

# Health and Safety Personal Protective Equipment Policy

The document describes the health and safety arrangements, including the processes and systems to be followed in order to comply with Personal Protective Equipment at Work Regulations.

Key Words:	Personal, Protective Equipment, PPE
Version:	4
Adopted by:	Trust Policy Committee
Date this version was adopted:	17 December 2019
Name of Author:	Trust Health & Safety Advisors
Name of responsible committee:	Health and Safety Committee
Date issued for publication:	December 2019
Review date:	May 2022
Expiry date:	1 December 2022
Target audience:	All staff
Type of Policy	Clinical <input checked="" type="checkbox"/> Non-clinical <input checked="" type="checkbox"/>
Which Relevant CQC Fundamental Standards?	Regulation 15 Premises and equipment. All premises and equipment used by the service provider must be: clean, secure, suitable for the purpose, for which they are being use, properly used, maintained and appropriately located for the purpose for which they are being used.



## Version Control and Summary of Changes

Version number	Date	Comments (description change and amendments)
1.0	01.11.11	New policy
2	January 2014	Health and Safety Team amended to Health and Safety Compliance Team throughout Legislation references updated throughout Expansion on consideration for those of the Sikh religion General footwear – reference to Uniform Policy included
3	August 2016	Revised to reflect organisational changes Inclusion of Appendix 1
3.1	September 2018	Reviewed policy to reflect recent changes in legislation and embedded PPE Risk Assessment template – appendix 2 Inclusion of Privacy Impact Assessment
4	October 2019	Reviewed policy and clarity on requirement for any training to staff is recorded as evidence

All LPT Policies can be provided in large print or Braille formats, if requested, and an interpreting service is available to individuals of different nationalities who require them.

For further information contact:

Health and Safety Compliance Team  
0116 295 1662  
[healthandsafety@leicspart.nhs.uk](mailto:healthandsafety@leicspart.nhs.uk)

### Definitions that apply to this Policy

All procedural documents should have a definition of terms.

<b>Personal Protective Equipment (PPE)</b>	Is equipment designed to give a measure of protection to an employee using or handling a substance/product, protection against extremes of temperature, protection from physical injury e.g. head protection such as hard hats, through to foot protection such as safety boots etc.
<b>A Safety Data Sheet</b>	Is a document that must be provided by the manufacturer or the supplier of the substance. It should be the first point of reference prior to handling hazardous substances as it details precautions to be taken during handling, use and in the event of an emergency. Section 8 will identify if a substance requires PPE and what type is required.
<b>Respiratory Protective Equipment (RPE)</b>	Is equipment designed to prevent or minimise the amount of hazardous substance to which the employee might be exposed from entering the lungs. It includes breathing apparatus used for full- scale respiratory protection where there is no breathable atmosphere; through to disposable face masks used to prevent an employee inhaling dust particles.
<b>A hazard (in context to this policy)</b>	Anything that may cause harm such as chemicals, electricity, working in areas where articles may fall from above, handling items that may injure the feet if dropped, working with items that may have properties of extreme heat or cold, etc
<b>A risk (in context to this policy)</b>	The chance of a hazardous event occurring which is calculated by assigning a level of the severity of harm multiplied by the likelihood that the identified event will occur and cause the harm.
<b>Safe System of Work (SSOW)</b>	A formal written agreement defining how to perform a task safely. It identifies the hazards and risks, lists risk controls necessary and provides instruction to staff working on the task. It may relate to one very specific task or to a wide area of work where hazards and risks are common to many tasks.
<b>Due Regard</b>	Having due regard for advancing equality involves: <ul style="list-style-type: none"> <li>• Removing or minimising disadvantages suffered by people due to their protected characteristics.</li> <li>• Taking steps to meet the needs of people from protected groups where these are different from the needs of other people.</li> <li>• Encouraging people from protected groups to participate in public life or in other activities where their participation is disproportionately low.</li> </ul>

## Contents Page

Version Control	
Equality Statement	
Due Regard	
Definitions Used in this Policy	
1 Introduction	6
2 Policy Statement	7
3 Roles and Responsibilities	7
4 Information and Training Needs	9
5 The Issue and Use of Work Wear	9
6 Safe Systems of Work	10
7 Dissemination and Implementation	10
8 Review	11
9 Monitoring Compliance and Effectiveness	11
10 References and Associated Documentation	12
Appendix 1 Personal Protective Equipment – A Brief Guide	13
Appendix 2 PPE Suitability Risk Assessment Form	17
Appendix 3 Due Regard Screening Template	19
Appendix 4 Policy Training Requirements	21
Appendix 5 The NHS Constitution	22
Appendix 6 Privacy Impact Assessment	23

## **Equality Statement**

Leicestershire Partnership NHS Trust (LPT) aims to design and implement policy documents that meet the diverse needs of our service, population and workforce, ensuring that none are placed at a disadvantage over others.

