



Retail & London Property Management & Operations

## Personal Protective Equipment (PPE)

*Mandatory - August 2019*



**Landsec**  
**One Best**  
**Way**



## One Best Way

Essential information about our  
Health & Safety Standards.

### Retail & London Property Management & Operations

## Personal Protective Equipment (PPE)

### Overview

The purpose of this guidance is to set out the requirements for Personal Protective Equipment (PPE) when working on or visiting a Landsec site. This includes Mechanical, Electrical or Building Fabric (MEBF) teams, cleaning and security, as well as any Landsec employee as applicable.

### Guidance

PPE should be used as a last resort and in conjunction with other control measures. Wherever there are risks to Health & Safety that cannot be adequately controlled in other ways, the Personal Protective Equipment at Work Regulations must be adhered to.

At Landsec, we fully support the British Safety Industry Federation (BSiF) and its Registered Safety Supplier Scheme (RSSS) campaign. This requires both Landsec personnel purchasing PPE and our supply chain to only use PPE providers who are members of this scheme. See link to website ([www.bsif.co.uk](http://www.bsif.co.uk)) and registering for the scheme [www.registeredsafetysupplierscheme.co.uk](http://www.registeredsafetysupplierscheme.co.uk)





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### Risk Assessment Requirement

All employers are required to carry out a specific task/activity risk assessment that will identify and specify the PPE to be worn by their employees to protect against the risks associated with their work activities, as well as other control measures.

In addition, as a minimum standard, Landsec require all PPE worn to comply to the relevant British Standard. This includes:



### Head Protection

- BS EN 397 for industrial hard hats and EN 812 for bump caps
- Note: that use of a bump cap should always be adequately assessed to determine suitability
- Chin strap required for industrial hard hats when working at height (WAH)
- Head protection to be replaced immediately if damaged
- Users to be made aware of 5-year life expectancy of equipment from manufacture date
- Note: It is suggested that hard hats are replaced following any incident where head protection may have been compromised and every 2 years when they are exposed to high temperatures, extreme sunlight, harsh chemicals & adverse conditions.
- Hard hat colours are as follows; BLACK – supervisor, ORANGE – Slinger / Signaller, WHITE – Site manager / Competent Operative / Vehicle Marshal (distinguished by different coloured hi-vis vests), BLUE – All those coming to site that do not fall into the other categories.



### Protective Eyewear

- BS EN 166 for personal eye protection
- BS EN 166 for full face protection (visors) as well which may be required for specialist tasks (such as handling and use of certain COSHH items)
- The only exception to this requirement is spectacle wearers who are visitors or carrying out low risk activities. For prescriptive eye protection, please seek further advice from your H&S departments and company internal procedures
- Examples of activities that would require eye protection include but are not limited to;
  - Drilling
  - Work around pressure systems
  - Use of angle grinders
  - COSHH materials
- Note it is suggested that eye protection should be changed after incidents where the protection level may have been compromised.



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### Respiratory Protective Equipment (RPE)

- BS EN 149 for disposable respirators – please remember one shift only permitted
- All disposable masks must only be FFP3
- BS EN 140 for half and quarter face masks
- BS EN 136 for full face masks
- Please seek further specialist guidance surrounding correct selection and use of filters and alternative RPE such as powered assisted respirators and breathing apparatus (BA)
- If using RPE with tight fitting facepieces ensure adequate face fit testing is in place, including suitable maintenance and replacement
- It is best practice to repeat facefit testing on a regular basis



### Hearing Protection

- Hearing Protection
- BS EN 352 and associated series where required
- Check that sound attenuation is appropriate (SNR factor or similar)
- Appropriate risk assessment to determine the levels of protection required



### Harness & Lanyard

- Please refer to relevant standards when working at height and using different types of fall systems, ensuring they are specific to the task and environment, as per the risk assessment
- BS EN 361 full body harness
- BS EN354 lanyards
- Regular and thorough inspections of fall arrest systems must be completed in line with The Lifting Operations Lifting Equipment Regulations 1998 (LOLER)



### Protective Clothing

- BS ISO 20471 Clothing
- BS EN ISO 13998 aprons, trousers & vest protecting against cuts and stabs by hand knives.
- BS EN ISO 14605 Protective clothing against liquid chemicals
- Single use clothing must be marked DO NOT RE USE.
- Oily or greasy overalls must be disposed of and replaced.
- Review the task risk assessment/ method statement to determine the levels of protection required





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### High Visibility Clothing

- EN471 is the minimum standard to be adhered to for high visibility clothing.
- Must be worn primarily when there is an interface with moving vehicles to enable wearers to be easily identified by drivers of vehicles and operators of moving plant machinery.
- Working environment – Inside and outside.
- Must be kept clean. Dirty high visibility clothing must be discarded and replaced with new to ensure that visibility of the wearer remains adequate.
- The expected life of hi-vis garments is 6 months, but if it's not worn daily, it can last up to three years.



