



**Scottish
Ambulance
Service**
Taking Care to the Patient



H&S035 : Personal Protective Equipment Policy Version 3.0

Doc H&S: 035 - Personal Protective Equipment Policy	Page 1	Author: Head of Health and Safety
Date 19/01/17	Version 3.0	Review Date:19/01/20

DOCUMENT CONTROL SHEET:

Key Information:

Title:	H&S: 035 - Personal Protective Equipment Policy
Date Published/Issued:	19/01/17
Date Effective From:	19/01/17
Version/Issue Number:	3.0
Document Type:	Policy
Document status:	Final approved at SGC
Author:	Fay Mcnicol
Owner:	Health and Safety
Approver:	Staff Governance Committee
Contact:	awigram@nhs.net
File Location:	@SAS

Revision History:

Version:	Date:	Summary of Changes:	Name:	Changes Marked:
1	11/09/06	Initial Issue	TW	
2	Oct-09	Reviewed Main Safety Comm Aug 09 – no changes bar formatting	TW	
3	Aug-2015	Reviewed and Reformatted – guidance added	FM	

Approvals: This document requires the following signed approvals.

Name:	Date:	Version:
Policy Review Group	21/10/16	3.0
National Partnership Forum	6/11/16	3.0
Staff Governance Committee	12/1/17	3.0

Distribution: This document has been distributed to

Name:	Date of Issue:	Version:
Senior Management Team	19/01/17	3.0
All Staff via @SAS	19/01/17	3.0

Linked Documentation:

Document Title:
<u>Equality and Diversity Impact Assessment:</u>
Completed – Potential issues with religious head wear.

CONTENTS**PAGE**

	Description	Page
1	Introduction	4
2	Policy Statement	4
3	Definitions	5
4	Responsibilities	5
	Chief Executive	5
	Director of Operations	5
	Director of Human Resources	5
	Head of Health and Safety	5
	All Departmental Managers	6
	All Staff	6
5	Aims and Objectives	7
6	Arrangements for Securing the Health and Safety of Staff.	7
7	Information and Training	7
8	Safe Use of Personal Protective	8
9	Equipment (PPE)	8
10	Problems with PPE	8
11	Health Problems	8
12	Records	9
13	Monitoring	9
14	Review	9
	Appendices	10
	A - Considerations when providing, selecting and assessing PPE.	11
	B - Considerations for maintenance, storage and training in Relation to PPE	12

1. INTRODUCTION

- a) The Health and Safety at Work Act 1974 requires all employers to ensure the health and safety of staff and others.
- b) The Personal Protective Equipment at Work Regulations 1992 requires Personal Protective Equipment (PPE) to be provided, and used, wherever there are risks to health and safety that cannot be adequately controlled by other means, which are equally or more effective.
- c) Personal Protective Equipment (PPE) means all equipment, which is intended to be worn or held by a person to protect them from risks to health and safety whilst at work. Examples of PPE include: -
 - Protective footwear
 - Gloves, aprons
 - Hard-hats, bump caps
 - Clothing affording protection from the weather
 - Hi Visibility clothing
 - Eye and face protectors
 - Ear defenders, ear plugs

2. POLICY STATEMENT

- d) The Scottish Ambulance Service will take all measures to fulfil its responsibilities under the Health and Safety at Work Act 1974 and the Personal Protective Equipment at Work regulations 1992.
- e) The Service accepts that the use of Personal Protective Equipment (PPE) is as a last resort and every effort will be made to engineer out its use, as and where possible. The Service will ensure that suitable PPE is provided where risks to health and safety cannot be controlled by other means. All reasonable steps will be taken by the service to secure the health and safety of staff who work with and use PPE.
- f) The Service provides PPE when the risk presented by a work activity cannot be eliminated or adequately controlled by other means. When it is provided, it is because health and safety hazards have been identified that require the use of PPE and it is therefore necessary to use it in order to reduce risks as far as possible. Staff are prohibited from wearing non service issued PPE without prior approval from the H&S Team.
- g) Managers and staff must ensure that the PPE items are properly maintained and that staff are provided with adequate information, instruction and training in their use.
- h) The implementation of this policy requires the co-operation of all members of staff. There will be full consultation with employee representatives regarding PPE through the National Health and Safety committee and the departmental subgroups.