It takes into account the provisions of the Equality Act 2010 and promotes equal opportunities for all.

This document has been assessed to ensure that no one receives less favourable treatment on the protected characteristics of their age, disability, sex (gender), gender reassignment, sexual orientation, marriage and civil partnership, race, religion or belief, pregnancy and maternity.

In carrying out its functions, LPT must have due regard to the different needs of different protected equality groups in their area.

This applies to all the activities for which LPT is responsible, including policy development and review.

## **Due Regard**

The Trusts commitment to equality means that this policy has been screened in relation to paying due regard to the Public Sector Equality Duty as set out in the Equality Act 2010 to eliminate unlawful discrimination, harassment, victimisation; advance equality of opportunity and foster good relations.

A due regard review found the activity outlined in the document to be equality neutral because this policy describes the Trust's health and safety arrangements, including the processes and systems in place for identifying work wear protective equipment by undertaking risk assessments, recording the assessments and providing training for all LPT staff. Pages 2 and 3 of the policy will be taken into account where staff with protected characteristic of disability, or pregnancy and maternity or religion and belief identify the required workwear PPE is not suitable. Steps will be taken and implemented on a case by case basis by undertaking a risk assessment with the involvement of Occupational Health, Infection Prevention and Control, Human Resources, Equality and Diversity, manager and individual to find suitable alternative workwear PPE that offers the required/identified level of protection or better. Where reasonable adjustments are not possible the member of staff will be offered suitable alternative employment in line with relevant Trust policies.

### **1. Introduction**

The Health and Safety Personal Protective Equipment (PPE) policy applies to all staff (temporary and permanent) employed by Leicestershire Partnership NHS Trust referred to throughout this policy as 'the Trust'.

This policy forms part of the suite of policies which contribute to the overall objectives of the Trust Health and Safety Policy and meets the outcomes identified in Care Quality Commission (CQC) Fundamental Standards.

The Trust is required to comply with the Personal Protective Equipment at Work Regulations of 1992. These require arrangements for the provision of Work Wear

Personal Protective Equipment (PPE) and ensure that this is used at work wherever there are risks to health and safety that cannot be adequately controlled in other ways. It should be noted that the Management of Health and Safety at Work Regulations 1999, and other legislation all state that PPE should be the last resort in the risk control hierarchy. This means that physical and procedural controls should be investigated and implemented in preference to the use of PPE, although PPE is still likely to be required to control any residual risks.

Important: It should be noted that personal alarms are work equipment and are therefore not covered in this policy - refer to Prevention and Management of Aggression Policy which describes arrangements for their use.

## **2. Policy Statement**

The Trust acknowledges the need for the provision of PPE for the health, safety and well being of its employees.

PPE is defined as being all equipment (including clothing affording protection from extremes of temperature, the weather, protection from physical injury) which is intended to be worn or held by a person at work and which protects them against one or more risks to his health, safety or welfare.

The Trust acknowledges that health and safety hazards will have been identified if this equipment is used and will be supplied by the Trust. It is the intention to ensure, through the proper use of this equipment, that any risks are reduced to a minimum. All staff must ensure that the PPE issued is used at all times necessary.

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. Therefore the Trust will seek to give information and training to enable a fuller understanding of these issues.

## **3. Roles and Responsibilities**

### **Chief Executive**

- Responsible for ensuring the effective implementation of this Policy
- Monitoring the overall effectiveness of this Policy

### **Director with responsibility for Health and Safety**

- Has been designated as the lead Board member with the responsibility for Health and Safety and as such will ensure that robust management systems exist to reasonably minimise and or adequately control risks to patients, staff and others from substances hazardous to health
- Is responsible for advising the Board on the review of existing policy arrangements
- Is responsible for advising the Board on the allocation of resources to implement health and safety procedures
- Is responsible for referring matters of a critical nature to the Board.
- Is responsible for ensuring adequate safety arrangements exist within the Trust

## **Directorate Directors/Heads of Service**

- Must implement this policy and any associated guidance on PPE within their areas of responsibility
- Must ensure arrangements are in place for the monitoring of (and compliance with) this policy
- This includes identifying who is responsible for doing what, together with identifying the name, number and location of people delegated to undertake PPE risk assessments within the Directorate and Enabling Functions
- Must ensure there are suitable resources available for the implementation of this policy