### Protective Gloves

To the relevant BS and specific to the task. Such as;

- BS EN 388 for mechanical protection (abrasions, cuts, tears & punctures)
- BS EN 374 for chemical hazards and micro organisms
- BS EN 407 for thermal hazards (hot works)
- The above is fulfilled by TRAFFIGLOVE system, although others are available. Always check the glove specification for protection level.
- Hand protection should be replaced after incidents where the protection level may have been compromised



### Protective Footwear

- EN ISO 20345:2011
- Impact resistant toe caps and pierce resistant midsole protection.
- Rigger boots are not a viable option for our type of work environment. Rigger boots were made for oil rig workers who were in danger of falling into large bodies of water, and, thus, needed a shoe that was easily removed. Due to the fact they offer little or no ankle support it is believed users are at an increased risk of sprained ankles, and other foot and ankle injuries. There is also a belief that the loose-fitting tops of Rigger Boots increase the risk of foreign objects and hazardous substances falling into the boot.
- Approximate life duration of safety footwear is 6-12 months. However, these must be changed after incidents where the protection level may have been compromised.







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### Action to be taken:

TBA

### Status:

Mandatory

### Further help & contacts:

If you need any further information or guidance please contact any member of the Health, Safety & Security (HSS) Team.

### This requirement includes employees, visitors and contractors

When specifying PPE requirements, it should be noted on the activity/task risk assessment or COSHH assessment the standard of PPE required including EN numbers where applicable.

### Consequences for offenders

We will monitor the compliance via our site assessments and site monitoring.

Employers who persistently fail to influence these PPE standards and behaviours amongst their workforce, including sub-contractors or self-employed workers, will be subject to consequences that may affect their approval status to operate on Landsec sites.

As per the PPE Regulations; no charge can be made for the provision of PPE which is used at work, and therefore all required PPE should be supplied by the employer.

### Other requirements to be aware of

#### Maintenance and storage

PPE must be properly looked after and stored when not in use, e.g. in a dry, clean cupboard. If it is reusable it must be cleaned and kept in good condition.

Think about:

- Using the right replacement parts which match the original, e.g. respirator filters
- Keeping replacement PPE available
- Who is responsible for maintenance and how it is to be done
- Having a supply of appropriate disposable suits which are useful for dirty jobs where laundry costs are high, e.g. for visitors who need protective clothing

Employees must make proper use of PPE and report its loss or destruction or any fault in it.

#### PPE inspections and record of issue

To ensure that PPE continues to provide protection an effective maintenance system should include the following:

- Examination – checking for faults, damage, wear and tear, dirt etc.;
- Testing – to ensure PPE is operating as intended

In general, PPE should be examined to ensure it is in good working order before being issued to the user. Such examinations should be carried out by appropriately trained staff. It should not be issued if found to be defective. Examinations should be at appropriate intervals, whether that be pre-use or periodic at set intervals. Where appropriate, records of tests and examinations should also be kept.

#### Disposal (environmental waste considerations)

PPE such as gloves, aprons and masks are single use items and should be disposed of after each activity. Waste/recycling companies offer a PPE recycling programs such as Veolia's High Temperature Incineration (HTI) offers a reliable and cost-effective solution. Veolia's HTI is authorised by the Environmental Agency (EA) under the Integrated Pollution, Prevention and Control (IPPC) provisions of the 1990 Environmental Protection Act. They also comply fully with the Waste Incineration and Industrial Emissions Directives, plus they are certified to the international standards for Quality and Environment, ISO 9001, ISO 14001 and ISO 45001.

### Guidance

- BOHS FACTSHEET - Respiratory Protective Equipment (RPE): Facial Hair and Face Masks [www.breathefreely.org.uk/assets/rpe-fact-sheet.pdf](http://www.breathefreely.org.uk/assets/rpe-fact-sheet.pdf)

# AspireAssist

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