



Yenaa Housing

Personal Protective Equipment (PPE) Policy



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Policy Checklist	
Date of Implementation	Feb 25
Date of Last Review	Feb
Date of Next Review	Feb 27

Yenaa Housing Personal Protective Equipment (PPE) Policy

1. Purpose and scope

This policy sets out Yenaa Housing's approach to the provision, use and maintenance of personal protective equipment (PPE) to protect employees, contractors and visitors from workplace hazards. It applies to all Yenaa Housing staff, agency workers, contractors and any person working on behalf of the organisation in England.

2. Legal framework

This policy is written in line with current UK/England legislation and guidance, including:

- The Health and Safety at Work etc. Act 1974
- The Personal Protective Equipment at Work Regulations 1992 (as amended)
- The Management of Health and Safety at Work Regulations 1999
- The Provision and Use of Work Equipment Regulations 1998 (PUWER)
- Control of Substances Hazardous to Health (COSHH) Regulations 2002
- The Workplace (Health, Safety and Welfare) Regulations 1992
- Relevant HSE guidance and British Standards (where applicable)

3. Responsibilities

3.1 Senior management

- Ensure this policy is implemented, resourced and reviewed.
- Ensure suitable and sufficient risk assessments are in place and control measures (including PPE) are provided where required.
- Ensure training and supervision are provided.

3.2 Line managers and supervisors

- Identify PPE needs from risk assessments and ensure appropriate PPE is provided, used and maintained.
- Ensure staff receive information, instruction and training on PPE use, limitations and maintenance.

- Monitor compliance and take corrective action where necessary.
- Keep records of PPE issued and training given.

3.3 Employees, contractors and visitors

- Use PPE provided correctly and only for the tasks for which it is intended.
- Attend PPE training and follow instructions.
- Inspect PPE before use, report defects, loss or damage immediately, and return defective items for replacement.
- Store PPE as instructed and not alter or misuse PPE.
- Co-operate with management in implementation of this policy.

4. Risk assessment and selection of PPE

- PPE will be considered only after elimination, substitution and other means of reducing risk (hierarchy of control). PPE is the last line of defence.
- Suitable and sufficient risk assessments (including COSHH assessments where applicable) will identify hazards requiring PPE and specify type, standards, sizes and quantities.
- PPE selection will conform to relevant British and European standards and be appropriate to the task, fit the user and be compatible with other PPE. Consideration will be given to user comfort and any health or cultural needs.
- Examples of PPE used by Yenaa Housing may include: high-visibility clothing, safety footwear, gloves (cut-resistant, chemical-resistant as appropriate), safety helmets, eye protection, respiratory protective equipment (RPE), hearing protection and disposable protective clothing.

5. Provision, maintenance and replacement

- PPE that is required will be provided free of charge to employees by Yenaa Housing.
- PPE will be maintained, cleaned, repaired or replaced as necessary to ensure continued effectiveness.
- Records of issued PPE and replacements will be maintained.
- Single-use PPE will be disposed of in line with waste procedures and COSHH requirements.
- For reusable RPE, appropriate cleaning, storage, inspection and fit-testing (where required) will be provided. Fit testing will be carried out in accordance with HSE guidance where tight-fitting respirators are used.

6. Training and information

- Employees will receive suitable information, instruction and training on: why PPE is needed; when and how to use it; limitations; inspection, cleaning and maintenance; storage and disposal.
- Training will be provided at induction, before using PPE for the first time and periodically or when changes occur.
- Competency of personnel who provide training, fit test RPE or maintain PPE will be assured.

7. Use, monitoring and enforcement

- PPE must be worn where risk assessments or safe systems of work require it.
- Managers will monitor compliance through supervision, inspections and audits.
- Non-compliance will be addressed through advice, re-training or disciplinary procedures where appropriate.

8. Compatibility, health and welfare considerations

- Where multiple items of PPE are required, compatibility will be assessed to ensure overall protection is not compromised.
- Medical conditions, allergies and pregnancy will be considered when selecting PPE; alternative provision will be made where standard PPE is unsuitable.
- Provision will be made for adequate welfare facilities for changing, cleaning and storing PPE.

9. Contractors and visitors

- Contractors must provide their own PPE when required by their risk assessment unless otherwise agreed in writing; Yenaa Housing may supply site-specific PPE where necessary.
- Visitors must comply with Yenaa Housing PPE requirements and will be given clear instructions and appropriate PPE where needed.

10. Record keeping and review

- Records: risk assessments, PPE issue logs, training, fit-testing, maintenance and inspections will be retained in accordance with Yenaa Housing record-retention policies.
- This policy and related procedures will be reviewed at least every two years or sooner following significant change, incident, new legislation, guidance or technology.

11. Incident reporting and continuous improvement

- Any incident, near miss or PPE failure must be reported promptly and investigated. Findings will inform corrective actions and updates to risk assessments and this policy.
