



London Ambulance Service **NHS**
NHS Trust

Personal Protective Equipment (PPE) Procedure

DOCUMENT PROFILE and CONTROL.

Purpose of the document: Procedure for use, procurement and storage of Personal Protective Equipment within the London Ambulance Service NHS Trust.

Sponsor Department: Health, Safety and Risk

Author/Reviewer: Snr Health & Safety Advisor. To be reviewed by March 2015.

Document Status: Final

Amendment History			
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17/05/12	2.1	IG Manager	Update following approval.
20/01/12	1.5	IG Manager	Document Profile & Control update
03/03/11	1.4	Senior Safety and Risk Advisor	Implementation Plan
22/12/10	1.3	Senior Safety and Risk Advisor	Revisions
05/10/10	1.2	Administration Manager, Safety and Risk	Purpose, Scope, Monitoring and general clarification
17/03/10	1.1	Safety and Risk Adviser	

***Version Control Note:** All documents in development are indicated by minor versions i.e. 0.1; 0.2 etc. The first version of a document to be approved for release is given major version 1.0. Upon review the first version of a revised document is given the designation 1.1, the second 1.2 etc. until the revised version is approved, whereupon it becomes version 2.0. The system continues in numerical order each time a document is reviewed and approved.

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Links to Related documents or references providing additional information		
Ref. No.	Title	Version
	Personal Protective Equipment Regulations 2002	
	Management (Health and Safety at Work) Regulations 1999	

Document Status: This is a controlled record as are the document(s) to which it relates. Whilst all or any part of it may be printed, the electronic version maintained in P&P-File remains the controlled master copy. Any printed copies are neither controlled nor substantive.

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 be read in conjunction with the infection control procedure, TP027.

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 LAS 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 assessed by the Equipment Working group prior to its recommendation to purchase.

4. Responsibilities

- 4.1 The Director of Human Resources and Organisational Development 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 complex/dept. 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 dynamic risk assessment and provided training. Any loss or defect of PPE must be notified to their line manager. All non disposable PPE provided to staff such as stab resistant vests (A&E Staff), uniform,

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high-visibility jackets etc. remain the property of the LAS and must be returned to their line manager prior to the staff member leaving the Trust.

- 4.5 Staff should monitor PPE expiry dates highlighted on equipment is adhered to. 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 Equipment Working group (EWG) is responsible for assessing all PPE prior to recommending its selection.
- 4.7 The Health, Safety and Risk dept has responsibility for monitoring and reporting any identified incident trends to the EWG and CH&SG.

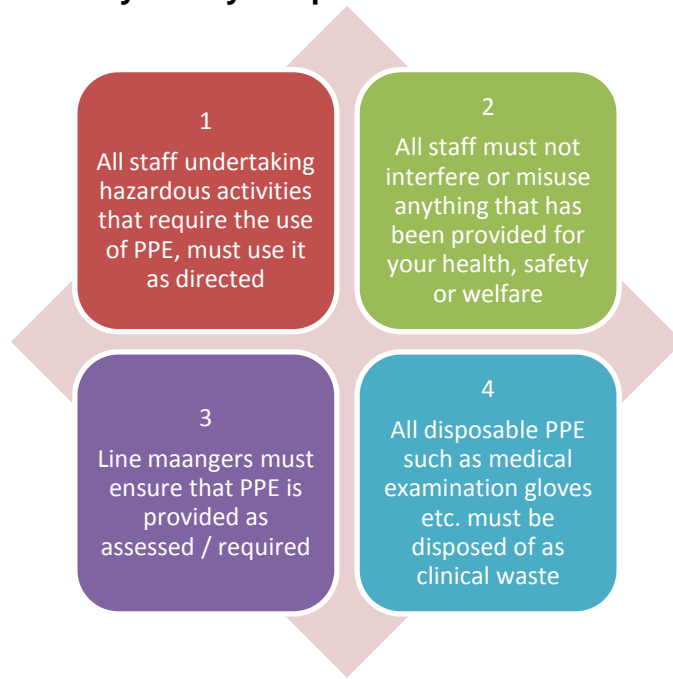
5. Definition

- 5.1 PPE is defined as any equipment and clothing intended to be worn or held by a person at work, and which affords protection against one or more risks to health and safety. This includes clothing designed to protect against adverse weather conditions.
- 5.2 Dynamic risk assessment is defined as staff having undertaken a risk assessment in the use of the correct PPE to protect them against an identified hazard at scene.

6. Selection Processes

- 6.1 PPE will be risk assessed and evaluated by the Equipment Working Group 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 report will record the evaluation findings.

Summary of Key Responsibilities under HS007



IMPLEMENTATION PLAN	
Intended Audience	All LAS Staff who are responsible for or use PPE.
Dissemination	Available to all staff on the Pulse and to the public on the LAS website.
Communications	Revised Policy and Procedure to be announced in the RIB and a link provided to the document.
Training	<p>Line managers attend mandatory health and safety training that includes policy and procedure awareness.</p> <p>Training is provided to 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.</p>
Monitoring	<p>Monitoring of the implementation of this procedure will be undertaken through the Corporate Health and Safety Group and the Equipment Working Group.</p> <p>Local monitoring will be undertaken through the Directorate/Area Governance meetings.</p>