

Personal protective equipment at work procedure

New policy number:	617
Old instruction number:	S010:b3
Issue date:	24 July 2008
Reviewed as current:	14 October 2025
Owner:	Assistant Director, Health and Safety
Responsible work team:	Health and Safety Services

Contents

1	Scope.....	2
2	References.....	2
3	Definitions	3
4	Responsibility	3
5	Guidance for introducing new or assessing current PPE.....	4
	Appendix 1 – PPE assessment form	6
	Document history.....	11

1 Scope

- 1.1 This policy applies to all employees (including cadets), operational, non-operational and volunteers when carrying out work on behalf of London Fire Brigade (LFB). It sets roles and responsibilities for identifying the need for personal protective equipment (PPE) in compliance with the requirements of the Personal Protective Equipment at Work (Amendment) Regulations 2022.
- 1.2 This policy sets out the roles and responsibilities when identifying or assessing new PPE for any task. It outlines the responsibilities of staff roles when identifying the required training, instruction and storage of PPE.
- 1.3 LFB has several operational PPE policies that are owned and managed by individual departments and sit outside this policy. If staff require specific operational PPE, this must be assessed in line with operational policies and procedures and mirror the process outlined below. PPE will not be considered suitable if:
 - It is inappropriate for the risk(s) involved and the conditions where exposure to the risk(s) may occur for the period for which it is worn.
 - The ergonomic requirements and the general state of health of the person(s) who will use it have not been taken into account.
 - It is not capable of being made to fit or adjusted to fit the wearer.
 - It does not control or prevent the risk(s) involved without increasing the overall level of risk.
 - It fails to comply with the requirements for testing and marking equipment suitable to be used as PPE.
 - It is incompatible with other items of PPE that need to be worn simultaneously.
- 1.4 Before PPE is considered for any staff group, an activity risk assessment must be completed. The completion of a risk assessment sits outside of this policy but is detailed in Policy number 0673 - Risk assessment procedure.
- 1.5 For the purpose of this policy, and in keeping with the regulations, PPE does not include:
 - Ordinary work clothes, corporate wear or uniforms which are not intended to protect the wearer's health and safety.
 - An offensive weapon intended for self-defence or as a deterrent.
 - Portable devices for detecting and signalling risks and nuisances.
 - Equipment used for protection while travelling on a road.
 - Equipment used during the playing of a competitive sport.
- 1.6 It should be noted, where regulations to manage high-risk hazards require specific PPE, LFB has policies in place to ensure the correct PPE is provided. These additional regulations include:
 - The Control of Lead at Work Regulations 2002.
 - The Ionising Radiations Regulations 1999.
 - The Control of Asbestos at Work Regulations 2012.
 - The Control of Substances Hazardous to Health regulations 2002 (as amended).
 - The Control of Noise at Work Regulations 2005.
- 1.7 This policy is not designed to guide staff on how to obtain replacement items of PPE.

2 References

- 2.1 It is the duty of the employer to "ensure, so far as is reasonably practicable, the health, safety and welfare at work of all his employees" under the Health and Safety at Work Act 1974. This legal requirement justifies the need for staff to be issued with sufficient and appropriate PPE.

2.2 LFB policies and procedures:

- Health and safety policy (Policy number 0597).
- Control of noise at work (Policy number 0213).
- Control of Substances Hazardous to Health Regulations 2002 policy (Policy number 0174).

2.3 This policy has been updated following the review of:

- The Health and Safety at Work etc. Act 1974, Sections 2, 3, 4, 6, 7, and 8.
- The Management of Health and Safety at Work Regulations 1999 and Approved Code of Practice L21.
- The Workplace (Health, Safety and Welfare) Regulations 1992, as amended by The Quarries, Miscellaneous Health and Safety Provisions Regulations 1995 and Approved Code of Practice and Guidance L24.
- The Personal Protective Equipment at Work Regulations 1992 (second edition 2005) (as amended) and Guidance L25.

3 Definitions

3.1 **Hazard** – Is a potential source of harm.

