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Public Health
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Personal Protective Equipment Procedure

Introduction and Aim

The Estates, Safety and Facilities Team has developed an overarching Health and Safety Policy which sets out the organisation's commitment and responsibility to health and safety.

This procedural document forms part of the suite of health and safety documents to achieve this through advising on the requirements to applying the Personal Protective Equipment Regulations 1992 (as amended).

Through the development and implementation of this procedure in conjunction with other health and safety procedures, the Chief Executive and the Board can be assured that the organisation is adhering to the Health and Safety Policy and the organisation's commitment to Health and Safety.

Supporting Procedures and Written Control Documents

Health and Safety Policy, Management of Personal Protective Equipment Control of Substances Hazardous to Health, Ionising Radiation Safety Policy, Control of Contractors Procedure, Risk Management Policy, Statutory and Mandatory Training Policy

Scope

This procedure and any arrangements made under it applies to:

All persons employed or engaged by Public Health Wales, including part time workers, temporary and agency workers, those holding honorary contracts and those engaged by the NHS Wales Health Collaborative

Equality, Health Impact Assessment

An EHIA has been completed.

Approved by	Health and Safety Group
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Disclaimer

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Procedure consultation circulation list

Group/Lead	Date Circulated
Health and Safety Group	

1. Introduction

This Procedure aims to give clear guidance to all staff on the application of the Personal Protective Equipment at Work Regulations 1992 (as amended). The main requirement of the Regulations is that personal protective equipment (PPE) should be supplied and used at work wherever there are risks to health and safety that cannot be adequately controlled in other ways. All reasonable steps will be taken by the organisation to secure the health and safety of employees who work with PPE

It is the intention of the organisation to ensure, through the proper use of PPE, that any risks are reduced to a minimum. The implementation of this procedure requires the total co-operation of all management and employees.

2. Scope

All persons employed or engaged by Public Health Wales, including part time workers, temporary and agency workers, those holding honorary contracts and those engaged by the NHS Wales Health Collaborative.

3. Roles and responsibilities

All staff within Public Health Wales have a legal duty to comply with both Welsh and UK Government legislation which this procedural document sets out.

4. Training and/or Communication with Staff

The Management of Health and Safety at Work Regulations 1999 require employers to provide adequate health and safety training when employees are recruited, when there have been significant changes, and at appropriate intervals (refresher training). Training will be determined upon the level of risk that has been identified by the risk assessment. Training plans will be developed in line with annual training plans / training needs analysis in collaboration with Divisional Training departments, and monitored via the normal performance management arrangements.

Public Health Wales through the relevant line manager must provide employees with adequate and appropriate information, instruction and training. This must be understood by the employee before they use any PPE. Information, instruction and training in the use of PPE should include the following points;

- why the PPE is needed, when to access it and what its limitations are;
- information on how to access and understand risk assessments and select the correct PPE;
- an explanation of the risks identified by the risk assessment which the PPE will negate or reduce;
- special procedures such as permits to work;
- practice and instruction in inspection and testing of PPE before use;
- practice in putting on and removing items of PPE;
- the importance of using the PPE provided correctly and the possible consequences of PPE failure and not wearing PPE;
- limitations and factors affecting performance of PPE such as other PPE, poor fit, working conditions, defective equipment, wear and tear contamination;
- practice and information in any maintenance or actions to be done by the wearer to maintain the PPE in clean and efficient repair, the user must know when to change the PPE such as a glove or air filter;
- instruction in safe storage of PPE, the importance of keeping it in the storage facilities provided and where the storage is located;
- how to recognise defects in PPE;
- details of their individual legal duty under the Regulations to report any loss of PPE, defects or other problems they may find, including PPE used away from Public Health Wales premises.

Training must take place during working hours, so special arrangements may need to be made for part-time and mobile workers. It is important that Line Managers also receive training so they are able to ensure that their staff are using it correctly.

5. Monitoring and auditing

Adherence to this procedure will be monitored locally. Significant non-compliance will be reported to the Health and Safety Group as part of exception reporting. In particular, actions taken or planned to mitigate identified risks, serious health and safety incidents including lessons learnt and actions taken will be monitored.

6. Failure to comply with terms of the Personal Protective Equipment Procedure

Disciplinary action under the terms of Public Health Wales disciplinary policy will be taken against any member of staff, regardless of position, who shows wilful disregard with the terms of this procedure. Where a total disregard affects the health or safety of themselves or that of any other employees, the employee may be dismissed, following an investigation and disciplinary hearing, in line with the disciplinary policy.