



# Leicester Event Medical LTD

## Personal Protective Equipment (PPE) Procedure

### **DOCUMENT PROFILE**

**Purpose of the document:** Procedure for use, procurement and storage of Personal Protective Equipment within the Leicester Event Medical.

**Author/Reviewer:** C.Johnston. To be reviewed by December 2019.

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**Document Status:** Final

Date	Author/Contributor	Amendment Details

## 1. Introduction

The Personal Protective Equipment (PPE) Regulations 2002 set out requirements for the provision, maintenance and suitability of PPE. PPE includes protective clothing such as aprons, gloves, safety footwear, head and eye protection, high visibility jackets, etc. Activities requiring the use of PPE are by definition hazardous, and hence the activity must be the subject of a risk assessment under the Management of Health and Safety at Work Regulations 1999. This procedure should also be read in conjunction with the infection control procedure,

Personal Protective Equipment is equipment which is intended to be worn, or held by a person at work which can protect against one or more risks, to their health and safety.

## 2. Scope

This procedure applies to all LEM employees when required to use PPE. The procedure will apply to all PPE that is purchased, loaned, hired or provided for evaluation or trial.

### 3. Objectives

1. To ensure that all PPE is suitable for its intended purpose, and does not present any foreseeable health and safety risks to employees.
2. To ensure all PPE is suitable and assessed by the Vehicle Working Group (VWG) or the Clinical Equipment Working Group (CEWG), as appropriate, prior to any recommendation to purchase.

### 4. Responsibilities

- 4.1 The Managing Director has overall responsibility of Health and Safety and implementation of this procedure.
- 4.2 Line managers have the responsibility to implement this procedure in their area of responsibility. All PPE must be authorised for use by the Equipment Working Group. Line managers must also ensure that PPE is correctly used, maintained, periodically inspected for expiry date compliance and replaced as required.
- 4.3 Employees have the responsibility to ensure that PPE provided to them is used in line with their dynamic risk assessment and provided training. Any loss or defect of PPE must be notified as soon as possible to their line manager. All non-disposable PPE provided to staff such as stab resistant vests (A&E Staff), uniform, high-visibility jackets etc. remain the property of LEM. All PPE must be returned to the employee's line manager prior to the staff member leaving the Company. Failure to return all such items may be viewed by the Company as theft and may lead to criminal investigation.
- 4.5 Staff should review and monitor PPE expiry dates highlighted on equipment. Any equipment that is identified as being close to or beyond its expiry date must be brought to the line manager's attention.
- 4.6 The VWG or the CEWG, as appropriate, are responsible for assessing all PPE prior to recommending its selection.
- 4.7 The Health, Safety and Security dept is responsible for monitoring any identified reported incident trends and reporting these to the VWG or CEWG, as appropriate, and Corporate Health & Safety Committee.

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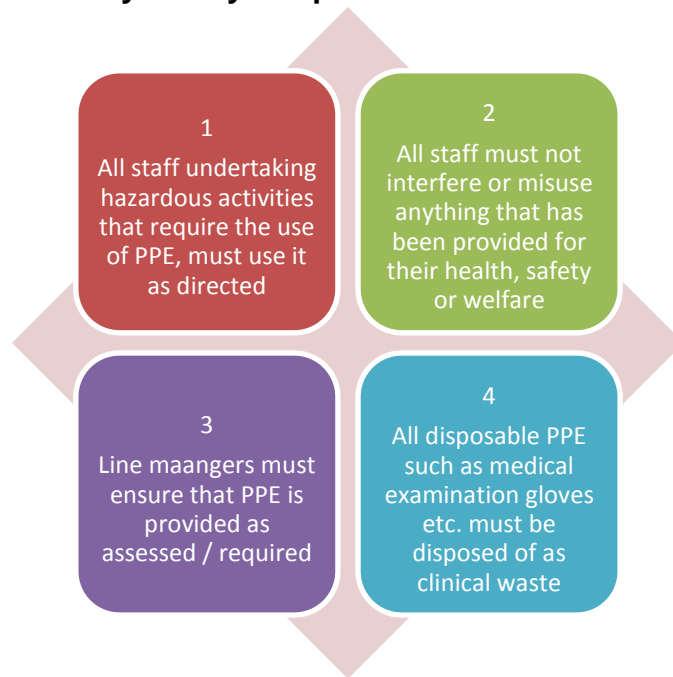
## 5. Definitions

- 5.1 PPE is defined as equipment and clothing that is intended to be worn or held by a person at work, and which affords protection against one or more risks to their health and safety. This includes clothing designed to protect against adverse weather conditions.
- 5.2 Dynamic risk assessment is defined as considering all foreseeable hazards arising from all activities and processes present, as well as any hazard relating to the immediate physical workplace (eg. Poor lighting, restricted headroom). Staff should undertake an assessment in the use of the correct PPE to protect them against any identified hazard.

## 6. Selection Processes

- 6.1 PPE will be risk assessed and evaluated by either the VWG or CEWG, as appropriate, at the following points during the selection process:
  - 6.1.1 Prior to trial or use of it
  - 6.1.2 During the period of the trial
  - 6.1.3 At the end of the trial a detailed evaluation report will record the findings.

## Summary of Key Responsibilities under HS007



IMPLEMENTATION PLAN	
<b>Intended Audience</b>	All LEM Staff who are responsible for or use PPE.
<b>Dissemination</b>	Available to all staff on salus and to the public on the LEM website.
<b>Communications</b>	Revised Procedure to be announced in salus and a link provided to the document.
<b>Training</b>	Line managers attend mandatory health and safety training that includes policy and procedure awareness.  Training is provided to all relevant staff in the use of PPE during initial training and Core Skills refresher training (operational staff). Non-operational staff such as fleet workshops receive periodic refresher training. Any other non-operational staff required to use PPE will receive local training through their line manager or at their local induction.
<b>Monitoring:</b>	

Aspect to be monitored	Frequency of monitoring AND Tool used	Individual/ team responsible for carrying out monitoring AND Committee/ group where results are reported	Committee/ group responsible for monitoring outcomes/ recommendations	How learning will take place
Frequency, Type and Severity of PPE related incidents	Quarterly review of incident reports to identify trends and reporting of the numbers of incidents.	Health, Safety and Security Team report to the Area Quality / Area Health and Safety Committees	Corporate Health & Safety Committee	Learning disseminated via Corporate Health and Safety Committee