

Committee:	Safety Committee	Agenda Item No.:	7.
Date:	4 th February 2011	Category	
Subject:	General Health and Safety Report and Personal Protective Equipment Policy	Status	Open
Report by:	Health and Safety Officer		
Other Officers involved:	Human Resources and Payroll Manager		
Director	Chief Executive Officer		
Relevant Portfolio Holder	Councillor J.E. Bennett, Portfolio Holder for Performance and Heritage Champion		

RELEVANT CORPORATE AIMS

STRATEGIC ORGANISATIONAL DEVELOPMENT – Continually improving our organisation, by ensuring we comply with legislation and best practice.

TARGETS

The subject matter does not relate to any targets specified in the Corporate Plan.

VALUE FOR MONEY

Helping ensure that the Council discharges its legal responsibilities and does not incur legal costs, fines or civil penalties.

THE REPORT

Asbestos Management

Condition surveys of asbestos discovered by previous surveys will be undertaken.

An additional 5% cross section of house archetypes will be surveyed.

Surveys will be undertaken by specialist contractor (interserve).

Stress Risk Assessments

All those assessments completed show satisfactory levels of compliance with policies and procedures in place to manage stress.

The Head of Human Resources and Payroll is to take a report to Extended Management Team regarding those Service Areas which have not fully completed their assessments.

Workplace Inspection

A workplace inspection of the Riverside Depot was carried out on January 18th.

Training – since the previous meeting:

Manual handling training for 23 Grounds Maintenance and Cleansing operatives was delivered in October.

Induction training was undertaken for nine apprentices and one new employee in November.

Legionella refresher training was delivered to ten employees in December.

Fire warden training was delivered to approximately 40 employees in January. Leisure Services have had additional training courses on site at Kissingate and at Creswell.

Induction training for new employees has now been handed over to the respective service areas, in response to suggestions from Investors in People Group and a decision by Extended Management Team. A new Health and Safety Induction booklet has been developed for managers to use, based around the material used in the previous induction session, with corporate items for all new starters and optional specialised areas which will be used as required depending on the new starters duties.

Bansman training and road safety awareness training will be undertaken for Street Services in the next quarter.

Abrasive Wheels training and Cable Avoidance Training will be undertaken for Housing employees in the next quarter.

Improvement Notice Action Plan (Vibration)

Work activity continues to be surveyed – all operatives (Garage, Grounds Maintenance and Cleansing, Housing trades) are continuing to record their daily exposure to vibration as before. No further incidents of exposure over the legal maximum (5ms²/400 points) have been recorded.

Vibration measuring equipment has been widely used and the vast majority of equipment has been tested. Some 'seasonal' pieces of grounds maintenance equipment and some Housing tools are yet to be measured. All testing will be completed by 18th February 2011. No tools have been found to be significantly in excess of manufacturer's figures.

First Aid

Additional personnel at Sherwood Lodge are to be given first aid and defibrillator training, to replace personnel who no longer wish to be first aiders/defibrillator operators.

Occupational Health Contract

The procurement process for a new Occupational Health contract progresses:

The consortium consists of:

Bolsover District Council
North East Derbyshire District Council
Rykneld Homes
Chesterfield Borough Council (who have now confirmed the inclusion of their remaining 'in house' employees).

Amber Valley and Erewash did not wish to join the consortium, after requesting further information.

Prequalification Questionnaires will be assessed on 26th January.
Tenders will be evaluated on 1st of March.

Unison have been invited to attend the above meetings.

Policy Reviews

The following policies have been reviewed.

Employee Protection Policy and Guidance.
Working at Height Policy and Guidance.

Only minor amendments were made to formatting and occasional typographical errors and to reflect changes in organisation and acquisition/disposal of properties, and the removal of duplicated information. Copies have not been attached but are available if required.

The Personal Protective Equipment Policy and Guidance additionally has had the following amendments:

- S3 becomes 3.2 and has been condensed.
- S4 has been added - this states what we need to do as an employer.
- S5: responsibilities, has been expanded, as previously only 'employees' had responsibilities - no mention of management responsibilities.
- S7 - The list of PPE has had respirators, dust masks, overalls, fire retardant overalls and welders aprons added and 'aprons' (presumably for computer users) and breathing apparatus removed. We no longer carry out work that requires breathing apparatus.
- S10 added - Wearing of high visibility clothing and safety footwear in the lower yard at Riverside Depot.