3.2 **Risk** – Is the likelihood that the harm from a particular hazard is realised.

3.3 **Risk assessment** – Is the qualitative or quantitative evaluation of the change that a hazard will cause harm.

3.4 **Personal protective equipment** – 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 them against one or more risks to their health and safety, and any addition or accessory designed to meet that objective.

4 Responsibility

Director/head of service

4.1 The director/head of service or a person nominated by the director/head of service is responsible for ensuring that the requirements of this procedure are implemented.

4.2 The director/head of service must ensure managers have sufficient resources, information and training to enable them to discharge their duty.

4.3 The director/head of service have the overall responsibility for coordinating the management of suitable and sufficient activity and PPE assessments and ensuring that any PPE identified achieves the relevant legislative requirements, prior to procurement.

Director/head of procurement

4.4 The director/head of procurement or a nominated person has the responsibility for ensuring that an activity risk assessment, PPE assessment form is provided prior to authorising the purchase of the identified PPE.

4.5 The director/head of procurement must ensure that PPE provided meets the relevant legislative requirements as identified in the activity risk assessment and PPE assessment form.

Managers

4.6 Managers must ensure employees wear PPE in accordance with information, instruction and training provided by LFB.

- 4.7 Managers must ensure that their employees have the appropriate PPE and/or equipment to undertake their role safely.
- 4.8 Managers must identify all activities which involve the use of PPE. This should be through the completion of an activity and/or PPE risk assessment. Managers must ensure that personnel under their control receive suitable information, instruction and training of the identified PPE.
- 4.9 Managers must ensure that individuals required to undertake an activity and/or PPE risk assessments have an appropriate level of training and sufficient knowledge. Managers shall support the risk assessment and PPE process, and, on completion, they are to verify that the identified hazards and controls are suitable and sufficient.
- 4.10 Managers should periodically review and audit any provisions given to their staff.

Employees

- 4.11 All employees must ensure PPE is worn in accordance with information, instruction and training provided by LFB.
- 4.12 All employees must identify when they require suitable PPE beyond the level already provided by the LFB. Once a gap in PPE requirements is identified, employees must work with their manager to address the shortfall in equipment for their role.
- 4.13 All employees must ensure their PPE remains in an efficient state, in efficient working order and in good clean repair. To achieve this they must inspect, maintain, service and use all items of PPE that they are provided with in accordance with any information, training and instruction that they have been given.
- 4.14 All employees are to ensure that they store and launder their PPE correctly, in accordance with training and instruction and in line with local arrangements, to prevent damage, loss or theft.
- 4.15 Any employees discovering an item of their PPE is defective, lost or stolen must inform their line manager, in accordance with the relevant reporting mechanism, immediately so that a replacement can be arranged.

Health Safety and Wellbeing Team

- 4.16 Where requested, Health Safety and Wellbeing are to ensure that competent advice is provided to ensure the suitability of PPE for the activity. It must consider if the equipment meets the requirements of the relevant legislation.

5 Guidance for introducing new or assessing current PPE

- 5.1 Before any item of PPE is procured, an assessment shall be completed that includes the following:
- Identification and assessment of the risk(s) that cannot be controlled by another means.
 - A definition of the characteristics the PPE must have in order to control the risk(s) that have been identified and assessed.
 - Identification and assessment of any risk(s) that might be created or increased by using the PPE.
 - A comparison of available solutions (where possible) to support the selection of PPE.
- 5.2 PPE assessments shall be reviewed if it is suspected they are no longer valid, or if there are significant changes with the risks or environment.
- 5.3 An LFB PPE assessment proforma is attached in Appendix 1 for individual items of PPE. When an assessment considers a range of interrelated items of PPE (e.g. structural firefighting PPE), a detailed PPE assessment must be completed. This proforma is also available in Templates and

Resources section within the Microsoft Windows Start menu. Staff must be within Citrix to access these documents.

