

Personal Protective Equipment (PPE) Policy

Name	PPE Policy
Summary	The purpose of this document is to provide general policy guidance on safe working practices involving the selection, use and storage of PPE by employees of the Golden Jubilee Foundation (GJF).
Associated Documents	Health and Safety Policy
Target Audience	All staff of GJF
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Approving committee/group	Health and Safety Committee
Document Lead	David Wilson (H&S)
Document Author (if different)	

The Golden Jubilee Foundation is the new brand name for the NHS National Waiting Times Centre. Golden Jubilee National Hospital Charity Number: SC045146

Golden Jubilee Foundation Values Statement

What we do or deliver in our roles within the Golden Jubilee Foundation (GJF) is important, but the way we behave is equally important to our patients, customers, visitors and colleagues. We know this from feedback we get from patients and customers, for example in “thank you” letters and the complaints we receive.

Recognising this, the GJF have worked with a range of staff, patient representatives and managers to discuss and promote our shared values which help us all to deliver the highest quality care and service across the organisation. These values are closely linked to our responsibilities around Equality.



Valuing dignity and respect
A can do attitude
Leading commitment to quality
Understanding our responsibilities
Effectively working together

Our values are:

- Valuing dignity and respect.
- A ‘can do’ attitude.
- Leading commitment to quality.
- Understanding our responsibilities.
- Effectively working together.

Our policies are intended to support the delivery of these values which support employee experience.

PPE Policy

1. Introduction and policy statement

The Personal Protective Equipment at Work Regulations 1992 are in place to protect workers from injury or sickness caused by their work activities where other controls have not been available.

Personal Protective Equipment (PPE) is defined as '*all equipment 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 or safety*' e.g. safety helmets, gloves, eye protection, high visibility clothing, safety footwear and safety harnesses.

The Golden Jubilee Foundation (GJF) will provide suitable PPE when the risk cannot be eliminated or adequately controlled by other means. The Board will also ensure that PPE is properly maintained and that employees are provided with adequate information, instruction and training in its use.

2. Scope

This policy applies to all staff of the GJF.

This policy has been written taking into consideration the needs of all diversity groups.

3. Objectives

The objectives of this policy are:

- To help ensure that the GJF is complying with the statutory requirements for PPE as set down in the Personal Protective Equipment at Work Regulations 1992.
- To provide guidance to managers and employees to enable them to comply with their duties under the PPE Regulations and other relevant legislation
- To encourage full reporting and recording of all adverse incidents relating to PPE;
- To ensure that staff receive training and guidance in complying with current legislation;
- To ensure best practice is regularly promoted and monitored.

4. Arrangements

4.1 Risk Assessment

There is a general requirement under the Management of Health and Safety at Work Regulations 1999 to document the significant findings of risk assessments for any work activity that poses a hazard/risk. This requirement is reiterated in the PPE Regulations; however, there is no requirement to carry out a separate 'PPE Risk Assessment' as the provision of PPE should be included within the risk assessment of the work activity.

In gathering information for an assessment, managers may need expert advice which can be sought from the Health and Safety Manager.

4.2 Developing a Safe System of Work

Safe systems of work are 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. The following procedures should be observed when using PPE:

- Ensure that protective clothing fits properly and adjust PPE 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 the combined use does not reduce their effectiveness.
- Report symptoms of discomfort or ill health immediately.
- Inform the employer of any training needs.

The PPE Regulations are concerned with protecting workers, however in the Health Service PPE is used to also protect the health and safety of patients as well as staff.

Gloves and aprons are the most frequently used items of PPE in clinical settings, which are used to protect both the staff and the patient from infection.

Other items of PPE such as goggles, high visibility jackets, ear defenders or hard hats should be inspected to ensure their suitability, including appropriate fit and should be cleaned, maintained and replaced as necessary.

4.3 Contractors

There is a requirement for contractors to supply the Board with information on the work they are carrying out. Managers who appoint contractors must ensure that the contractors have sufficient procedures in place to safeguard their employees by the provision and enforced use of PPE. This requirement is included in the

specification document disseminated to contractors as part of their selection process and via site induction.

5. Roles and responsibilities

5.1 The Chief Executive is responsible for:

- Ensuring there are arrangements for identifying, evaluating and managing risk associated with PPE;
- Ensuring that adequate resources are made available to implement the policy.
- Ensuring that there are arrangements for monitoring the implementation and effectiveness of the policy.

5.2 Department Managers are responsible for:

- Ensuring PPE requirements are considered when risks are assessed;
- Ensuring suitable PPE is provided and made accessible to all relevant employees;
- Ensuring PPE is properly stored, maintained, repaired and replaced when necessary;
- Ensuring adequate provision of information, instruction and training to those who require PPE;
- Ensuring PPE provided is used properly;
- Ensuring any injuries, ill health or adverse incidents relating to the use of PPE are reported;
- Ensuring special arrangements are made, where necessary, for individuals with health conditions that could affect the use of PPE.

5.3 Employees are responsible for:

- Using PPE provided properly whenever it is required;
- Attending and complying with relevant information, instruction and training provided;
- Checking the condition of PPE;
- Storing, cleaning and maintaining their PPE to an appropriate standard;
- Reporting losses, defects or other problems with PPE to their manager;
- Reporting any personal conditions that may affect their ability to use PPE.

6. Monitoring and review

The Health and Safety Committee shall ensure that this policy is reviewed once every three years or after:

- a) Any significant changes in working practices

- b) Any changes in statutory legislation or Board requirements
- c) An incident occurs that requires improvement in practice.