Doc H&S: 035 - Personal Protective Equipment Policy	Page 4	Author: Head of Health and Safety
Date 19/01/17	Version 3.0	Review Date:19/01/20

- i) Specific guidance with regard to infection control issues can be found in the relevant infection control policies and procedures
- j) PPE can only be effective in protecting the wearer or user if the following steps are taken: -
 - i) Only use PPE in accordance with the instructions provided and for the activities for which they are designed to provide protection.
 - ii) Only use PPE if appropriately trained in its use.
 - iii) Store, clean, repair and maintain PPE correctly, replacing any items that have been damaged and are no longer serviceable.

3. DEFINITIONS

- a) “Competent Person” means someone who has suitable training and knowledge to assess the type of PPE which is required.
- b) “CE Mark” means a certificate of conformity issued by an independent inspection body.
- c) “Maintenance” means e.g. cleaning, disinfecting, examination, replacement, repair and testing.
- d) “PPE” (Personal Protective Equipment) means all equipment (including clothing which provides protection against the weather) which is intended to be worn or held by a person at work and which protects him/her against one or more risks to their health or safety e.g., gloves, safety footwear, safety bump caps, helmets , high visibility clothing, eye protectors, etc.
- e) “Responsible Person” means someone who has sufficient knowledge of risks for which the PPE has been issued and the maintenance requirements.

4. RESPONSIBILITIES

- a) Chief Executive
 - i) The Chief Executive is responsible for the overall implementation of this policy.
- b) Director of Operations
 - i) The Director of Operations is responsible for the operational implementation of this policy and ensuring that adequate resources are provided.
- c) The Director of Human Resources & Organisational Development
 - i) The Director of Human Resources is responsible for the maintenance of this policy
- d) Head of Health and Safety
 - i) The Head of Health and Safety is the ‘competent person’ responsible for:

Doc H&S: 035 - Personal Protective Equipment Policy	Page 5	Author: Head of Health and Safety
Date 19/01/17	Version 3.0	Review Date:19/01/20

- (1) Ensuring risk assessments are conducted.
- (2) Providing advice on the requirement for, and the assessment of PPE.
- (3) Investigate options and make recommendations as required.

e) All Departmental / Divisional Managers

i) All Departmental / Divisional Managers are responsible for: -

- (1) Reviewing Risk Assessments and implementing control measures, where necessary.
- (2) For ensuring that suitable PPE is provided and is readily available to all staff that need to use it (where an assessment identifies the needs for PPE) [Appendix A outlines considerations when providing, selecting and assessing PPE]
- (3) A sufficient stock of spare items of PPE must be readily available at all times.
- (4) The maintenance, storage and training issues relating to PPE [Appendix B] identifies issues to be considered.
- (5) Ensuring that adequate Information instruction and training is provided to all staff who need to use, maintain or select PPE
- (6) Ensuring that any injuries, ill health or incidents relating to the use of PPE are investigated, with remedial action(s) taken (if appropriate).
- (7) Ensuring that staff are informed that they have a legal duty to wear any PPE supplied to them in accordance with the information, instruction and training provided, and that disciplinary action may be taken if they do not comply with that duty.
- (8) Ensuring that the use and maintenance of PPE is regularly monitored and reviewed.
- (9) Ensuring that special arrangements are made, where necessary for individuals with any health conditions that can be affected by the use of PPE. All managers are expected to liaise with the Health and Safety Officer in such circumstances to gain professional advice.
- (10) Ensuring that special arrangements are in place where necessary for individuals who wish to wear dress that may affect the use of PPE. In the first instance managers are expected to liaise with the Health and Safety Officer in such circumstances to gain professional advice.
- (11) Records of issue of PPE supplied to staff are kept for audit purposes
- (12) Informing the H&S Team when a change in work process or substance being used has been identified.

a) All Staff

i) All staff are expected to: -

- (1) Use all PPE provided whenever it is required to be used.
- (2) Report any losses, defects or other problems with PPE to their line manager or another responsible person immediately.
- (3) Store, clean and maintain their PPE correctly.
- (4) Attend training sessions and comply with the training, instruction and information provided.
- (5) Use the PPE provided and in accordance with the training given
- (6) Check the condition of their PPE prior to every occasion it is used.

