
Summary This code of practice summarises the requirements for equipment that is intended to be worn for protecting the human body against one or more risks to health or safety.

Document Control

Document type	Code of Practice (CoP)
Document owner	Stephen Ansell, HRS Adviser
Document status (Draft / Final)	Final
Version	2C

This Safety Code of Practice explains what to do when personal protective equipment (PPE) is required for protecting the worker against a hazard to health or safety. This code applies to all staff; however it is of particular importance to those with management responsibilities and those who are responsible for undertaking risk assessments (e.g. research projects, student projects, or high risk tasks or areas) and who will need to consider PPE as a risk control measure. This Code is intended to help that the proposed work is undertaken safely and in accordance with legislation and good practice.

This Code of Practice of practices sets out the University arrangements to meet the Personal Protection Equipment at Work Regulations (1992) and the amendments of (2022), and other H&S legislation that specifies PPE requirements.

This Code of Practice applies to all work activities and all types of workplaces under the direct control of the University of Reading (UoR). This includes routine and non routine work, on or off as well as regular activities, teaching and practical classes, student projects, research work, all on campus activities. It applies to work on the following premises: UoR campuses (Greenlands, London Road, Whiteknights), the Bulmershe Pavilion, the UoR Boat House, Sonning and Hill Fams and non tenanted areas of IVSP. It also applies to off premises work that remains directly under the control of UoR. It applies to all staff, workers (i.e. Campus Jobs), students and visitors (including members of the public, volunteers, contractors) undertaking activities under the control of UoR.

This Code of Practice (CoP) should be read in conjunction with other topic specific CoPs and Safety Notes (SN), which may set out more specialised arrangements for personal protective equipment. For example, CoP 22 ultraviolet radiation, CoP 29 food safety and hygiene, CoP 42 noise at work, SN 55 eye protection. See all CoPs and SNs via the [H&S Service policies webpages](#).

Managers, supervisors and researchers are responsible for having suitable and sufficient risk assessment in place for activities under their control, according to the arrangements in **CoP 4 Risk Assessment**. The managers and supervisors are responsible for ensuring that any PPE (including RPE) is issued to those undertaking the activities prior to the work commencing either directly as personal issue (e.g. safety shoes) or as shared issue (e.g. disposable gloves). Managers and supervisors are also responsible for ensuring that information, instruction and training is given to wearers (staff, students, visitors) on the correct donning and doffing of the issued PPE, and for the repair or replacement of any defective or lost PPE, and arranging the correct disposal of any contaminated or defective PPE (see **CoP 45 on hazardous waste**). Where RPE use is identified in the risk assessment, managers and supervisors are responsible for arranging face fit testing (FFT) of the RPE before the activity starts.

Where managers, supervisors or researchers have been identified as responsible for managing specialised areas (e.g. labs, workshops, studios, plant rooms, roof spaces), they must complete a risk assessment of the area, and ensure the display of do or entry signage to specify any mandatory PPE requirements, and organise the supply of the mandatory PPE and to organise that information and instruction on its correct use is provided to all required to access the specialised space), so to facilitate safety.

The Face Fit Tester is responsible for performing a face fit test (FFT) of the wearer and the issued RPE to ensure adequate performance fit. Results from qualitative testing (disposable and half masks) performed by trained University staff must be recorded on a template FFT record form provided by HRS Services. Results from quantitative testing (full face masks) performed by an external contractor must be recorded in a report.

Health and Safety Coordinators (HSCs) are responsible for supporting risk assessors in identifying suitable and sufficient PPE standards where requested, and by seeking assistance from HRS Services when the PPE requirements are outside of their own competence range. The HSCs are responsible for helping arrange FFT of RPE with the competent local fit tester, or by seeking assistance from HRS Services to arrange FFT, and for assisting the H&S/F in keeping records of the FFT reports.

Health and Safety Services is responsible for reviewing and publishing this Code of Practice on Personal Protective Equipment and related Safety Notes on individual PPE categories. HRS Services will provide template do or signage for labs and workshops for communicating PPE requirements for entry, which can be adjusted to support the local area risk assessment (SN 57). HRS Services is responsible for providing learning materials on risk assessing Control of Substances Hazardous to Health (COSHH), biological safety and other topics, to support the learning needs of those assessing the PPE requirements and the HSCs, who are supporting the assessors locally. In response to requests from HSCs and H&S/F, HRS Services will provide formal HRS advice on interpreting legal requirements on risk assessment, specialist hazards and PPE, and by engaging with external contractors to support formal inquiries.

5.1 Assessment, specification, purchase, issue

Managers, supervisors and researchers must be competent to assess risks and have suitable and sufficient risk assessments in place for the work activities under their control (CoP 04). The

assessors should select control measures other than PPE first, following the hierarchy of control priority order (Eliminate, substitute, engineering controls, administrative controls, PPE). PPE may be then used in conjunction with the other controls to reduce any residual risks to as low as reasonably practicable (i.e. proportional risk reduction to time/effort/cost involved). There may be additional requirements for specific hazards that must be considered when assessing PPE requirements, and individual Codes of Practice (CoP) and Safety Notes (SN) should be consulted

clothing and equipment to prevent cross-contamination. Any suitable container (sealable bag or box) or stand (peg for overalls) can be used, provided it is suitable for the work area (building, vehicle, field work) and the environment and surrounding conditions (temperature, humidity, light, weather), and so that workers can identify their own personal issued PPE (i.e. their own safety shoes, their own HFT/PE). The wearers must also be provided with a means to clean any dirty or contaminated reusable PPE before storing, following the cleaning requirements specified in the PPE manufacturer's instructions.

The wearers should check their PPE is ready to use before wearing/using. They should check for any dirt or contamination, wear and tear, damage and faults, and confirm it is ready for use. Any issues must be reported to their manager or supervisor for organising corrective action before

competency. For the face fit test to be competent, they must have been trained by an accredited training provider (eg fit-2 fit scheme), and they should maintain competency by refreshment retraining every 3 years,

PPE specifications should be recorded in risk assessments, which should be retained for ten years by Schools and Functions. Specialised risk assessments may have specific retention periods and the topic specific Codes of Practice should be consulted, for example: COSHH (CoP 28), GMD (CoP 15), Radiation (CoP 16), Noise (CoP 42).

Health and Safety at Work Act Regulations (1974)

Management of Health and Safety at Work Regulations (1999)

Personal Protection Equipment at Work Regulations (1992)

Personal Protection Equipment at Work (Amendment) Regulation (2022)

Control of Asbestos at Work Regulations (2002)

Control of Lead at Work Regulations (2002)

Control of Noise at Work Regulations (2005)

Control of Substances Hazardous to Health Regulations (2002)

The Ionising Radiation Regulations (2017)

The Equalities Act (2010)

Version	Changes	Author	Approved by	Approval date	Published date
10		HSS	UHSWCom	November 1998	November 1998
20	Major rewrite	S. Ansell, HSS	UHSWCom	02/02/23	13/02/23