## **Managers/Team Leaders**

- Will provide PPE to staff when the risk presented by a work activity cannot be adequately controlled by other means
- Carry out a task based risk assessment of duties to be undertaken whilst wearing the proposed PPE to determine whether the PPE is suitable, sufficient and necessary
- Undertake a PPE Suitability Risk Assessment (**appendix 2**) to ensure the PPE required for the task meets the specified performance and communicate the findings to staff.
- Take any necessary measure to remedy any risks found as a result of the risk assessment
- Ensure that where two (or more) items of PPE are used simultaneously, these are compatible and are as effective used together as they are separately
- Choose good quality products which are CE Marked in accordance with PPE regulations, through LPT's Procurement Service.
- Arrange for adequate accommodation for correct storage of the PPE
- Implement steps for the maintenance, cleaning and repair of PPE
- Train staff in the safe use of PPE for all risks within the organisation
- Will record training at a local level to evidence
- Replace as necessary and at no cost to the employee PPE, that has been provided to meet a statutory obligation
- Inform every employee of the risks that exist for non-compliance with using/wearing PPE provided
- Reassess as necessary if/when substances used or work processes change
- Seek support from Specialist Advisors to ensure compliance is attained as required

## **Procurement**

- All PPE products and equipment must be sourced and purchased via the Trust's procurement team who will ensure that relevant NHS Frameworks and / or approved suppliers are utilised. They will also ensure that all products meet relevant legislation, CE marks and hold a Declaration of Conformity.

## **Employees**

- Are responsible for ensuring compliance with this policy to ensure the safety of all patients, staff, visitors and contracted staff to the Trust



- Are responsible for complying with risk assessments where there has been an identified need for PPE and PPE has been issued for use
- Have a duty to challenge and report those who fail to follow Trust policies
- Are required to draw attention to risks or hazards that appear to have gone un-noticed
- Are required to be aware of foreseeable hazards and, so far as reasonably practicable to protect themselves from harm
- Must ensure that all PPE issued is maintained regularly and cleaned after use if necessary
- Must report any missing items of PPE to their line manager immediately
- Where it is suspected an item of PPE being worn is defective or a problem arises in the use of PPE, must cease all activities requiring the use of PPE and must inform their line manager immediately
- In the case of an adverse health condition, advise their line manager and request referral to the Occupational Health Service and contact his/her own General Practitioner

**Procedures for health and safety issues relating to PPE (including any issue where faith/religious dress may prove wearing PPE difficult)**

The Line Manager/Trust will take all necessary steps to investigate the circumstances and will involve specialist advisors and staff side representatives as required

- The Line Manager/Trust will take corrective measures when appropriate, Sikh for example may require a modification to head protection workwear e.g. bump caps that incorporates a turban
- The Line Manger/Trust will advise the employee of action taken

NB: The wearing of appropriate PPE as identified in a risk assessment should never compromise safety of the individual wearer.

**4. Information and Training Needs**

A need for training is identified within this policy. In accordance with the classification of training outlined in the Trust Learning and Development Strategy this training has been identified as role development training. Training for risk assessors will be provided by the Health and Safety Compliance Team.

A record of the training will be recorded on the electronic staff record and any locally held database.

The governance group responsible for monitoring the training is the Health and Safety Committee.

All staff and any other person issued with PPE will be trained in its effective use and application prior to use within the working environment.

Training shall include:

- Nature of the hazards from which the PPE provides protection
- Source of the hazards
- Effects of exposure to the hazards

- The way that the PPE functions
- The correct way to wear/use the PPE
- Limitations of the PPE (where and when not to rely on PPE)
- Requirements for inspection, maintenance, storage and replacement frequencies
- Person to whom loss or defects should be reported

Most of the above information will be obtained from the manufacturer's instructions. The person delivering the training should be trained in the above requirements prior to providing training to the recipients of the PPE. All training will be recorded for evidence requirements.

## 5. The Issue and Use of Work Wear

The line manager of the employee using the PPE will keep records of the following:-

- a) The results of the PPE risk assessment.
- b) Actions taken as a result of PPE risk assessment.
- c) Inventory of PPE equipment and to whom each item has been supplied.
- d) The provision of training.
- e) Information given to employees.
- f) Complaints or alleged reports of discomfort or non-suitability of the PPE discovered following field tests or surveys and subsequent actions taken in respect of such complaints.
- g) Conflict with religious/faith wear and subsequent actions taken in respect of such complaints.
- h) Manufacturers' advice with regard to compatibility of various items of PPE that are used together.
- i) Replacement of PPE (with dates).
- j) Maintenance and testing of PPE equipment.
- k) PPE given as a personal issue.

