

AYR UNITED FOOTBALL ACADEMY



POLICY **Personal Protective Equipment** **FOR** **VOLUNTEERS AND STAFF** **VERSION 1.3**

Passed by Board of Management
Review date
Last review
Next review

January 2013
January 2013
March 2023
March 2024

1. Purpose

- 1.1 To ensure that appropriate Personal Protective Equipment (PPE) is available and is correctly stored and maintained.
- 1.2 To ensure that personnel are adequately trained in the correct use of PPE, where required.

2. Definitions

- 2.1 'Personal Protective Equipment (PPE)' – includes a range of clothing and protective devices to protect the wearer from certain hazards. PPE includes such items as hard hats, respirators, safety boots, protective gloves, weatherproof clothing, coveralls, etc.

3. References

- 3.1 Health and Safety at Work etc. Act 1974
- 3.2 Management of Health and Safety at Work Regulations 1999
- 3.3 Personal Protective Equipment at Work Regulations 1992
- 3.4 Personal Protective Equipment Regulations 2002
- 3.5 Health and Safety (Miscellaneous Amendments) Regulations 2002

4. PPE Assessment and Management

- 4.1 All tasks which require PPE will be identified in the General Risk Assessments. It is recognised that PPE should be used as a last line of defence, acceptable only where elimination or substitution of the hazard, segregation or engineering controls, would not be reasonably practicable.
- 4.2 All PPE will be fit for purpose, properly cleaned, serviced and maintained, correctly stored and compatible with other PPE required to be worn. Where available PPE will be CE marked. To ensure that PPE is hygienic and otherwise free of risk to health, all such equipment will only be used by the individual to whom it is issued.
- 4.3 Personnel requiring to use PPE will be trained in its correct use (which will include demonstrations where deemed necessary) and in the appropriate procedures for reporting defects etc.
- 4.4 A register of all PPE, together with details of servicing, issue to personnel, repairs etc. will be kept on file by Kit Administrator.

SGB Equality Impact Assessment Template

	Name of Policy	Personal Protective Equipment (PPE)	
	Is this a new policy being developed or a review of an existing policy	New ☐	Review ☒
	Others involved in the assessment	None	
	Dates(s) of EIA	March 2023	
	What is the purpose and outcomes of the policy?	To provide staff with sufficient guidance regarding the use of PPE so that all enjoy the activities of the Academy safely	
	Who are the customers for this policy?	Staff / volunteers	
	How has equality been considered in the development / review of the policy so far?	This is fairly applied to all staff and to date there has been no consultation as the policy is led by a legislative need.	
	Who / what has driven this?	This is part of our annual review to ensure we have an Equality Impact Assessment on all policies	
	Why might it be important to consider equality and the protected characteristics?	Legally it is important for us to ensure we comply with best practice on the provisions with the Equality Act hence we do reflect annually on what might be best practice in its application.	
	What does the data tell you about your customers and about protected equality groups?	There is no data to reflect upon as there is a legal need to have this in place to protect staff and volunteers	
	What sources of data have you used?	None used nor gathered though an internet search was completed to conducted to find comparative data – none was found.	
	What do you need to know more about?	Nothing more as we comply with the issues around equalities and employment.	
	How could you find this out and who could help you?	N/A	
	Who have you consulted with from protected equality groups?	None	
	Who else could you consult with?	None	
	Who can help you with this?	All staff and volunteers who have use or have issues with this policy	

	How does the policy contribute to the SGBs strategic equality objectives?	Ensures compliance with both the law and the public sector equality duty for each of the local authorities and the governing body of the sport of football		
	How could it be revised or changed to contribute more?	The opportunity to ensure it is embedded in training, reviews of its practice and specific reports to those authorities who request it.		
	How will you monitor and evaluate the policy?	The policy shall be renewed annually		
	Action		Timescale	Responsibility
	Review and suggests specific training for staff		March 2024	EIA Lead Officer
	Reviews of its practice at annual review		March 2024	EIA Lead Officer
	Commit to respond to specific reports to those authorities who request it on the implementation of the Employment legislation associated in the Equality Act 2010		As required	EIA Lead Officer
	Sign off			
	Signed by Policy Lead David White		Date	March 2023
	Signed by EIA Lead Officer Donald C Stewart		Date	March 2023

Ayr United Football Academy Data Protection Impact Assessment

Policy	Personal Protective Equipment
Date of assessment	March 2023
Author	Donald C Stewart
Legacy	None

DPIA process checklist

	Done?
We describe the nature, scope, context and purposes of the processing.	N/A
We ask our data processors to help us understand and document their processing activities and identify any associated risks.	N/A
We consider how best to consult individuals (or their representatives) and other relevant stakeholders.	N/A
We ask for the advice of our data protection officer.	N/A
We check that the processing is necessary for and proportionate to our purposes and describe how we will ensure data protection compliance.	N/A
We do an objective assessment of the likelihood and severity of any risks to individuals' rights and interests.	N/A
We identify measures we can put in place to eliminate or reduce high risks.	N/A
We record our decision-making in the outcome of the DPIA, including any difference of opinion with our DPO or individuals consulted.	N/A
We implement the measures we identified and integrate them into our project plan.	N/A
We consult the ICO before processing, if we cannot mitigate high risks.	N/A
We keep our DPIAs under review and revisit them when necessary.	YES