



## Review Sheet



Last Reviewed  
5 Dec 2025



Last Amended  
5 Dec 2025



This policy will be reviewed as needs require or at the following interval:  
Annual

Business Impact:



These changes require action as soon as possible.

Reason for this Review:

Scheduled review

Changes Made:

Yes

Summary:

This policy outlines PPE requirements in line with the 'Infection prevention and control resource for adult social care' guidance, links to which can be found in the policy. It has been updated with additional sections added 5.1, 5.8, 5.10, 5.12 and 5.18, there are also some minor word changes across the procedure section. The Underpinning Knowledge and Further Reading links have also been checked and updated with new ones added.

Relevant Legislation:

- Care Quality Commission (Registration) Regulations 2009
- Care Quality Commission (Registration and Membership) (Amendment) Regulations 2012
- Civil Contingencies Act 2004
- Control of Substances Hazardous to Health Regulations 2002
- The Hazardous Waste (England and Wales) Regulations 2005
- The Health and Social Care Act 2008 (Regulated Activities) Regulations 2014
- Health and Social Care Act 2008 (Registration and Regulated Activities) (Amendment) Regulations 2015
- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999
- Medical Act 1983
- The Medical Devices Regulations 2002
- The Medical Devices (Amendment) Regulations 2012
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)
- The Workplace (Health, Safety and Welfare) Regulations 1992
- The Health and Safety (Miscellaneous Amendments) Regulations 2002
- Health and Social Care (Safety and Quality) Act 2015
- The Personal Protective Equipment Regulations 2002
- The Personal Protective Equipment at Work (Amendment) Regulations 2022



	<ul style="list-style-type: none"><li>• The Personal Protective Equipment at Work Regulations 1992</li></ul>
Underpinning Knowledge:	<ul style="list-style-type: none"><li>• Author: NHS England, (2024), National infection prevention and control manual (NIPCM) for England [Online] Available from: <a href="https://www.england.nhs.uk/national-infection-prevention-and-control-manual-nipcm-for-england/">https://www.england.nhs.uk/national-infection-prevention-and-control-manual-nipcm-for-england/</a> [Accessed: 05/12/2025]</li><li>• Author: UK Government, (2024), Infection prevention and control in adult social care: acute respiratory infection [Online] Available from: <a href="https://www.gov.uk/government/publications/infection-prevention-and-control-in-adult-social-care-acute-respiratory-infection">https://www.gov.uk/government/publications/infection-prevention-and-control-in-adult-social-care-acute-respiratory-infection</a> [Accessed: 05/12/2025]</li><li>• Author: NHS England, (2024), Infection prevention and control: resource for adult social care [Online] Available from: <a href="https://www.gov.uk/government/publications/infection-prevention-and-control-in-adult-social-care-settings/infection-prevention-and-control-resource-for-adult-social-care">https://www.gov.uk/government/publications/infection-prevention-and-control-in-adult-social-care-settings/infection-prevention-and-control-resource-for-adult-social-care</a> [Accessed: 05/12/2025]</li><li>• Author: Department of Health, (2022), Health and Social Care Act 2008: Code of Practice on the prevention and control of infections [Online] Available from: <a href="https://www.gov.uk/government/publications/the-health-and-social-care-act-2008-code-of-practice-on-the-prevention-and-control-of-infections-and-related-guidance">https://www.gov.uk/government/publications/the-health-and-social-care-act-2008-code-of-practice-on-the-prevention-and-control-of-infections-and-related-guidance</a> [Accessed: 05/12/2025]</li><li>• Author: NHS Infection Control, (2024), PPE (Personal protective equipment) Policy for Domiciliary Care staff [Online] Available from: <a href="https://www.infectionpreventioncontrol.co.uk/resources/ppe-personal-protective-equipment-policy-domiciliary-care-staff/">https://www.infectionpreventioncontrol.co.uk/resources/ppe-personal-protective-equipment-policy-domiciliary-care-staff/</a> [Accessed: 05/12/2025]</li><li>• Author: CQC, (2025), Infection prevention and control in supported living services and Extra Care housing [Online] Available from: <a href="https://www.cqc.org.uk/guidance-regulation/providers/adult-social-care/infection-prevention-control-supported-living-services-extra">https://www.cqc.org.uk/guidance-regulation/providers/adult-social-care/infection-prevention-control-supported-living-services-extra</a> [Accessed: 05/12/2025]</li></ul>
Suggested Action:	<ul style="list-style-type: none"><li>• Encourage sharing the policy through the use of the QCS App</li></ul>
Equality Impact Assessment:	<p>QCS have undertaken an equality analysis during the review of this policy. This statement is a written record that demonstrates that we have shown due regard to the need to eliminate unlawful discrimination, advance equality of opportunity and foster good relations with respect to the characteristics protected by equality law.</p>



## 1. Purpose

**1.1** To describe the arrangements in place at Wellspring Recruitment and Care Services Limited for the management of provision and use of Personal Protective Equipment (PPE).

