

Personal Protective Equipment (PPE) Policy

Primrose Weddings & Events Ltd | trading as Funky Fridays / Harrogate Food & Drink Co / Trufflehunters / Tasty Birds

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Owner	Operations Director
Applies to	All operations — kitchens, bars, service points, build & breakdown, transport, food preparation

1. Purpose

This policy sets out our approach to selecting, providing, maintaining and using Personal Protective Equipment (PPE). PPE is the last line of defence in our risk-control hierarchy; we eliminate or engineer out hazards wherever reasonably practicable before relying on PPE.

2. Legislation

- Personal Protective Equipment at Work Regulations 1992 (as amended 2022 to extend duties to "limb (b)" workers — casuals, agency, gig workers)
- Health & Safety at Work Act 1974
- Management of Health & Safety at Work Regulations 1999
- Control of Substances Hazardous to Health Regulations 2002 (COSHH) — see **COSHH Assessment**
- Manual Handling Operations Regulations 1992 — see **RA-006**
- Food Safety Act 1990 (for hygienic PPE — whites, hats, gloves)

3. Responsibilities

Role	Responsibility
Operations Director	Ensures PPE budget, selection by competent assessment, and policy review.
Site Manager / Head Chef	Issues PPE on-shift; checks staff are wearing it correctly; replaces damaged or contaminated PPE immediately.
All staff	Wear the PPE provided for the task. Inspect before use. Report damaged or missing PPE before starting work. Do not modify PPE. Return at end of shift if shared item.

4. PPE Provided — by Task

Task / Setting	PPE Provided (at no cost to the employee)	Standard / Notes
Kitchen — general food prep	Chef's whites, apron, hairnet / chef's hat, slip-resistant footwear, disposable nitrile gloves (powder-free)	Whites laundered between shifts; gloves changed between tasks per HACCP.
Raw meat / fish / poultry handling	Disposable apron over whites, dedicated colour-coded gloves, cut-resistant glove on the non-knife hand	Cut-resistant glove — EN 388 cut level 5 minimum.
Hot cooking — fryers, grills, big pan, rotisserie, hog roast	Long-sleeve whites, heavy-duty oven gloves, eye protection where splash hazard, side-towels (not damp cloths)	Wet chemical extinguisher within 3 m of any fryer.
Service / FOH / bar	Branded uniform, apron, slip-resistant footwear, disposable gloves where touching ready-to-eat food	Bar staff — no open-toed shoes.
Build / Break / heavy lift	Hi-vis vest (EN ISO 20471), safety boots (steel toe-cap, S3), gloves (EN 388), hard hat where overhead work or in proximity to lifting	Hi-vis mandatory in all back-of-house compounds during build / break.
Generator / loud equipment area	Disposable earplugs or ear defenders (EN 352-2 / 352-1, SNR ≥ 25 dB)	Provided at the FOH bench; mandatory within 2 m of any running generator.
COSHH chemicals — cleaning, sanitiser, degreaser	Nitrile chemical gloves, splash apron, safety glasses where decanting	See COSHH Assessment for product-specific PPE.
Outdoor working (build days, long service)	Branded weatherproofs, sun hat, sun-cream (SPF 30+), hydration provided free	Sun & heat — see RA-002 Outdoor Events.
Manual handling — heavy lift	Gloves, back-support training (not back belts), trolley	Two-person lift policy on anything >25 kg or awkward.

5. Selection & Suitability

- PPE is selected against the risk assessment for the task. CE-marked / UKCA-marked items only.
- Where multiple items are worn together (e.g. cut glove + nitrile over the top), compatibility is checked at issue.
- Sizes provided to fit the wearer — staff are not expected to make do with one-size-fits-all.
- Where an employee's religious or cultural dress affects PPE choice, a competent assessment is made to find a workable alternative (e.g. compatible head covering).

6. Inspection, Maintenance & Storage

- Staff visually inspect PPE before each use; damaged items are replaced before starting work.
- Single-use items (gloves, hairnets, ear plugs) are not reused.
- Reusable items (whites, boots, hi-vis, ear defenders, oven gloves) are stored clean and dry between shifts.
- Cut-resistant gloves and ear defenders are inspected weekly during peak season; logged.

7. Training

- Issue and correct use of PPE is covered at induction.
- Task-specific PPE is covered in the toolbox talk before every event.
- Manual-handling training (RA-006) is refreshed annually for staff doing build / break / delivery duty.

8. Non-Compliance

Refusing to wear required PPE is a safety breach and is treated as a disciplinary matter. The first instance is a verbal warning and re-briefing; repeated refusal is escalated under the company disciplinary procedure.

9. Reporting Issues

Staff report any of the following to the Site Manager or Operations Director immediately:

- PPE not available, wrong size, or damaged
- PPE not fit for the task (uncomfortable, restricts vision, slips off)
- An incident or near-miss where PPE failed or was not worn

10. Review

This policy is reviewed annually, after any reportable incident involving PPE, or upon any change in legislation, equipment or service-type.