

Phoenix Community Care Ltd
Policy & Procedure

Personal Protective Equipment

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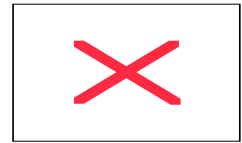
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Personal Protective Equipment

Introduction

This policy is part of the Health and Safety Policy and needs to be read in conjunction with General workplace risk assessment and COSHH.

The information contained within this procedural arrangement provides information on the processes or activities which require personal protective equipment to be assessed, issued and worn, and when further reading is required, such as the control of substances hazardous to health regulations COSHH].

PCC will provide as identified by the risk assessments when the risk presented by a work activity or process cannot be adequately controlled by any other means, and take reasonable steps to secure the health and safety of those who work with [personal protective equipment.

Definition of personal protective equipment.

Protective clothing such as aprons, extreme temperature clothing, gloves, safety footwear, safety helmets, high visibility garments [when worn for reasons of health and safety]

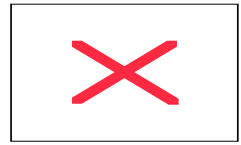
Protective equipment such as eye and face protectors, life-jackets, dust masks, safety harness, breathing apparatus [when worn for reasons of health and safety]

Personal Protective Equipment and non-employees

The personal Protective Equipment regulations do not apply to non-employees as such, but the general principle contained in section 3 of the health and safety at work act requires that non-employees be provided with personal protective equipment if this is necessary to prevent them from being exposed to risks to their health and safety.

Personal protective equipment and risk assessment

The management of health and safety at work act require PCC to carry out risk assessments in order to determine the most appropriate means of eliminating or reducing any risks to health and safety. All personal protective equipment deemed necessary to meet statutory obligations is provided free of charge. When deciding on the most appropriate control measures, risk assessors must be aware that personal protective equipment must always be considered as a last resort to protect against risks, and steps which control the risk at source,[such as engineering controls and safe systems of work, using work methods that avoid the need for personal protective equipment] should be used in preference, for example- fixed screens must be used to protect the eyes rather than goggles, where reasonably practicable.



Suitability of personal protective equipment

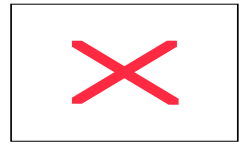
As personal protective equipment is at the bottom of the 'hierarchy of control measures' and in order to be deemed suitable to protect against the risks to health and safety, personal protective equipment must:-

- Be appropriate for the risk[s] involved and the conditions at the place where exposure may occur
- Take into account any ergonomic requirements of the wearer
- Be capable of fitting the wearer correctly after adjustments [within design range]
- Be effective to prevent or adequately control the risk[s] involved without increasing overall risk
- Comply with relevant legislation, approved by the health and safety executive and
- Bear the 'CE' mark.

Selecting Personal Protective Equipment

When selecting personal protective equipment for use during a specific task, a number of factors need to be taken into account when carrying out assessments they are:-

- The hazards
- The degree of risk
- The body parts that are endangered
- The physical effort required to do the job
- The conditions in the workplace environment
- The nature of the job
- The work methods
- The range of available personal protective equipment
- How long the personal protective equipment will be worn
- The requirements for vision and communication
- Any discomfort caused by the personal protective equipment
- Any hygiene considerations



For example - in assessing the need for eye protection- first identify the hazards present these could include air borne dusts, splashes of urine or blood, splashes of harmful chemicals or substances, flying objects during activities sessions, irritant or harmful gases, mists and sprays[while cleaning kitchens, toilets]. After determining which of the hazards exist and the level of risk associated, then suitable types[s] of eye protection can be selected

As with general risk assessments the relevant information and other documentation used for the assessment of personal protective equipment together with the reasoning on which the final conclusions are based, must be retained and made available to all who need to know the results

Duties of employees

Employees have legal duties under sections 7 and 8 of the health and safety at work act and regulation 12 of the management of health and safety at work regulations to:-

- Take reasonable care for their own health and safety and that of others who may be affected by what they do or omit to do
- Co-operate with PCC on health and safety in not interfering with or misusing anything provided for their health and safety and welfare
- Use correctly all work items provided by PCC in accordance with their training and the instructions they receive to enable them to use the items safely

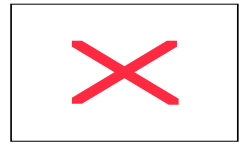
Information, Training and instruction

Where personal protective equipment is provided all employees, service users and volunteers must be able to make effective use of the personal protective equipment to protect them against hazards at work. The recommendations of the manufacturer must be given to all users. Additional training must be given where appropriate. This instruction must be easily understood by all, it must be theoretical, practical, and repeated at appropriate intervals

Record keeping

Records must be kept of the following:-

- The results of the personal protective equipment assessments
- Actions taken as a result of personal protective equipment assessments
- Inventory of personal protective equipment and to whom each item has been supplied
- The provision of training
- What information has been given to staff, volunteers and service users

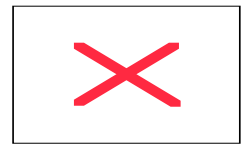


- Complaints or alleged reports of discomfort or non-suitability of the personal protective equipment
- Actions taken in respect of such complaints
- Manufacture's advice with regard to compatibility of various items of personal protective equipment which are used together
- Replacement of personal protective equipment[with dates]
- Maintenance and testing of the personal protective equipment.

Safe systems of work

Managers will:-

- Carry out an assessment of proposed personal protective equipment to determine whether it is suitable and take any necessary measures to remedy risks found as a result of the assessment
- Provide any personal protective equipment at no cost to employees, service user and volunteers
- Ensure that where two or more items of personal protective equipment used simultaneously that these are compatible and are as effectively used together as they are separately
- Arrange for adequate accommodation for storage and repair of the personal protective equipment
- Implement steps for the safe use of personal protective equipment and provide adequate information
- Replace personal protective equipment when necessary
- Reassess in light of an accident or incident changes in the process or substance used
- Personal protective equipment is important for controlling risks involved in various work activities, To ensure that they are effective, employees, volunteers and service users will;
- Comply with the requirements of risk assessments
- Use any personal protective equipment provided
- Ensure that protective clothing fits properly and adjust personal protective equipment so that it is comfortable when working
- Ensure that the protective clothing is functioning correctly, if not report the defect



- Report symptoms of discomfort or ill health immediately to the manager
- Inform the manager of any additional training requirements

Personal Protective Equipment Risk Assessment Form

APPENDIX 1

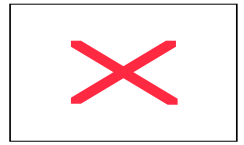
Possible hazards

Parts of body	Fall from height	Falling object	Stabs & Cuts	Impact, crushing & entanglements	Slips & trips	Heat & Fire	Immersion or drowning	Noise or vibration	electricity
Head									
Skull									
Eyes									
Ears									
Face									
Neck									
Chest									
Arms									
Hands									
Legs									
Feet									
General									
Skin									
Trunk									
Body									
Other									

Part B

Possible hazards

Parts of body	Non-ionising radiation	Ionising radiation	Dust fibres	Gas Vapours	Fumes	Splashes / chemicals / oils	Micro organisms bacteria / virus	Fungi / antigens
Head								
Skull								
Eyes								
Ears								
Face								
Neck								
Chest								
Arms								
Hands								
Legs								
Feet								
General								
Skin								
Trunk								



Body								
Other								

Date _____

Signature _____