The Revised Personal Protective Equipment policy is attached.

IMPLICATIONS

Financial: No direct financial implications or additional commitments

Legal: None

Human Resources: No direct implications

RECOMMENDATION

That the report and changes to policies outlined be accepted.

ATTACHMENT: Yes

FILE REFERENCE:

SOURCE DOCUMENT:

BOLSOVER DISTRICT COUNCIL
Personal Protective Equipment
(PPE) Policy and Guidance

November 2010



This Policy addresses the following Corporate Aims (show those which are appropriate to the policy only):



STRATEGIC ORGANISATIONAL
DEVELOPMENT

Bolsover District Council Equalities Statement

Bolsover District Council is committed to equalities as an employer and in all the services provided to all sections of the community.

- The Council believes that no person should be treated unfairly and is committed to eliminate all forms of discrimination in compliance with the Equality Strategy.
- The Council also has due regard to eliminate racial discrimination and to proactively promote equality of opportunity and good relations between persons of different racial groups when performing its functions.

This document is available in large print and other formats from any of the Council offices or by contacting the Chief Executives Directorate on 01246 242323. Please bear in mind we will need a few days to arrange this facility.

If you need help to read this document please do not hesitate to contact us.

Our Equality and Improvement Officer can be contacted via [Email](#) or by telephoning 01246 242407.

Minicom: 01246 242450

Fax: 01246 242423

CONTROL SHEET

Details of Document	Comments / Confirmation
Title	Personal Protective Equipment Policy
Document type – i.e. draft or final version	Draft
Location of Policy	Human Resources and Payroll
Author of Policy	Health and Safety Officer
Member route for Approval & Cabinet Member concerned	
Date Risk Assessment completed	05/11/10
Date Equality Impact Assessment approved	05/11/10
Partnership Involvement (if applicable)	Nil
Date added to the Forward Plan	N/A
Policy Approved by	
Date Approved	
Policy Review Date	
Date forwarded to CSPD (to include on Intranet and Internet if applicable to the public)	

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1. INTRODUCTION

Bolsover District council is committed to protecting the health, safety and welfare of its employees.

The council will seek to ensure that where hazards and risks to employees are identified these are controlled by a safe system of work, which will include the use of **personal protective equipment (PPE)** where appropriate.

2. SCOPE

The Council will provide personal protective equipment when a risk presented by a work activity cannot be adequately controlled by other means.

PPE should be regarded as a last resort when controlling risks to employee health.

The policy will apply to all employees (including volunteers, casual employees and apprentices).

Agency workers will be provided with hi vis clothing and gloves only, other PPE to be provided by the agency/worker. Agency workers are not permitted to work without having an equivalent standard of protection to that provided to BDC workers.

3 PRINCIPLES OF THE POLICY and LEGAL REQUIREMENTS

3.1 Principles of the policy

The purpose of the policy is to control health and safety risks to employees through the use of personal protective equipment as part of a wider risk management programme. The policy seeks to address the following corporate aims:

Strategic Organisational Development - Continually improving our organisation by ensuring that we comply with the personal Protective Equipment Regulations 1992 and current best practice.

Personal Protective Equipment (PPE) includes: All equipment and clothing provided for use at work as protections against safety risks.

3.2 Legal Requirements

Health and Safety at Work etc. Act (HASWA) 1974 places a duty on the Council that in order to ensure the health and safety of employees, they may require the provision of PPE and that any PPE deemed necessary to meet statutory obligations must be provided free of charge.

The Management of Health and Safety Regulations 1992 requires the Council to assess risks arising from work activities.

Personal Protective Equipment at Work Regs. (PPEWR) 1992 requires the council to provide appropriate personal protection to employees.

4. POLICY STATEMENT

Bolsover District Council Policy is to provide adequate personal protective equipment for all employees who require it.

The PPE Regulations place the following duties on the Council

- Ensure that PPE is provided.
- Ensure it is suitable for those who may be exposed to a risk to their health and safety whilst at work.
- If more than one risk exists and it is necessary to wear simultaneously more than one item of PPE, such equipment shall be compatible and continue to provide effective protection against the risks identified.
- Requires the Authority to assess the suitability of PPE.
- Maintain any PPE in an efficient state and ensure PPE is in working order and in a good state of repair.
- Provide suitable storage.
- Provide employees with understandable information, instruction and training so they understand the purpose of PPE, the risks it protects against, the correct method of use and how to maintain it in an efficient state.

