.	Tonya Saben per Stu Galloway and John Towner
V1.0	Entire document	10/11/2017	Prep for publication	Tonya Saben
TCV	Entire Document	03/10/2017	Plain English and formatting suggestions	Tonya Saben
V0.2	Page 6	29/09/2017	Added links to Supporting Information and Forms	Tonya Saben
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