### General Footwear

Where specific footwear is not required, it is still essential that footwear is appropriate for the working environment and type of work undertaken. Within the clinical setting, this means that it must be non-slip without open-toes fronts, enclosed heel and without excessively high heels in accordance with the Trust Uniform Policy. Trainers / plimsolls / canvas shoes would not normally be appropriate unless this is identified as applicable to your work role through a risk assessment.

- a) Staff must wear footwear that is appropriate for the environment(s) and work activities they undertake. Staff should never remove their footwear whilst undertaking work related tasks or activities. Over shoes must not be worn at work unless a specific infection risk has been identified and permission has been granted by Infection Prevention and Control.
- c) For staff that visit clients/patients in the community; during inclement weather (e.g. ice/snow) anti-slip snow/ice grippers can and will be provided upon request from staff to their line manager.

## 6. 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 Trust's instructions on its correct use. Safe systems of work should be devised and incorporated into the risk assessment as control measures. The wearer of the PPE must be made aware of the risk assessment and must adhere to the recommended safe system of work where applicable.

## 7. Dissemination and Implementation

The policy is approved by the Leicestershire Partnership NHS Trust Health and Safety Committee and is accepted as a Trust wide policy. This policy will be disseminated immediately throughout the Trust following ratification.

The dissemination and implementation process is:

- Line Manager will convey the contents of this policy to their staff
- Staff will be made aware of this policy using existing staff newsletters, team briefings and via Union Representatives
- The Policy will be published and made available on the Intranet

A training needs analysis will be undertaken within all staff groups and where applicable staff will receive training, information and instruction. It is during the assessment that levels of training and competencies can be scrutinised and recorded.

This policy will be available and accessible for those requiring information in braille and a translation service is available to users of other languages who require them.

## 8. Review

The Health and Safety Committee will review the policy every 3 years or sooner where a change to legislation, national policy or guidance occurs.

## 9. Monitoring Compliance and Effectiveness

Ref	Minimum Requirements	Evidence for Self-assessment	Process for Monitoring	Responsible Individual / Group	Frequency of monitoring
	Risk assessment undertaken & reviewed where PPE identified	Section 3	Audit/check during Annual Health & Safety Inspection of risk assessments	Health and Safety Committee	Annually

Ref	Minimum Requirements	Evidence for Self-assessment	Process for Monitoring	Responsible Individual / Group	Frequency of monitoring
	Evidence of recorded staff training on PPE issued	Section 3, 4 & 5	Audit/check during Annual Health & Safety Inspection of risk assessments	Health and Safety Committee	Annually

*Where monitoring identifies any shortfall in compliance the group responsible for the Policy (as identified on the policy cover) shall be responsible for developing and monitoring any action plans to ensure future compliance*

#### **10. References and Associated Documentation**

Under the Management of Health & Safety at Work Regulations 1999, regulation 3, there is a requirement for an assessment of risks arising from work activities. Health and Safety Personal Protective Equipment (PPE) is often used as a means of controlling any risks that exist. Please find below other legislation/guidance where there is a requirement for PPE (this list is not exhaustive):-

- Management of Health and Safety at Work Regulations 1999
- Personal Protective Equipment at Work Regulations 1992 (as amended)
- Control of Lead at Work Regulations 2002
- Ionising Radiation Regulations 1999
- Control of Asbestos at Work Regulations 2012
- Control of Substances Hazardous to Health 2005 (as amended)
- Noise at Work Regulations 2005
- Glove Policy
- Infection Control Policies including Infection Prevention and Control Personal Protective Equipment Policy, Management of Latex and Occupational Dermatitis Policy
- Waste Policy
- Equality Act 2010
- Workwear and Uniform Policy
- Hazards and types of PPE useful information guidance documents
- CG139, Healthcare-associated infections: prevention and control in primary and community care.
- PPE Regulation (EU) 2016/425

## Appendix 1

PPE at work Brief Guide including hazards and types of PPE

### What do the Regulations require?

PPE should be used as a last resort. Wherever there are risks to health and safety that cannot be adequately controlled in other ways, the Personal Protective Equipment at Work Regulations 1992 require PPE to be supplied.

The Regulations also require that PPE is:

- properly assessed before use to make sure it is fit for purpose;
- maintained and stored properly;
- provided with instructions on how to use it safely;
- used correctly by employees.