5. RESPONSIBILITIES

5.1 Chief Executive Officer

The Chief Executive Officer is responsible for ensuring that there are effective measures in place to use PPE to control health and safety risks to employees.

5.2 Senior Management Team

Directors are accountable to the Chief Executive officer for ensuring that arrangements are in place for the effective use of PPE within their area, that policy and guidance is complied with and that employees will carryout their responsibilities under the policy.

5.3 Heads of service

Heads of Service are accountable to their Director for ensuring that the PPE Policy and guidance is complied with within their area.

Additionally they will ensure that:

- The personal Protective Equipment Regulations are complied with within their area.
- Adequate resources are made available to provide and maintain PPE.

- Risk assessments incorporating PPE considerations are carried out and recorded.
- Employees receive adequate information and training.
- Reasonable adaptations are made to equipment procedures and processes to meet the needs of disabled employees.

5.4 Managers and Team Leaders

Are accountable to their Head of Service for ensuring that this policy is followed in their area of responsibility, and will ensure that employees understand and comply with their duties under this policy.

5.5 All Employees (including those in the categories above)

All employees at all levels have responsibilities for health and safety.

Employees will

- Use PPE in accordance with instruction and training.
- Clean, maintain and store PPE appropriately.
- Report any lost, damaged, missing or ineffective PPE to their line manager.
- Participate in risk assessment and occupational health programmes as required.
- Report their training needs to their line manager.
- Report unsafe practices to their line manager.

6. ARRANGEMENTS FOR SECURING THE HEALTH AND SAFETY OF WORKERS

The Council will, in consultation with employees and their representatives:

- Carry out an assessment of proposed PPE to determine its suitability.
- Take any measures necessary to remedy any risks found as a result of an assessment.
- Ensure that where two (or more) items of PPE are used simultaneously, they are compatible.
- Ensure that PPE is suitable and reasonably comfortable for all the individuals who are expected to use it.
- Arrange for adequate accommodation for the correct storage of PPE.
- Implement steps for the checking, maintenance, cleaning and repair of PPE.
- Train employees in the safe use of PPE.
- Re-assess needs if work procedures, process etc., change.
- Carry out fit testing where required.
- Take into account the needs of disabled employees and make reasonable adjustments to equipment, work processes or the management of activities to accommodate these needs.
- Provide the required PPE at zero cost to employees.

It is important to remember that PPE is only part of the system of controls that we use to protect employees from risks to their health and safety.

7. SAFE SYSTEMS OF WORK

To ensure that the use of PPE is effective, the manufacturer's instructions for correct use must always be followed.

- Ensure protective clothing fits properly and is comfortable, when working.
- Make sure PPE is functioning correctly and any defects are reported.
- Ensure all PPE is compatible when used together and that combined use does not impair effectiveness.
- Report any symptoms of ill health.
- Report any training needs to your line manager.
- Report any equipment which is past its 'sell by date'.
- Ensure all filters and cartridges are refilled or recharged as required.
- Do not re-use disposable equipment.

8 PERSONAL PROTECTIVE EQUIPMENT TYPES

The following PPE is provided:

- Overalls and fire retardant overalls.
- Wet and cold weather clothing.
- Gloves and gauntlets.
- Safety footwear.
- Safety helmets.
- High visibility clothing.
- Eye protectors (see section 9).
- Life jackets.
- Respirators and dust masks.
- Safety harnesses.
- Welders aprons.

This list does not of course exclude any other items that may be required.

9 EYE PROTECTION

Eye protection includes:

- Spectacles, goggles, face shields and visors, welding masks.

All eye protection will conform to E.N. Standards and be C.E. Marked.

The following grades of protection will be provided:

Grade I	-	Chemical splashes etc, major impact
Grade II	-	Impact
Grade III	-	General purpose

10. HIGH VISIBILITY CLOTHING

All employees working on or adjacent to the highway must as a minimum wear high visibility clothing to BS/EN class B standard for high visibility garments and accessories for use on the highway, and bear the C.E. Mark.

All wet weather clothing issued to employees who work on highways must conform to EN 471 and bear the C.E. Mark.

High visibility clothing must be worn at all times irrespective of weather conditions.

11. RIVERSIDE DEPOT LOWER YARD

All persons on foot in Riverside Depot Lower Yard will at all times wear safety footwear and high-visibility vests.