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| Name of staff member |  |

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| This checklist is intended to help managers comply with their responsibilities under the personal protective equipment regulations 1992. It looks at the work activity taking place, the suitability of the personal protective equipment (PPE) selected and how the use of the PPE is managed.  Managers are advised to complete this checklist when accompanying risk assessments from the KCC caretakers’ generic risk assessments have shown that PPE is required to protect an employee’s health and safety. The prompt sheet at the end of this checklist can be used to help identify the selection of PPE and how equipment should be maintained.  Remember, PPE should only ever be used as the last resort after other methods of protection have been considered. |

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| 1) Information about the activity | |
| Who is at risk? |  |
| What is the activity requiring PPE? |  |
| What hazards would use of PPE protect the user against?  E.g. burns |  |
| Part(s) of the body at risk |  |

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| 2) Suitability of PPE selected | |
| Can processes be changed to eliminate the need for PPE?  E.g. Less dangerous chemicals, improving methods of work |  |
| Is the PPE selected appropriate for the risks involved and the conditions at the place where exposure may occur? |  |
| Does the PPE selected prevent/adequately control the risks? |  |
| Can the PPE be adjusted to fit the wearer?  For respiratory protection face fit testing may be required to assure correct fit and seal. |  |
| What are the needs of the job and the demands it places on the wearer? E.g. length of time PPE needs to be worn, physical effort required for the job, visibility/communication requirements |  |
| If more than one piece of PPE is worn, are they compatible? |  |
| Have the user’s health conditions been taken into account as part of PPE selection?  E.g. Latex allergy |  |
| Does the PPE comply with UK legislation implementing EC directives concerning design and manufacture of PPE. (I.e. is it CE marked?) New equipment purchased from 1 January 2021 will need to be UKCA (UK Conformity Assessment) standard as opposed to CE marked. |  |
| Taking the above into account, which PPE has been selected?  (Including details of supplier) |  |
| 3) Management of PPE | |
| Training: Describe how employees who use PPE are provided with information, instruction and training on the correct use and care. |  |
| Supervision: Describe how managers/supervisors monitor employees to ensure PPE is used correctly. |  |
| Maintenance/replacement: Describe the system of maintenance and replacement in place for PPE, and how appropriate records of this are kept. |  |
| Storage: Describe suitable storage used for accommodation of PPE. |  |

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| 4) Remedial action | |
| Are any further actions required? If so, describe. |  |
| Date: |  |

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| 5) Assessor details | |
| Name of assessor(s) |  |
| Date: |  |
| Review date:  **Risk assessments should be reviewed on a regular basis or at least once a year.** |  |

Prompt sheet for PPE selection and maintenance

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| Area of body | Activity example | Type of protection | Selection advice | Maintenance advice |
| Head | * building work * roof work * work with potential for falling objects * work with potential for bumping head. | * safety helmets * hard hats * other hats. | * appropriate size for wearer * resistance to penetration * shock absorption * protection against electrical shock * compatibility with weather conditions * suspension system e.g. head band. | * not stored in direct sunlight or hot conditions * visual inspections before/after use * cleaning only with soap and water * replace if damaged/deteriorated or after manufacturer replacement date. |
| Eyes | * work with chemicals * woodwork * metalwork * use of powered tools. | * safety glasses * eye shields * face shields * goggles * visors. | * appropriate style of protection for task * splash protection * compatibility with prescription glasses * eye protection should be issued to each individual. | * storage in boxes/cases * visual inspections before/after use * cleaning of lenses with water * replace if scratched or pitted. |
| Respiratory | * woodwork * chemicals * confined spaces * gases * fumes. | * solid particles * liquid particles * vapour * gas. | * short-term usage only * correct filters required for specific hazards * face fit testing. | * safe disposal after use. |
| Feet | * building work * manual handling * work with chemicals * other maintenance work. | * steel-toed capped safety boots or shoes * steel midsole * gaiters. | * slip/chemical resistance * protection against falling objects * metal/chemical splash * compatibility with weather conditions * comfort considerations. | * cleaning * visual inspections before/after use * replace if worn or deteriorated. |
| Hands/arms | * manual handling * outdoor work e.g. gardening * work with chemicals * metalwork * infection control. | * gloves * gauntlets. | * protection against penetration * reaction with chemicals * thermal protection * possible skin sensitisation * metal/chemical splash * compatibility with weather conditions * refer to COSHH assessment for appropriate glove type. | * cleaning * visual inspections before/after use * replace if worn,deteriorated or contaminated * minimise contact with chemicals. |
| Body | * building work * work at height * outdoor work e.g. gardening * woodwork * metalwork. | * overalls/ aprons * fall restraint/fall arrest * visibility jackets. | * protection against hazardous chemicals * protection against dust * prevention/minimisation against a fall * thermal protection * compatibility with weather conditions. | * cleaning * visual inspections before/after use * replace if worn or deteriorated * minimise contact with chemicals * annual inspections by a competent person for fall arrest/restraint systems. |