Doc H&S: 035 - Personal Protective Equipment Policy	Page 6	Author: Head of Health and Safety
Date 19/01/17	Version 3.0	Review Date:19/01/20

- (7) Ensuring that it is returned to its correct storage area after use.
- (8) Reporting to management, in confidence, any personal conditions or circumstances that may affect their ability to use the PPE correctly.

5. Aims and Objectives

- a) The aims of this policy are to: -
 - i) Minimise the need to provide Personal Protective Equipment by using other means.
 - ii) Provide suitable and sufficient PPE, when required, and ensure that it is used correctly.

6. Arrangements for Securing the Health and Safety of Staff

- a) The Service will, in consultation with staff and their representatives: -
 - i) Ensure PPE requirements are identified when carrying out risk assessments.
 - ii) Use the most effective means of controlling risks without the need for PPE whenever possible and only provide PPE where it is necessary.
 - iii) Carry out an assessment to identify suitable PPE, ensuring items are CE marked (where required).
 - iv) Ensure that if one or more items of PPE are used simultaneously; they are compatible and are as effective used together as they are separately.
 - v) Ensure PPE is available to all staff who need to use it.
 - vi) Provide adequate storage area for correct storage of PPE.
 - vii) Provide adequate maintenance, cleaning and repair of PPE.
 - viii) Inform staff of the risks their work involves and why PPE is required.
 - ix) Train staff in the safe use and maintenance of PPE.
 - x) Review assessments and reassess the need for PPE and its suitability whenever there are significant changes or at least annually.

7. Information and Training

- a) The Service will provide sufficient information, instruction and training, including demonstrations in the wearing of PPE, to ensure the health and safety of staff using PPE.
- b) This includes temporary staff, persons gaining work experience with the Services and contractors, as well as those in direct employment.
- c) Divisional managers who are responsible for users of PPE will also receive appropriate training, as will those responsible for selecting and maintaining it.
- d) Information instruction and training is provided to all staff to ensure that they understand the following:
 - The risks which the PPE will prevent

Doc H&S: 035 - Personal Protective Equipment Policy	Page 7	Author: Head of Health and Safety
Date 19/01/17	Version 3.0	Review Date:19/01/20

- Any limitations of the PPE
 - How and when the PPE should be used e.g. how to fit it correctly, for which tasks it should be used
 - The actions they must take to ensure that the PPE remains in good repair and provides the correct degree of protection e.g. how to check, store and clean it and how to report defects
- e) The extent of training should depend on the type of equipment, how frequently it is used and the needs of the people being trained. Where appropriate, and at suitable intervals, demonstrations in the wearing of PPE must be provided

8. Safe use of Personal Protective Equipment (PPE)

a) Correct use of PPE.

- You must always wear your PPE correctly
- Ensure that it fits you
- It can only protect your health and safety if you use it

b) Ensure you know:-

- Exactly what type of PPE to use and why you need to wear it
- Where to locate the PPE
- How to use your PPE properly, including fitting and adjusting
- How to check your PPE before use
- How to clean and maintain it
- How and where to store your PPE, when it is not in use

c) If you are unsure about any of these points, ask your line manager for the information and training you need.

9. Problems with PPE

- a) Never carry out work that requires PPE if you do not have the correct PPE, or if there is something wrong with it.
- b)
- c) You must always report any problems with your PPE, to your line manager.
- d) Where staff raise a matter related to health and safety in the use of PPE the Service will;
- i) Take all necessary steps to investigate the matter
 - ii) Take corrective measures where appropriate
 - iii) Advise the employee of the action taken
 - iv) Ensure this is documented and records kept

10. Health Problems

- a) You must report any health problems that could be linked to your job or could affect how you work to your line manager.

Doc H&S: 035 - Personal Protective Equipment Policy	Page 8	Author: Head of Health and Safety
Date 19/01/17	Version 3.0	Review Date:19/01/20

11. Religious Dress

- a) You must report any special arrangements required where necessary, if you wish to wear dress that may affect the use of PPE.

12. RECORDS

- a) All risk assessments carried out which identify the requirement for PPE must be made available to the staff affected. Records of such assessments must be kept
- b) Training records to cover employee's initial training and refresher training where appropriate, will be held on the staff personal training record located at the Training Centre, and should be available for audit purposes.