### Assessing suitable PPE

The task/activity risk assessment will identify the need to wear PPE in line with the LPT Health and Safety Policy. To ensure that the correct PPE is worn, used or held a “PPE Suitability Risk Assessment” (**Appendix 2**) must be completed.

The PPE Suitability Risk Assessment will:

Ensure that the correct PPE is provided for the task;  
Tailor PPE requirements to particular services, teams or individuals  
Identify the parts of the body to be protected  
Identify particular hazards associated with those parts of the body  
Identify the type of PPE required to control each hazard  
Identify the expected performance or standard of the PPE required to control each hazard  
Identify the PPE specified/selected and its level of performance or standard  
Require managers to confirm that the PPE selected/issued is suitable.

In assessing whether PPE is suitable, the manager must consider

If it is appropriate for the risks involved and conditions in the workplace  
If it prevents or adequately controls the risks involved without increasing the overall level of risk  
If it is suitable to the wearer, e.g. does it fit or can it be adjusted to fit  
If it fits the needs of the job and any demands placed on the wearer, including any health condition the wearer may have  
If it is compatible with other items of PPE that need to be worn.

### Selection and use

When selecting PPE:

- choose good quality products which are CE marked in accordance with the PPE Regulation (EU) 2016/425 – suppliers can advise you;
- choose equipment that suits the wearer – consider the size, fit and weight; you may need to consider the health of the wearer, eg if equipment is very heavy, or

wearers have pre-existing health issues, standard PPE may not be suitable; let users help choose it, they will be more likely to use it.

PPE product information can be found on supplier websites <https://www.arco.co.uk/index> including the brand name, BSEN standard and product number. This will assist managers when completing the form.

### Procurement

PPE must be purchased via the LPT procurement team. Please email the procurement team with your requirements – [procurement.team@leicspart.nhs.uk](mailto:procurement.team@leicspart.nhs.uk)

The procurement team will ensure all products meet the relevant legislation, CE mark and hold a Declaration of Conformity. You must not purchase PPE equipment and products via any other means (E.g. purchasing card, petty cash, your own money)

### Using and distributing PPE to your employees

- Managers will instruct and train people how to use PPE and record this.
- Inform the wearer why it is needed, when to use it and what its limitations are;
- Never allow exemptions for those jobs that 'only take a few minutes';
- if something changes on the job, check the PPE is still appropriate – speak with your supplier, explaining the job to them and amend the PPE risk assessment.
- If in doubt, seek further advice from a specialist advisor – Health and Safety Compliance Team.
- Monitor and observe that staff are wearing the PPE required for the task, identify non-compliance with the policy and rectify.

### The hazards and types of PPE

#### Eyes

Hazards: Chemical or metal splash, dust, projectiles, gas and vapour, radiation.

Options: Safety spectacles, goggles, face-shields, visors.

Note: Make sure the eye protection has the right combination of impact/dust/splash/molten metal eye protection for the task and fits the user properly.

#### Head

Hazards: Impact from falling or flying objects, risk of head bumping, hair entanglement.

Options: A range of helmets, hard hats and bump caps.

Note: Some safety helmets incorporate or can be fitted with specially-designed eye or hearing protection. Don't forget neck protection, eg scarves for use during welding. Do not use head protection if it is damaged – replace it.

#### Breathing

Hazards: Dust, vapour, gas, oxygen-deficient atmospheres.

Options: Disposable filtering face-piece or respirator, half- or full-face respirators, airfed helmets, breathing apparatus.

Note: The right type of respirator filter must be used as each is effective for only a limited range of substances. Where there is a shortage of oxygen or any danger of losing consciousness due to exposure to high levels of harmful fumes, only use breathing apparatus – never use a filtering cartridge. Filters only have a limited life; when replacing them or any other part, check with the manufacturer's guidance and ensure the correct replacement part is used. If you are using respiratory protective equipment, look at HSE's publication Respiratory protective equipment at work: A practical guide (see 'Further reading').

### Protecting the body

Hazards: Temperature extremes, adverse weather, chemical or metal splash, spray from pressure leaks or spray guns, impact or penetration, contaminated dust, excessive wear or entanglement of own clothing.

Options: Conventional or disposable overalls, boiler suits, specialist protective clothing, eg chain-mail aprons, high-visibility clothing.

Note: The choice of materials includes flame-retardant, anti-static, chain mail, chemically impermeable, and high-visibility. Don't forget other protection, like safety harnesses or life jackets.

### Hands and arms

Hazards: abrasion, temperature extremes, cuts and punctures, impact, chemicals, electric shock, skin infection, disease or contamination.

