



PPE Policy and Guidelines

Real Care Agency Limited
Suite 20 -22
Jacobean House
1a Glebe Street
The Village
East Kilbride
G74 4LY

Tel: 01355-590033 (Mon – Fri 9am – 5pm)

On Call / Out of hours: 07764-253952

Email: Realcareagency@aol.com

Version Updated March 2023



Consistency - Trust - Dignity - Respect - Teamwork - Honesty - Integrity

PPE Use Policy

What is PPE?

PPE stands for Personal Protective Equipment. PPE used by us includes gloves, aprons and face masks where appropriate.

Real Care Agency will supply all your required PPE, ensuring it is compliant with standards and PPE At Work Regulations Act 1992.



When to use PPE

PPE may then be needed to reduce the risk of injury from:

- breathing in dust, mist, gas or fume
- falling materials hitting people
- flying particles or splashes of corrosive liquids getting into people's eyes
- skin contact with corrosive materials
- excessive noise
- extremes of heat or cold

In our jobs as Care Workers, the main purpose of PPE is to provide infection control and protect you and Service Users from possible contaminants.

What the law says

The Personal Protective Equipment at Work Regulations 1992 place duties on employers to ensure 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 workers

The most important part of PPE use is that it is used CORRECTLY. PPE use is NOT optional, it is MANDATORY in your role as Care Worker. All PPE supplied by Real Care Agency is disposable and must never be reused or disinfected. It should be disposed of safely after single use. *The correct use of PPE, including donning, doffing and disposal will also be covered during in-house training with Dr Nori Spence.*

In order to be effective, PPE must be put on and taken off effectively as below:

Putting on PPE (“Donning” PPE)

Before putting on your PPE, make sure you:

- tie hair back
- remove jewellery
- check which items of PPE you need
- check PPE in the correct size is available

To put on your PPE safely and correctly:

1. Clean your hands and wrists using alcohol-based hand rub or gel, or use soap and water
2. Put on apron and tie at waist
3. Put on face mask
4. Fit mask around nose – cover mouth and chin
5. Put on eye protection (if required)
6. Put on gloves

Remember to put fresh gloves and apron on between tasks, i.e. do not use the same gloves and apron to prepare food and then undertake continence care – change your PPE and wash hands in between tasks.

Taking off PPE (“Doffing” PPE)

To take off your PPE safely and correctly:

1. Remove gloves
2. Clean hands and wrists (and forearms if necessary) with alcohol-based hand rub or gel, or use soap and water
3. Remove apron – do not touch the outside front of the apron, this will be contaminated
4. Clean hands and wrists (and forearms if necessary) again with alcohol-based hand rub or gel, or use soap and water
5. When 2 meters from the client, carefully remove eye protection by the sidearms or side straps. Discard PPE
6. Clean hands and wrists (and forearms if necessary) again with alcohol-based hand rub or gel, or use soap and water
7. Remove mask – do not touch the front of the mask but remove by the ear loops or ties
8. Clean hands and wrists (and forearms if necessary) again with alcohol-based hand rub or gel, or use soap and water
9. If required, put on a clean face mask before contact with others in a care setting or service

FURTHER ESSENTIAL GUIDANCE IS PROVIDED BELOW:

Available on www.realcareagency.com under 'Staff Documents'

(UK Government guidelines):

[Guide to donning \(putting on\) and doffing \(removing\) PPE \(non AGP\) in adult social care settings \(text only version\) - GOV.UK \(www.gov.uk\)](#)

Available on www.realcareagency.com under 'Staff Documents'

Please make sure you watch the attached YouTube link to watch a demonstration online:

(NHS Scotland Guidelines):

<https://vimeo.com/393951705>

Any questions with reference to PPE please see a member of the Office staff who will be happy to guide you.