

NUCLEAR SAFETY DIRECTORATE - BUSINESS MANAGEMENT SYSTEM		
<b>BUSINESS SUPPORT</b> <b>ISSUE, USE and RENEWAL OF PERSONAL PROTECTIVE EQUIPMENT (including RPE)</b>		<b>BSS/HRM/009</b>
		ISSUE 003
Approved By: <i>A Williams</i>	A Williams	Issue Date: 23/7/03
Open Government Status: Fully Open		Review Date: 23/7/06

## 1. Purpose & Scope

1.1 This document sets out the process for the identification, issue, use and renewal of Personal Protective Equipment (PPE inc. RPE).

1.2 All items of protective equipment issued to staff remain the property of the Health and Safety Executive and sufficient care should be taken to ensure that items are kept in good condition.

## 2. Definitions

2.1 PPE – Personal Protective Equipment

2.2 RPE – Respiratory Protective Equipment

2.3 RPS – Radiation Protection Supervisor

2.4 HRU – Human Resources Unit

## 3. Procedure for identifying a suitable PPE

3.1 Line managers are responsible for carrying out a risk assessment to identify what PPE is required. This should be done in discussion with the jobholder and will be informed by the nature of the job and the PPE regulations.

3.2 A risk survey table reproduced from the Guidance on the PPE Regulations 1992 is included at **Annex 1** to guide assessment decisions.

3.3 Where required inspectors should consult with sites over suitability of any PPE equipment. HRU can advise on types and size ranges of PPE available.

3.4 Inspectors will receive training on personal protection and safety during site visits from the 2 mandatory courses which are:

- 1) Personal safety in Inspection
- 2) Introduction to RPE

3.5 NSD staff must take reasonable care of PPE provided and report to their line manager any loss of or defect in the equipment. **Annex 2** attached provides some guidance on the use and maintenance of some items of PPE. If you have any concerns regarding the serviceability of the PPE you should discuss this with your line manager and order new

more appropriate equipment.

3.6 HRU's role in this process is to facilitate the ordering, purchase and issue of the equipment. HRU staff are not trained to carry out risk assessments nor to determine which equipment should be issued.

#### **4. Procedures for identifying the use of Respiratory Protective Equipment (RPE)**

4.1 Inspectors who, as part of their on-site duties, will need to enter areas where Emergency Escape Sets are required e.g. Reactor buildings where if there is a failure of the CO<sub>2</sub> circulation system an Emergency Escape Set is required to exit safely, must obtain permission from their line manager to wear RPE prior to going on site.

4.2 Inspectors should not wear RPE to carry out their inspection functions without the agreement of their line manager (who is their RPS). Line managers must be satisfied that their staff have been or will be adequately trained by the Licensee (or suitably qualified personnel) in wearing such emergency escape sets prior to giving that permission.

4.3 Inspectors are encouraged to inform their line management if they are aware of some personal reason why they cannot wear RPE.

4.4 Line managers must assess, as part of the risk assessment, the need for inspectors to be trained in the use of RPE and arrange for inspectors to receive the appropriate training prior to going on site. This will be by attending the "Introductory Course into wearing of RPE" and attending training organised by the licensee.

4.5 All RPE is issued and maintained by the Licensee on site.

#### **5. Procedure for ordering PPE**

##### **Issue of New PPE**

5.1 Once the equipment required has been determined you should complete a requisition form, PPE1 attached at **Annex 3**. This should include the specific details of the equipment you require e.g. the quality and size of safety goggles.

5.2 Line Managers must approve the PPE1 requisition form.

5.3 PPE1 form should be sent to NSD PPE budget holder (currently Head of HRU) via PPE officer in HRU, in room 706 St Peter's House.

5.4 HRU will order the required item within 5 working days of receipt of the PPE1 form and maintain a record log of all equipment ordered and issued.

5.5 On receipt of ordered PPE, HRU staff will issue the equipment to the requester, endorse the delivery note and send it to Purchase and Supply for processing.

##### **Renewal of PPE**

5.6 When replacement PPE is required the requisition form PPE1 should be completed giving the specific requirements of the equipment that needs replacing and why a

replacement is needed. Staff at Band 2 and above can sign for their replacement PPE items.

5.7 PPE1 form should be sent to NSD PPE budget holder (currently Head of HRU) via PPE officer in HRU, in room 706 St Peters House.

5.8 HRU will order the replacement item within 5 days of receipt of the PPE1 form and maintain a record log of all equipment ordered and issued.

5.9 On receipt of ordered PPE, HRU will issue the equipment to the requester. They will then endorse the delivery note and send it to Purchase and Supply for processing.

### **Renewal of PPE which has a shelf life**

5.10 Safety Helmets have a shelf life of up to 5 years and NSD replace all safety helmets every 3 years (see Para 1 of **Annex 2**). When safety helmets are issued HRU keep a record of the date helmets are issued and will issue a reminder to staff, approximately 4 weeks in advance, advising them of the need to replace their helmet. Staff should return their safety helmet to HRU for disposal and will be issued with a replacement helmet at the same time.

### **Loan of PPE**

5.11 HRU holds a supply of the most commonly used items of PPE, for loan to staff who make site visits occasionally and for whom personal issue is not appropriate. This includes the provision of disposable overalls.