Options: Gloves, gauntlets, mitts, wrist-cuffs, armllets.

Note: Avoid gloves when operating machines such as bench drills where the gloves could get caught. Some materials are quickly penetrated by chemicals so be careful when you are selecting them, see HSE's skin at work website ([www.hse.gov.uk/skin](http://www.hse.gov.uk/skin))

Barrier creams are unreliable and are no substitute for proper PPE. Wearing gloves for long periods can make the skin hot and sweaty, leading to skin problems; using separate cotton inner gloves can help prevent this. Be aware that some people may be allergic to materials used in gloves, eg latex.

### Feet and legs

Hazards: Wet, electrostatic build-up, slipping, cuts and punctures, falling objects, metal and chemical splash, abrasion.

Options: Safety boots and shoes with protective toe caps and penetration-resistant mid-sole, gaiters, leggings, spats.

Note: Footwear can have a variety of sole patterns and materials to help prevent slips in different conditions, including oil or chemical-resistant soles. It can also be

anti-static, electrically conductive or thermally insulating. It is important that the appropriate footwear is selected for the risks identified.

### Training

- Make sure anyone using PPE is aware of why it is needed, when to use, repair or replace it, how to report it if there is a fault and its limitations.
- Train and instruct people how to use PPE properly and make sure they are doing this. Include managers and supervisors in the training, they may not need to use the equipment personally, but they do need to ensure their staff are using it correctly.
- It is important that users wear PPE all the time they are exposed to the risk. Never allow exemptions for those jobs which take 'just a few minutes'.
- Check regularly that PPE is being used and investigate incidents where it is not.
- Safety signs can be useful reminders to wear PPE, make sure that staff understand these signs, what they mean and where they can get equipment, eg for visitors or contractors.

### Maintenance

Make sure:

- equipment is well looked after and properly stored when it is not being used, eg in a dry, clean cupboard, or for smaller items in a box or case;
- equipment is kept clean and in good repair – follow the manufacturer's maintenance schedule (including recommended replacement periods and shelf lives);
- simple maintenance can be carried out by the trained wearer, but more intricate repairs should only be done by specialists;
- replacement parts match the original, eg respirator filters;
- you identify who is responsible for maintenance and how to do it;
- employees make proper use of PPE and report its loss or destruction or any fault in it.

Make sure suitable replacement PPE is always readily available. It may be useful to have a supply of disposable PPE, eg for visitors who need protective clothing.

### CE marking

Ensure any PPE you buy is 'CE' marked and complies with the requirements of the PPE Regulation (EU) 2016/425 .The CE marking signifies that the PPE satisfies certain basic safety requirements and in some cases will have been tested and certified by an independent body.

### Key points to remember

Are there ways other than using PPE to adequately control the risk, eg by using engineering controls? If not, check that:

- suitable PPE is provided;
- it offers adequate protection for its intended use;
- those using it are adequately trained in its safe use;
- it is properly maintained and any defects are reported;
- it is returned to its proper storage after use



## Appendix 2

### Personal Protective Equipment (PPE) Suitability Risk Assessment Form

This form can be used as a checklist to ensure that you have considered factors necessary to comply with the Personal Protective Equipment at Work Regulations. Please see guidance overleaf. Additional advice can be obtained from the Health & Safety team.

<b>Directorate -</b>		<b>Team/Service/Department -</b>				
<b>Date:</b>						
<b>Type of work or individual. Risks identified on the work activity risk assessment?</b>						
<b>Hazard and harm i.e.</b> chemical splash, dust, crushing, eye damage, skin burns.						
<b>Type of PPE required</b> i.e. goggles, ear defenders, face mask, bump cap etc.						
<b>Expected Performance of PPE</b> (Resistant to, protection against, BSEN Std etc)						
<b>PPE Specified &amp; Performance</b> (Type, model, specification etc)						
	<b>Yes</b>	<b>No</b>	<b>N/a</b>	<b>Additional Information and/or action required</b>	<b>Action by (who)</b>	<b>Action by (when)</b>
Do the PPE products meet the specifications and performance required?						
Do the PPE products bear the CE Mark?						
Does the place of use present any additional factors?						
Are there ergonomic factors i.e. weight or size of the PPE – lead aprons						
Is the PPE (a) adjustable to fit the wearer or (b) available in a range of sizes						
Is it compatible with other PPE or clothing?						
Will the PPE create additional risk?						
Are there individual factors to consider?						
<b>Assessors Name:</b>					<b>Managers Name:</b>	

## Personal Protective Equipment (PPE) Risk Assessment Form

### Expected performance of the PPE:

Once you have identified the hazard and harm from your task based risk assessment, it should be possible to identify how PPE is expected to perform. You should consider the properties of the hazard and how harm could occur.

