



**London Ambulance Service  
NHS Trust**

**Personal Protective Equipment Procedure**

**For Use By: A&E and Appropriate LAS Staff**

**1.0 Introduction**

- 1.1 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.
- 1.2 **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.
- 1.3 The procedure will apply to all **Personal Protective Equipment** that is purchased, loaned, hired or provided for evaluation or trial.
- 1.4 This procedure applies to all employees of the London Ambulance Service NHS Trust as individuals or when acting jointly.
- 1.5 The Director of Human Resources and Organisational Development is responsible for delegation and implementation of this procedure.
- 1.6 The Director/Manager with responsibility for the department for which the Personal Protective Equipment is to be acquired must ensure that the equipment has been evaluated and risk assessed.
- 1.7 Line Managers have responsibility for ensuring that **Personal Protective Equipment** is correctly used, maintained, replaced, and renewed where necessary.
- 1.8 Each Employee has the responsibility to use **Personal Protective Equipment** that has been provided, and to report any loss or defect.
- 1.9 The Safety and Risk Department has the responsibility for periodically reviewing and updating this Procedure. It also has the responsibility for monitoring the

<b>Date of Issue: March 2007</b>	<b>Review Date: March 2010</b>
<b>Authorised By: Chief Executive Officer</b>	<b>To Be Reviewed By: Senior Safety &amp; Risk Advisor</b>
<b>Index No: H&amp;S / 007</b>	<b>Page 1 of 3</b>

collation of Risk Assessments, and providing guidance as necessary for the implementation of this Procedure.

## **2.0 Objectives**

- 1.0 To ensure that all **Personal Protective Equipment** is suitable for its intended purpose, and does not present any unacceptable health and safety risks to employees.
- 2.0 To set out procedures whereby **Personal Protective Equipment**, is used correctly in the workplace.
- 3.0 To ensure that employees are given appropriate training, instruction, supervision and information relative to the use, maintenance and safe disposal of such equipment.
- 4.0 To prohibit the unauthorised acquisition and use of **Personal Protective Equipment** that has not been suitably evaluated and risk assessed.
- 5.0 To standardise a Selection Process, Risk Assessment and structured evaluation.

## **3.0 Procedure**

### **3.1 Selection Processes**

### **3.2 Personal Protective Equipment**, will be risk assessed and evaluated

3.2.1 Prior to trial or use of it

3.2.2 During the period of the trial

3.2.3 At the end of the trial a detailed report will record the evaluation findings.

### **3.3 Personal Protective Equipment** will be risk assessed, and evaluated by persons having the knowledge and skills to do so, including the co-opting of persons with such abilities.

### **3.4** The assessor and evaluators will ensure that any Manufacturer's instructions, guidelines, specifications, training requirements, safety information, and test results are available for consideration during the evaluation.

### **3.5** Assessors should also take into consideration the environment and any other equipment with which the **Personal Protective Equipment** is to be used.

### **3.6** All other means of controlling the risk/hazard should initially have been considered, prior to the issue of **Personal Protective Equipment**.

<b>Date of Issue: March 2007</b>	<b>Review Date: March 2010</b>
<b>Authorised By: Chief Executive Officer</b>	<b>To Be Reviewed By: Senior Safety &amp; Risk Advisor</b>
<b>Index No: H&amp;S / 007</b>	<b>Page 2 of 3</b>

3.7 Reference should also be made to the Acquisition, Trial and Purchase of Ambulance Aid Equipment, Medical Treatments or Devices.

### 3.8 Information Flows

3.9 On completion of the evaluation assessment, a detailed report on the outcome of the trial should be forwarded to the Vehicle and Equipment Working Group for consultation.

**Reference:**

- Personal Protective Equipment Regulations 2002
- Management (Health and Safety at Work) Regulations 1999
- Health and Safety Manual – Risk Assessment Procedure Section 4.

<b>Date of Issue: March 2007</b>	<b>Review Date: March 2010</b>
<b>Authorised By: Chief Executive Officer</b>	<b>To Be Reviewed By: Senior Safety &amp; Risk Advisor</b>
<b>Index No: H&amp;S / 007</b>	<b>Page 3 of 3</b>