



Company
LJR Group Services Limited

Version	Review date	Reviewed by	Role
1.0	12th January 2025	Shaun Radcliffe	Director
	To be Reviewed date	Signature	Notes
	12th January 2026	<i>S A RADCLIFFE</i>	Version 1.0

PERSONAL PROTECTIVE EQUIPMENT POLICY

1. Introduction

The Personal Protective Equipment at Work Regulations 1992 (as amended) impose a duty on employers to provide, assess, maintain personal protective equipment (PPE) and instruct their employees in the correct use and storage of it. PPE is defined as “all equipment (including clothing affording protection against the weather) which is intended to be worn or held by a person at work, and which protects him against one or more risks to his health or safety”.

2. Aims of the policy

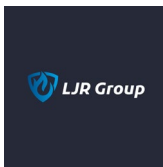
This Personal Protective Equipment policy aims to implement the correct procedures required for ensuring that PPE is issued and used in line with the Regulations.

3. The Policy

- 3.1 The directors of Any Company Limited (“the Company”) affirm that, in line with the HSE’s hierarchy of controls, personal protective equipment (PPE) is only to be used as the last resort to reduce exposure to workplace hazards to which the staff are exposed.
- 3.2 PPE will be provided by “the Company” free of charge to all employees upon request or after an assessment of need.
- 3.3 “The Company” shall ensure that all PPE is maintained in working order and in good repair. The Operations Director is responsible for overseeing the maintenance and stock levels.
- 3.4 Items of PPE required under the following Regulations are included in this Policy:
 - 3.4.1 Control of Noise at Work Regulations 2006
 - 3.4.2 Control of Asbestos Regulations 2012
 - 3.4.3 Control of Substances Hazardous to Health 2002
 - 3.4.4 Control of Lead Regulations 2002
- 3.5 This policy does not cover cycle and crash helmets.

4. Employee duty

- 4.1 All employees have a duty to take all reasonable steps to ensure that they do not place themselves or others at any health and safety risk.
- 4.2 All employees are required to fully co-operate with the Company by observing any procedures and policies that can be from time to time introduced with the aim of protecting the safety of staff and visitors.



5. Assessment, issuing and selection of PPE

- 5.1 The Operations Director is responsible for assessing the need for and suitability of any PPE that is to be issued.
- 5.2 So far as is reasonably practicable, the Company will ensure that the staff are involved in the PPE selection process to ensure maximum personal comfort.
- 5.3 PPE will be selected on its suitability for its intended use, effectiveness, comfort level and durability.
- 5.4 The issue of PPE should be recorded using a PPE Issue Record Sheet.
- 5.5 An individual PPE Issue Record sheet will be created for any staff upon request.
- 5.6 Any time an additional piece of PPE is issued, a PPE Issue Record Sheet needs to be signed by the individual receiving this item.

6. Storage of PPE

- 6.1 The Stock Controller is responsible for maintaining the storage of all PPE equipment.
- 6.2 All PPE is stored in the stock room and only the Stock Controller or Operations Director can access the PPE and issue it.

7. Damage to equipment

Any damage to PPE needs to be reported as soon as practicably possible by the user to Operations Director who shall then arrange for the replacement of the damaged PPE.

8. Training

- 8.1 The Operation Director is responsible for ensuring that all staff receive training on the use of the PPE issued to them and the instances in which it is required. The training will include demonstrations, where appropriate, to ensure that the PPE is used according to the manufacturer's instructions.
- 8.2 The Operations Director is responsible for keeping a record of PPE training received by staff.
- 8.3 The Operations Director is responsible for ensuring that safety signs are displayed in the premises where PPE must be worn at all times.