Once you have identified a suitable product you can complete the rest of the PPE Risk Assessment to determine whether the product will satisfy job and legislative requirements.

#### **1 Does the specified PPE meet the expected performance?**

You should compare the expected performance with the PPE specifications. For example: If you have stated that the PPE must protect the user from heat then the specification of the protection should protect the user from the temperature they are likely to be exposed to. If the product does not have the required specifications or you are not sure then you must select 'no' and either identify another product or seek further clarity from the manufacturer.

#### **2 Does the product bear the CE mark?**

All items of PPE that are placed on the European market are obliged to carry the CE mark to meet requirements of the PPE Regulation (EU).

#### **3 Does the place of use (including storage) present any additional factors?**

Will the environment where the PPE is to be used or stored cause the product to fail or deteriorate? Manufacturer information will advise you of the type of conditions to avoid (For example: the product may be affected by cold, heat, certain chemical properties, sunlight, etc.).

#### **4 Are there ergonomic factors to consider?**

Will the weight or size of the PPE cause discomfort or mean that PPE is less likely to be used?

#### **5 Is the PPE (a) adjustable to fit the wearer or (b) available in a range of sizes?**

The PPE must provide the protection necessary in order to be considered effective.

#### **6 Is the PPE compatible with other PPE or clothing/equipment?**

If more than one item of PPE is being worn they must be compatible with each other. Is the user able to effectively use the PPE with other clothing or equipment needed to carry out the task?

#### **7 Will the PPE create additional risk?**

You should consider the task and the individual user(s). For example: will the field of vision be affected by the wearing of goggles? Will the PPE result in user discomfort and present risk of error due to fatigue or heat. Will the PPE restrict movement?

#### **8 Are there individual factors to consider?**

You should consider the health of the person wearing the PPE. For example, Bulky items may exacerbate existing musculoskeletal problems.

**Appendix 3  
Due Regard Screening Template**

Section 1		
Name of activity/proposal	Arrangements in place to demonstrate compliance with legal statute pertaining to work wear personal protective equipment	
Directorate / Service carrying out the assessment	Health and Safety Compliance Team	
Name and role of person undertaking this Due Regard (Equality Analysis)	Christian Knott	
Section 2		
Protected Characteristic	Could the proposal have a positive impact (Yes or No give details)	Could the proposal have a negative impact (yes or No give details)
Age	No	No
Disability	No	Yes, in some instances reasonable adjustments may not be possible when identifying suitable workwear PPE that offers the required equivalent or better level of protection. However decision will be made on a case by case basis
Gender reassignment	No	No
Marriage & Civil Partnership	No	No
Pregnancy & Maternity	No	Yes, in some instances reasonable adjustments may not be possible when identifying suitable workwear PPE that offers the required equivalent or better level of protection. However decision will be made on a case by case basis
Race	No	No
Religion and Belief	No	Yes, in some instances reasonable adjustments may not be possible when identifying suitable workwear PPE that offers the required equivalent or better level of protection. However decision will be made on a case by case basis
Sex	No	No
Sexual Orientation	No	No
Section 3		
<p><b>Does this activity propose major changes in terms of scale or significance for LPT? Is there a clear indication that, although the proposal is minor it is likely to have a major affect for people from an equality group/s? If yes to any of the above questions please tick box below.</b></p>		

Yes		No	
High risk: Complete a full EIA starting click <a href="#">here</a> to proceed to Part B		Low risk: Go to Section 4.	✓

Section 4
<p><b>It this proposal is low risk please give evidence or justification for how you reached this decision:</b></p> <p>This policy describes the Trust’s health and safety arrangements, including the processes and systems in place for identifying work wear protective equipment by undertaking risk assessments, recording the assessments and providing training for all LPT staff. Pages 2 and 3 of the policy will be taken into account where staff with protected characteristic of disability, or pregnancy and maternity or religion and belief identify the required workwear PPE is not suitable. Steps will be taken and implemented on a case by case basis by undertaking a risk assessment with the involvement of Occupational Health, Human Resources, Equality and Diversity, manager and individual to find suitable alternative workwear PPE that offers the required/identified level of protection or better. Where reasonable adjustments are not possible the member of staff will be offered suitable alternative employment in line with relevant Trust policies.</p>