5.12 Because only a limited supply is held it is best to contact HRU as soon as you are aware you will need equipment for a site visit. This will allow HRU to obtain the necessary equipment if none is held in stock.

5.13 Staff will need to sign HRU's record book on receipt and return of loaned PPE.

## **6. Associated Documents**

6.1 Personal Protective Equipment at Work Regulations 1992

6.2 HSE publication – Personal and Protective Equipment at Work (L25)

6.3 BMS/HRM/006 – Ionising Radiation – Classification and Exposure Monitoring

6.4 PPE 1 Form

6.5 Noise at Work Regs. 1989

**Risk Survey Table for use when assessing Personal Protective Equipment**

			Risks																			
			The PPE at work regulations 1992 apply except where the Construction (Head) protection Regulations 1989 apply.											The CLW,IRR,CAW,COSHH and NAW Regulations will each apply to the appropriate hazard.								
			Mechanical					Thermal														
			Falls from a height	Blows,cuts, impact crush	Stabs, cuts, grazes	Vibration	Slipping,falling over	Scalds, heat, fire	Cold	Immersion	Non-ionising radiation	Electrical	Noise	Ionising radiation	Dust fibre	Fume	Vapours	Splashes, spurts	Gases, vapours	Harmful bacteria	Harmful viruses	Fungi
PARTS of the BODY	Head	Cranium																				
		Ears																				
		Eyes																				
		Respiratory tract																				
		Face																				
	Whole Head																					
	Upper limbs	Hands																				
		Arms (parts)																				
	Lower limbs	Foot																				
		Legs (parts)																				
	Various	Skin																				
		Trunk / abdomen																				
Whole body																						

**Will the Inspector need to use RPE to carry out their inspection functions on site: YES / NO**

If you believe your inspectors may need to wear RPE whilst on site, make sure the inspectors are aware of NSD procedures and the need for your agreement to their wearing RPE.

<b>Note</b>	
Inspectors based in a site inspection role are usually issued with the following items:	
Waterproof Jackets	Hearing Protection
Waterproof trousers	Safety Helmet
Wellington Boots	Safety Goggles
Safety Shoes	Safety spectacles (prescription if needed)
Holdall	

## Guidance on the Issue and Renewal of Personal Protective Equipment

### 1. Safety Helmets

They are fitted with an adjustable harness and ear defenders. Helmets will deteriorate if subjected to prolonged exposure to ultra-violet light (e.g. sunlight). They should therefore be stored carefully when not in use and not left in direct sunlight, especially on the back shelf of a car. It is important that a helmet which shows any indication of structural damage, however slight, (e.g. pronounced colour change, grazing of the surface, deep scratch, hair line crack or edge splitting) should not be used.

As damage can be caused by paint or adhesive stickers, they should not be applied to helmets. Gloves (and other items) should not be stored inside the webbing of the helmet as this may also impede its viability. Helmets have a shelf life up to 5 years from the date of manufacture (stamped under helmet brim), if stored out of direct sunshine, in ambient conditions. They have a service life of 2-5 years depending on conditions of use. HRU will routinely replace helmets approximately 3 years after original issue or sooner if the user notifies HRU that the helmet shows signs of structural damage, or other deterioration is believed to have occurred.

### 2. Hearing Protection

Staff should use hearing protection whenever exposure to sound levels is likely to exceed 85dB(A). The attenuation afforded in any particular case depends on how well the hearing protection is fitted and this is particularly the case with earplugs. Instructions for fitting the plugs are given on the packet.

As arrangements for entry into areas where hearing protection is required varies from site to site, NSD's standard issue equipment will be limited to the ear plug type of protection, ear defenders will be made available to those who can demonstrate the need. Individuals should, however, wear any type of equipment specified and/or provided by the site operator in their arrangements.

### 3. Safety Spectacles

These are supplied normally with plain lenses. Staff who wish to apply for prescription safety glasses should contact the PPE Officer in the Human Resources Unit who will discuss with them the choice of frame. The choice of frame will be entered on an order form, the form will be authorised by the Budget Holder and handed to the applicant to take to the designated opticians.

Replacement spectacles with prescription lenses following a change in eyesight may be approved providing that more than 2 years have elapsed since the previous spectacles were supplied. Requests for replacement spectacles following loss or damage, etc, to existing spectacles should be authorised at Band 2 or above as appropriate and include the reason why replacement is necessary. The request should be sent to the PPE Officer in the Human Resources Unit and the procedure as above will be followed.

**REQUISITION FOR PROTECTIVE CLOTHING AND EQUIPMENT**

**PART 1**

Name ..... Unit .....

Ext No ..... Room No .....

Please arrange for the following items of personal protective clothing and equipment to be purchased (catalogue no., size, etc. to be specified)

These items are required for the following reasons

Signed ..... Date .....

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**PART 2**

Approved by .....

Line Manager ..... Date.....  
(not less than Band 2)

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**PART 3**

To be completed by HRU : database checked: NEW / REPLACEMENT

date original issued .....

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**PART 4**

To be completed by Budget Holder (Head of HR. Unit) **Agreed YES / NO**

Signed ..... Date.....

Comments .....

PPE 1