13. MONITORING

- a) The National Health and Safety Committee will monitor the effectiveness of this policy.

14. REVIEW

- a) This policy will be reviewed in line with Service policy

Doc H&S: 035 - Personal Protective Equipment Policy	Page 9	Author: Head of Health and Safety
Date 19/01/17	Version 3.0	Review Date:19/01/20

Appendices

- A Considerations when providing, selecting and assessing PPE.
- B Considerations for maintenance, storage and training in Relation to PPE

Doc H&S: 035 - Personal Protective Equipment Policy	Page 10	Author: Head of Health and Safety
Date 19/01/17	Version 3.0	Review Date:19/01/20

Appendix A

Considerations when providing, selecting and assessing PPE.

Personal Protective Equipment will be provided where staff are exposed to risks to health and safety at work, which cannot be controlled by any other means.

PPE is a LAST RESORT

PPE will be assessed to ensure that it is suitable.

Personal Protective Equipment must:-

- Be appropriate for the risk or risks involved
- Be appropriate for the conditions at the place where the exposure to risk may occur.
- Take account of ergonomic requirements.
- Take account of the state of health of the person who may wear it.
- Be capable of fitting the wearer correctly.
- Comply with all relevant safety standards.
- Be compatible with any other PPE that may be used at the same time.

Doc H&S: 035 - Personal Protective Equipment Policy	Page 11	Author: Head of Health and Safety
Date 19/01/17	Version 3.0	Review Date:19/01/20

Appendix B

Information Sheet - Personal Protective Equipment Maintenance, Storage and Training Requirements

Maintenance

All PPE provided must:

- Be regularly maintained and a record kept accordingly.
- Be kept in an efficient working state and be in good repair.
- Cleaned in accordance with manufacturers instructions and where appropriate, the Services “Policy and Procedures for the Control of Infection & Communicable Diseases”
- Be replaced or repaired in order to maintain efficient working order.

Eye Protection

The lenses of eye protectors must be kept clean as dirty lenses restrict vision, which can cause eye fatigue and lead to accidents.

There are two methods for cleaning eye protectors.

- Glass, polycarbonate and other plastic lenses can be cleaned by thoroughly wetting both sides of the lenses, using detergent and drying them with a wet strength absorbent paper, or by using surface cleaning wipes.
- Anti-static and anti-fog lens cleaning fluids may be used, daily if necessary, if static or misting is a problem.

Alternatively lenses can be ‘dry’ cleaned by removing grit with a brush and using a silicone treated non-woven cloth. However plastic or polycarbonate lenses should not be ‘dry’ cleaned as the cloth used in this method can scratch them.

Eye protectors should be issued on a personal basis and used only by the person they are issued to. If eye protectors are re-issued they should be thoroughly cleaned and disinfected. Eye protectors should be protected by being placed in suitable cases when not in use. Eye protector headbands should be replaced when worn out or damaged.

Lenses that are scratched or pitted must be replaced as they may impair vision and their resistance to impact may be impaired. Transparent face shields must be replaced when warped, scratched or have become brittle with age.

Foot protection

Safety footwear should be maintained in good condition, checked regularly and discarded if worn or deteriorated. Laces should be checked and replaced if necessary. Materials lodged into the tread should be removed. The stitching should be checked for loose, worn or cut seams, and soles checked for adequate tread.

The Service deliberately chooses the provision of safety boots rather than safety shoes for the following reasons;

- Protection of the ankle from strikes from trolley cot wheels and pedals, wheelchair footplates, vehicle tip fold seats, ibex handles etc.
- Added protection of the ankle from sprains and strains associated with slips, trips and falls (the level of protection will vary according to height of the boot and the firmness of the lacing).

Doc H&S: 035 - Personal Protective Equipment Policy	Page 12	Author: Head of Health and Safety
Date 19/01/17	Version 3.0	Review Date:19/01/20

Safety Boots

Staff are prohibited from wearing non service issue PPE without prior approval from the H&S Team. If a member of Operational Staff requires alternative safety boots to the standard issue Scottish Ambulance Service boots, these boots must comply with **EN345 / EN ISO 20345:2007** and

- Be of black leather (apart from option of padded fabric around ankle bones).
- Mesh fabric boots must be avoided as these offer inadequate protection from medical sharps and are more difficult to clean.
- Laced (additional zip entry on inside aspect allowed),
- S3 level protection
- SRC anti-slip rating.