- 5.4 Respiratory protective equipment used for fire and rescue service purposes will always require a detailed assessment which would be led by the relevant team. This would be supported by stakeholders and sits outside of this policy.
- 5.5 Before any item of PPE is supplied adequate provision must be made to ensure it can be maintained and replaced. Arrangements must be made to withdraw defective PPE from service and where necessary, PPE should be disabled to prevent it being inadvertently returned to service. Information, instruction and training must be provided to users to ensure they know how to care for PPE, how to inspect PPE, report defects and how to replace PPE.
- 5.6 Before any item of PPE is supplied, arrangements must be made to ensure it can be stored without it being affected by the environment (heat, cold, wet etc.), contamination by dirt or harmful substances can be adequately managed and that loss/theft while it is not in use is prevented. This includes all items of PPE (including spares and reserve stock), whether it is carried by the individual, stowed on an appliance or kept in a storage facility.
- 5.7 Before any item of PPE is supplied, information, training (including demonstrations of how it is worn) and instruction must be provided to users/technicians to ensure they know and understand:
 - The risk(s) that the PPE is intended to avoid or limit.
 - The purpose and circumstances in which the PPE is to be used.
 - The actions to be taken to inspect, test and maintain the PPE to ensure it is suitable for use and how to report defects and replace unserviceable PPE.
 - How to record the use, inspection, testing and servicing of PPE, as appropriate.
 - Information, training and instruction must be made available to all users and technicians.
 - Managers must ensure risk assessments are comprehensible and reviewed to ensure they remain current.
- 5.8 Records of all information, instruction and training in the use of the PPE that is given to cadets, volunteers and non-operational staff must be maintained by local management.
- 5.9 PPE should be monitored and inspected regularly in accordance with training and instructions given to the wearer. Managers should be made aware of any defects and are required to arrange suitable replacements. If the PPE is no longer required, managers are to ensure the return of PPE back into LFB stores.

Appendix 1 – PPE assessment form

SECTION A			
<i>Activities for which this PPE is required</i>			
<i>Summary of activities:</i>			
<i>Workplace(s) / locations</i>			
<i>Workplace/ location(s):</i>			
<i>Personnel involved:</i>		<i>Assessor's name:</i>	
<i>Date of assessment:</i>		<i>Post and department:</i>	
<i>Review period:</i>		<i>Signed</i>	

NOW COMPLETE THE CHECKLIST IN SECTION B - E

SECTION F			
<i>Solutions/control measures to reduce the risk of injury</i>			
1			
2			
3			
4			
5			
6			
7			
<i>Sections/departments to be sent copy of assessment:</i>			
<i>Operations</i> <input type="checkbox"/>	<i>Personnel & Training</i> <input type="checkbox"/>	<i>R&D</i> <input type="checkbox"/>	<i>Babcock Critical.</i> <input type="checkbox"/>
<i>HSS</i> <input type="checkbox"/>	<i>T&D</i> <input type="checkbox"/>	<i>Other:</i>	
<i>Other risks associated with the activity to be considered by sections/departments:</i>			

SECTION B		
Risk factors		YES /NO
R1	<i>Is the PPE required due to a new hazard, a significant change in a current risk assessment or a change to existing PPE?</i>	
	<i>If yes; please provide details.</i>	
R2	<i>Has a new risk assessment for the whole activity been carried out?</i>	
	<i>If yes; please provide details.</i>	
R3	<i>Is the PPE required in response to specific regulations) (e.g. noise, asbestos or COSHH)</i>	
	<i>If yes; stop and contact Health and Safety Services.</i>	
R4	<i>Can the risks be controlled by a safe system of work, or means other than PPE?</i>	
	<i>If yes; implement the safe system of work or means other than PPE, and complete section C.</i>	
R5	<i>Have the required characteristics of the PPE, necessary to control the risk(s) been identified – (not the circumstances of its use)?</i>	
	<i>If yes; please specify.</i>	
R6	<i>Where there is more than one option for a suitable item of PPE have other options been considered?</i>	
	<i>If yes; please provide details of any comparison separately. State here why this option has been chosen.</i>	
R7	<i>Will using this PPE increase another risk(s) or create a new risk(s) for the wearer/user?</i>	
	<i>If yes; please specify.</i>	