*This proposal is low risk and does not require a full Equality Analysis:*

**Head of Service Signed** Bernadette Keavney  
**Date:** October 2019

## Policy Training Requirements

The purpose of this template is to provide assurance that any training implications have been considered

<b>Training topic:</b>	Work Wear Personal Protective Equipment
<b>Type of training:</b>	Mandatory (must be on mandatory training register) <input checked="" type="checkbox"/> Role specific
<b>Division(s) to which the training is applicable:</b>	<input checked="" type="checkbox"/> Adult Learning Disability Services <input checked="" type="checkbox"/> Adult Mental Health Services <input checked="" type="checkbox"/> Community Health Services <input checked="" type="checkbox"/> Enabling Services <input checked="" type="checkbox"/> Families Young People Children <input checked="" type="checkbox"/> Hosted Services
<b>Staff groups who require the training:</b>	Managers and persons within their Teams with delegated responsibility for undertaking Health and Safety Risk Assessments (including the processes and systems in place for identifying work wear protective equipment) on behalf of the Trust.
<b>Update requirement:</b>	None
<b>Who is responsible for delivery of this training?</b>	Health and Safety Risk Assessment Training will be provided by the Health and Safety Compliance Team Line Managers to provide support training requirements as required by role, task or activity
<b>Have resources been identified?</b>	Yes
<b>Has a training plan been agreed?</b>	Yes
<b>Where will completion of this training be recorded?</b>	Trust learning management system Local records kept by managers
<b>How is this training going to be monitored?</b>	Quarterly training report to the Health and Safety Committee

## The NHS Constitution

### NHS Core Principles – Checklist

**Please tick below those principles that apply to this policy**

**The NHS will provide a universal service for all based on clinical need, not ability to pay. The NHS will provide a comprehensive range of services**

<b>Shape its services around the needs and preferences of individual patients, their families and their carers</b>	<input type="checkbox"/>
<b>Respond to different needs of different sectors of the population</b>	√
<b>Work continuously to improve quality services and to minimise errors</b>	<input type="checkbox"/>
<b>Support and value its staff</b>	√
<b>Work together with others to ensure a seamless service for patients</b>	<input type="checkbox"/>
<b>Help keep people healthy and work to reduce health inequalities</b>	√
<b>Respect the confidentiality of individual patients and provide open access to information about services, treatment and performance</b>	<input type="checkbox"/>

### PRIVACY IMPACT ASSESSMENT SCREENING

<p>Privacy impact assessment (PIAs) are a tool which can help organisations identify the most effective way to comply with their data protection obligations and meet individual's expectations of privacy. The first step in the PIA process is identifying the need for an assessment.</p> <p>The following screening questions will help decide whether a PIA is necessary. Answering 'yes' to any of these questions is an indication that a PIA would be a useful exercise and requires senior management support, at this stage the Head of Data Privacy must be involved.</p>			
Name of Document:		Health and Safety Personal Protective Equipment Policy	
Completed by:		Samantha Roost	
Job title		Senior Health Safety & Security Advisor	Date 30/10/2019
			<b>Yes / No</b>
1. Will the process described in the document involve the collection of new information about individuals? This is information in excess of what is required to carry out the process described within the document.			<b>No</b>
2. Will the process described in the document compel individuals to provide information about themselves? This is information in excess of what is required to carry out the process described within the document.			<b>No</b>
3. Will information about individuals be disclosed to organisations or people who have not previously had routine access to the information as part of the process described in this document?			<b>No</b>
4. Are you using information about individuals for a purpose it is not currently used for, or in a way it is not currently used?			<b>No</b>
5. Does the process outlined in this document involve the use of new technology which might be perceived as being privacy intrusive? For example, the use of biometrics.			<b>No</b>
6. Will the process outlined in this document result in decisions being made or action taken against individuals in ways which can have a significant impact on them?			<b>No</b>
7. As part of the process outlined in this document, is the information about individuals of a kind particularly likely to raise privacy concerns or expectations? For examples, health records, criminal records or other information that people would consider to be particularly private.			<b>No</b>
8. Will the process require you to contact individuals in ways which they may find intrusive?			<b>No</b>
<p>If the answer to any of these questions is 'Yes' please contact the Head of Data Privacy Tel: 0116 2950997 Mobile: 07825 947786  <a href="mailto:Lpt-dataprivacy@leicspart.secure.nhs.uk">Lpt-dataprivacy@leicspart.secure.nhs.uk</a>            In this case, adoption of a procedural document will not take place until approved by the Head of Data Privacy.</p>			
IG Manager approval name:			
Date of approval			

Acknowledgement: Princess Alexandra Hospital NHS Trust