Please note that the toe protectors need not be metal – light weight composites can also comply with the above standards.

Safety Shoes

If ambulance vehicle crew staff request safety shoes in lieu of safety boots this should be supported by a letter from a healthcare professional unless this is a 'repeat order'. Crew must be warned of the increased risk of ankle bones being struck by chairs, trolley cots or ramp edges.

If crew accept this increased risk any chosen safety shoe must meet similar standards as for the boots. A reasonable alternative safety codings to **S3** (for shoes only) are **SB-P** or **S1-P**. An SB-P or S1 –P shoe will not provide as good grip as a boot unless it is also marked S3. A suggested safety shoe is the **BX610 Lightyear black composite tie shoe** (£41.11) from Strathallan Safety (non-catalogue item). Please note the sizing is on the generous side. Strathallan can source both small size boots and shoes – their number is 01592657457.

Hand and Arm Protection

Care should be taken in the donning, use, removal and storage of protective gloves. They should be maintained in good condition, checked regularly and discarded if worn or deteriorated. Gloves should be free of holes or cuts and foreign materials and their shape should not be distorted. They should fit the wearer properly leaving no gap between the glove and the wearer's sleeve.

Nitrile gloves are single use, disposable, and should be discarded immediately after use.

Mechanic/Rigger type Gloves should always be cleaned according to the manufacturer's instructions as they may have particular finishes which may make the following general guidance inappropriate. For example, repeated washing may remove fungal and bacterial inhibitors from the lining of the glove, which may ultimately lead to skin irritation. There is also the risk of cross contamination as chemical residues can remain on the gloves even after washing.

Contact between gloves and chemicals should be kept to a minimum as some chemicals can alter the physical characteristics of a glove and impair its protective properties. Gloves contaminated by chemicals should be washed as soon as

Doc H&S: 035 - Personal Protective Equipment Policy	Page 13	Author: Head of Health and Safety
Date 19/01/17	Version 3.0	Review Date:19/01/20

possible (where appropriate) and grossly contaminated gloves should be discarded. Gloves contaminated on the inside can be dangerous, as the chemical contamination will be absorbed by the skin. When wearing protective gloves do not touch other exposed parts of the body, equipment or furniture as contamination can be transferred to them.

All Protective clothing should only be used for the purpose intended. It should be maintained in good condition and checked regularly. It should be repaired or discarded if damaged. Gloves appropriate for the task being carried out should be worn, as there are several different types of gloves available to the user

Ear Protection

If ear protectors are to do their job properly and provide the correct degree of protection they must be regularly checked to ensure:

- that ear defender seals are not torn or have become hardened with age
- the headbands are tensioned
- that there are no unauthorised modifications such as holes drilled in ear defenders
- that ear plugs are soft and resilient
- that they are clean.

Waterproof and Hi Visibility Clothing

- All Waterproof/Hi Visibility clothing should be maintained in good condition, cleaned and checked regularly and discarded if worn or deteriorated. The stitching should be checked for loose, worn or cut seams. All Hi Visibility sections of the clothing should be checked regularly to ensure conspicuity levels remain in accordance with EN471 or EN20471.

Always follow advice given on the care label attached to the product e.g. do not iron, do not bleach, do not tumble dry and do not dry clean.

Storage

All PPE provided must:

- Be provided with an appropriate storage area when it is not in use.

Training

All users of PPE must be provided with adequate information, instruction and training to enable them to know:

- The purpose of the PPE.
- The legal requirement to wear provided PPE.
- The operation, performance and limitations of the PPE.
- The risks that the PPE will avoid or limit.
- The factors that could affect the effectiveness of the PPE.
- The method in which the PPE should be used.
- The storage arrangements for the PPE not in use.
- Cleaning instructions.
- The method of detecting and reporting defects or loss of PPE

Doc H&S: 035 - Personal Protective Equipment Policy	Page 14	Author: Head of Health and Safety
Date 19/01/17	Version 3.0	Review Date:19/01/20