SECTION C		
PPE factors		
The EQUIPMENT		YES/ NO
P1	Is the PPE appropriate for the risk identified?	
	If yes; please specify.	
P2	Is the PPE appropriate for use in the anticipated location/workstation and conditions likely to be found there?	
	If yes; please specify.	
P3	Is the PPE appropriate for use for the anticipated period for which it will be worn?	
P4	Will the PPE restrict the user in any way or adversely affect their health or any medical condition?	
	If yes; please specify	
P5	Is the PPE manufactured in a sufficient range of sizes to take account of the range of wearers/users, including gender, or is it sufficiently adjustable to meet the needs of all those who might need to use it?	
	If yes; please specify	
P6	Is the PPE likely to make doing tasks while exposed to the risk more dangerous?	
	If yes; please reconsider R4 and specify	
P7	Is the PPE appropriate for the risk identified?	
	If yes; please specify	
P8	Is the PPE marked as suitable to control the risk(s) with either a CE or BS mark?	
	If yes; please specify the standard	
P9	Is the PPE compatible with all existing PPE that must be used at the same time?	
	If yes; please specify the other PPE	

SECTION D		
<i>The INDIVIDUAL</i>		YES/NO
M1	<i>Have arrangements been made to ensure the PPE can be inspected, cleaned and maintained by technicians and end users as appropriate?</i>	
	<i>If yes; please provide details</i>	
M2	<i>Have arrangements been made to ensure defective PPE can be withdrawn from service, and where necessary disabled before disposal?</i>	
	<i>If yes; please provide details</i>	
M3	<i>Have arrangements been made to ensure replacement PPE will be available to end users should it be required?</i>	
	<i>If yes; please provide details</i>	
M4	<i>Have arrangements been made to ensure the PPE can be held in readiness, transported to where it will be used and reserve stock stored without damage it?</i>	
	<i>If yes; please provide details</i>	
SECTION E		
<i>The LOAD</i>		YES/NO
I1	<i>Have end users received information, training and/or instruction on the purpose of the PPE?</i>	
	<i>If yes; please provide details</i>	
I2	<i>Have end users received information, training and/or instruction on the risks that will be limited or avoided by using the PPE?</i>	
	<i>If yes; please provide details</i>	
I3	<i>Have end users received information, training and/or instruction on the manner in which the PPE is to be used?</i>	
	<i>If yes; please provide details</i>	
I4	<i>Have technicians and end users received appropriate information, training and/or instruction to enable them to test, inspect, maintain, replace and withdraw from service the PPE?</i>	

	<i>If yes; please provide details</i>
--	---------------------------------------

<i>Notes about any risks not adequately controlled, or associated with this PPE not covered above</i>

NOW COMPLETE THE REMAINDER OF SECTIONS A AND F

Document history

Assessments

An equality, sustainability or health, safety and welfare impact assessment and/or a risk assessment was last completed on:

EIA	28/08/08	SDIA	H - 25/08/11	HSWIA	12/09/18	RA	
-----	----------	------	--------------	-------	----------	----	--

Audit trail

Listed below is a brief audit trail, detailing amendments made to this policy/procedure.

Page/para nos.	Brief description of change	Date
Throughout	Policy reviewed as current. Amendments made to the list of applicable regulations in section 3.	27/10/2014
Page 9	'Subjects list' table - template updated.	02/02/2015
Throughout	Policy reviewed as current. Minor amendments made to reflect the abolition of the London Fire and Emergency Planning Authority, now replaced with the London Fire Commissioner.	13/09/2018
Throughout	Policy reviewed as current and redrafted with amendments to every section.	14/10/2025

Subject list

You can find this policy under the following subjects.

Equipment - Protective	Health and safety at work
Protective clothing	

Freedom of Information Act exemptions

This policy/procedure has been securely marked due to:

Considered by: (responsible work team)	FOIA exemption	Security marking classification