

The Newcastle upon Tyne Hospitals NHS Foundation Trust

Personal Protective Equipment Policy

Effective: October 2010

Review: October 2012

1. Introduction

The Trust will provide Personal Protective Equipment (PPE) when the risk presented by a work activity cannot be adequately controlled by other means. All reasonable steps will be taken by the Trust to secure the health and safety of employees who work with PPE.

It is the intention of the Trust to ensure, through the proper use of this equipment, that any risks are reduced to a minimum. Whilst it is generally recognised that the use of PPE can be undertaken without undue risks to health, it is appreciated that some employees may have genuine reservations and concerns. The Trust will seek to give information and training to enable a fuller understanding of these issues.

The implementation of this policy requires the total co-operation of all management and staff. There will be full consultation with employee representatives through existing channels of communication.

2. Definition

PPE is defined in the Personal Protective Equipment at Work Regulations 1992 as '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 the wearer against one or more risks to their health or safety, and any addition or accessory designed to meet that objective.' E.g. safety helmets, gloves, eye protection, high visibility clothing and safety footwear. When choosing general footwear that may have an impact on general safety but has not been identified as PPE, please refer to the Dress, Appearance & Uniform Policy.

Hearing protection and respiratory protective equipment provided for most work situations are not covered by these regulations because other regulations apply to them. However, both hearing and respiratory protective equipment need to be compatible with any other PPE provided.

The regulations require the Trust to ensure the following:

- An assessment of proposed PPE is carried out to determine whether it is suitable.
- All necessary measures to remedy any risks found as a result of the assessment are undertaken.
- That where two (or more) items of PPE are used simultaneously, these items are compatible and are as effective together as they are separately.

- Adequate accommodation for correct storage of the PPE is provided.
- Steps for the maintenance, cleaning and repair of PPE are implemented.
- Staff are trained in the safe use of PPE for all risks within the organisation.
- PPE provided to meet a statutory obligation is replaced as necessary and at no cost to the employee.
- Every employee is informed of the risks and possible H&S implications if PPE is not worn.
- PPE is reassessed as necessary if substances used or work processes change.
- Managers are aware of their responsibility for maintaining stocks of PPE.

3. Employee's Duties

Under section 7 of the Health & Safety at Work Act 1974, employees have a duty to take reasonable care of their own health and safety and that of others who may be affected by their activities at work. They also have a duty to co-operate with their employer to enable the employer to comply with health and safety duties. The Personal Protective Equipment at Work Regulations 1992 requires employees to make full and proper use of any personal protective equipment (PPE) which is provided in accordance with instruction and training received. The employee also has a duty to take reasonable care of the PPE by; cleaning and examining it as appropriate, reporting to the employer if the equipment is defective in any way or if there is any loss and to store it safely after use in the accommodation provided.

4. Protocol

Within all Wards and Departments a COSHH and Risk Assessor should be appointed. Training will be given to assessors to prepare them to assess the need for PPE where necessary and to take appropriate action in conjunction with the Manager to reduce any possible risks within their department.

5. Procedures for Dealing with Health and Safety Issues

Where an employee raises a matter related to health and safety in the use of PPE, the Trust will:

- Take all necessary steps to investigate the circumstances.
- Take corrective measures where appropriate.
- Advise the employee of action taken.

Where a problem arises in the use of PPE the employee must:

- Inform a supervisor or manager immediately
- In the case of an adverse health condition, advise the Occupational Health department and his or her own general practitioner.

6. Information and Training

The Trust will give sufficient information, instruction and training, including demonstrations in the wearing of PPE, to ensure the health and safety of workers using PPE. In addition to staff in direct employment this includes; temporary staff, work experience placements within the Trust and contractors. Managers and supervisors who are responsible for users of PPE must also receive appropriate training.

7. Safe System of Work

The use of PPE is an important means of controlling risks involved in various work activities. To ensure that it is effective, it is necessary to follow the manufacturer's and employer's instructions on its correct use. When using PPE the wearer should:

- Ensure that protective clothing fits properly and can be adjusted so that it is comfortable when working.
- Make sure that the PPE is functioning correctly before use in specified work activity: If in any doubt, report the suspected defect.
- When using two (or more) types of PPE together, ensure that items are compatible when used together and their combined use does not reduce their effectiveness.
- Report symptoms of discomfort or ill health immediately.
- Inform the employer of any training needs.

8. Monitoring

The person responsible for the monitoring, use, condition and suitability of PPE will be the Departmental Manager. Compliance with the policy will be monitored through the health and safety Compliance Audit Tool, which will be undertaken on a quarterly basis by the health and safety department.

9. Other Regulations to Consider:

Control of Substances Hazardous to Health Regulations 2002

Control of Asbestos Regulations 2006

Control of Noise at Work Regulations 2005

Ionizing Radiations Regulations 1999

10. Associated References

Health & Safety at Work Act 1974

Management of Health & Safety at Work Regulations 1992

Personnel Protective Equipment at Work Regulations 1992

Author: Health & Safety Adviser, Health & Safety Department

THE NEWCASTLE UPON TYNE HOSPITALS NHS FOUNDATION TRUST
IMPACT ASSESSMENT – SCREENING FORM A

This form must be completed and attached to any procedural document when submitted to the appropriate committee for consideration and approval.

Policy Title:	Personal Protective Equipment Policy	Policy Author:	Ian Gaffney, Health and Safety Advisor
		Yes/No?	You must provide evidence to support your response:
1.	Does the policy/guidance affect one group less or more favourably than another on the basis of:		This policy does not discriminate against any individual group on the basis of race, ethnicity, nationality, gender, culture, religion, sexuality, age or disability
	• Race	NO	
	• Ethnic origins (including gypsies and travellers)	NO	
	• Nationality	NO	
	• Gender	NO	
	• Culture	NO	
	• Religion or belief	NO	
	• Sexual orientation including lesbian, gay and bisexual people	NO	
	• Age	NO	
	• Disability – learning difficulties, physical disability, sensory impairment and mental health problems.	NO	
2.	Is there any evidence that some groups are affected differently?	NO	
3.	If you have identified potential discrimination, are any exceptions valid, legal and/or justifiable?	N/A	
4(a).	Is the impact of the policy/guidance likely to be negative? <i>(If “yes”, please answer sections 4(b) to 4(d)).</i>		
4(b).	If so can the impact be avoided?		
4(c).	What alternatives are there to achieving the policy/guidance without the impact?		
4(d)	Can we reduce the impact by taking different action?		

Comments:	Action Plan due (or Not Applicable):

Name and Designation of Person responsible for completion of this form:Ian Gaffney, Health and Safety Advisor..... Date: 20/08/2010.....

Names & Designations of those involved in the impact assessment screening process:Health and Safety Advisor.....

(If any reader of this procedural document identifies a potential discriminatory impact that has not been identified on this form, please refer to the Policy Author identified above, together with any suggestions for the actions required to avoid/reduce this impact.)

For advice on answering the above questions please contact Helen Lamont, Director of Nursing, or, Christine Holland, Senior HR Manager. On completion this form must be forwarded electronically to Steven Stoker, Clinical Effectiveness Manager, (Ext. 24963) steven.stoker@nuth.nhs.uk together with the procedural document. If you have identified a potential discriminatory impact of this procedural document, please ensure that you arrange for a full consultation, with relevant stakeholders, to complete a Full Impact Assessment (Form B) and to develop an Action Plan to avoid/reduce this impact; both Form B and the Action Plan should also be sent electronically to Steven Stoker within six weeks of the completion of this form.