



PPE Policy

Personal Protective Equipment ('PPE') is equipment which protects the user against health or safety risks at work. However, it must only be used as a last resort when no other means of control are available. It may include eye and face protection, hearing protection, head protection, respiratory protection, safety boots and gloves and any protection required where employees, volunteers or visitors have to work in adverse weather conditions.

Organisation Responsibilities

Managers are required to identify, assess and control the risks to which their employees or other persons are exposed to in the workplace.

Corn Close care Farm will provide adequate information, instructions and training to enable personnel to use the PPE correctly. This will include an explanation of the risks, why PPE is needed, how it should be used and any limitations in its use. Then monitor its correct use.

All PPE issued by Corn Close Care Farm will be checked before issue.

PPE will be provided free of charge to those who need it and suitable storage and cleaning facilities will also be provided.

Spare PPE is available on site and will be issued by the group leader or a member of staff.

Individual Responsibilities

Individuals must co-operate with group leaders/staff/volunteers by using the PPE provided in the correct and specified fashion. Staff/volunteers/visitors must not interfere with or compromise PPE provided for their safety or the safety of others.

Individuals should make a member of staff aware if their PPE needs replacement or changing.

It is the responsibility of the person to whom PPE is allocated, to ensure it is correctly stored and looked after.

Sub-contractors must use their own PPE.

What PPE might I need?

- Appropriate Footwear – to be worn at all times. Staff/visitors/volunteers may wear their own footwear as long as it is deemed appropriate by Care Farm staff. Sandals or open-toed shoes are not appropriate for wear around the farm. Boots or wellies are preferred.
- Appropriate clothing. Clothing with long trousers and sleeves is ideal and is recommended. Clothing needs to be appropriate to the weather conditions. Waterproof trousers and coats, hats and gloves are available for visitors to borrow if

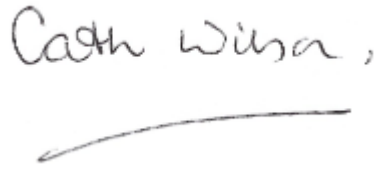
they do not have their own. Staff are issued with some logo-marked clothing, but are responsible for ensuring that they are dressed appropriately for the weather.

- Disposable gloves are available for activities where staff/volunteers/visitors require them.
- Hi-Vis vests or jacket – to be worn if walking on the road.
- Dust masks are available if staff/volunteers/visitors wish to wear them when in contact with hay/straw/shavings.
- Goggles may be worn for eye protection if needed.

Additional PPE may be required depending on the activity being undertaken. This will be risk assessed by the group leader.

Monitoring and Review:

The operation of this policy will be kept under periodic review and will revise and update whenever deemed appropriate and necessary to do so.

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| Date of policy | 29 th June 2021 |
| Review date | 28 th June 2022 |
| Name | Cath Wilson |
| Signed |  |
| Position | Manger |