**1.2** To outline the approach taken by Wellspring Recruitment and Care Services Limited to ensure the safety of those affected by its services and activities.

Wellspring Recruitment and Care Services Limited will observe the requirements of all relevant procedures and guidance from the Department of Health and Social Care (DHSC), or regional organisations, in relation to Personal Protective Equipment (PPE).

### 1.3

Key Question	Quality Statements
EFFECTIVE	QSE4: Supporting people to live healthier lives
RESPONSIVE	QSR1: Person-centred care
SAFE	QSS7: Infection prevention and control
WELL-LED	QSW5: Governance, management and sustainability

### 1.4 Relevant Legislation

- Care Quality Commission (Registration) Regulations 2009
- Care Quality Commission (Registration and Membership) (Amendment) Regulations 2012
- Civil Contingencies Act 2004
- Control of Substances Hazardous to Health Regulations 2002
- The Hazardous Waste (England and Wales) Regulations 2005
- The Health and Social Care Act 2008 (Regulated Activities) Regulations 2014
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- The Personal Protective Equipment Regulations 2002
- The Personal Protective Equipment at Work (Amendment) Regulations 2022



- The Personal Protective Equipment at Work Regulations 1992



## 2. Scope

### 2.1 Roles Affected:

- All Staff
- Registered Manager

### 2.2 People Affected:

- Service Users

### 2.3 Stakeholders Affected:

- Family
- Advocates
- Representatives
- Commissioners
- External health professionals
- Local Authority
- NHS



## 3. Objectives

**3.1** To outline the arrangements and requirements for the provision of safe and effective Personal Protective Equipment (PPE) at Wellspring Recruitment and Care Services Limited.

To describe the scenarios in which PPE is required to be worn in order to prevent or mitigate injury risk, control and prevent infection, avoid the spread of disease and to keep staff members at Wellspring Recruitment and Care Services Limited safe from harm.

Wellspring Recruitment and Care Services Limited will assess the risks to all those affected by its activities and implement effective risk control measures, including the use of PPE to minimise risk of infection at work in accordance with current [guidance](#) from the Department of Health and Social Care.

**3.2** Where, through completion of task or activity risk assessment, a need for staff at Wellspring Recruitment and Care Services Limited to use any form of PPE is identified, they are fully trained in its safe and effective application.

PPE will be deployed where adequate control of risk cannot be achieved or where required in accordance with relevant guidance to prevent or mitigate injury risk, to avoid infection and the spread of disease and to protect the health of the staff members at Wellspring Recruitment and Care Services Limited.

**3.3** Supplies of all appropriate types of PPE will be available at Wellspring Recruitment and Care Services Limited and maintained in optimum condition, ready for use in order to control infection, prevent the spread of disease, prevent or mitigate injury risk and to



minimise the risk of all workers and others at Wellspring Recruitment and Care Services Limited being exposed to the risk of infection.

**3.4** Wellspring Recruitment and Care Services Limited will ensure that appropriate supplies are maintained in line with any allergies that have been identified by each staff member or Service User, as outlined in each staff record or Care Plan.



## 4. Policy

**4.1** At all times, Wellspring Recruitment and Care Services Limited will assess the risks to the health, safety and welfare of all affected by its services and implement suitable control measures to reduce the risk of harm.

These control measures will include, where identified as necessary, the provision and use of Personal Protective Equipment (PPE).

Wellspring Recruitment and Care Services Limited will ensure that the most up-to-date Department of Health and Social Care guidance on Personal Protective Equipment (PPE) and Infection Control is understood and followed by all working on its behalf.

**4.2** Wellspring Recruitment and Care Services Limited will ensure that the risk assessment process is used to identify hazards and minimise risks.

The reduction of risk may identify the need for the use of PPE, and where used for the purposes of infection control, it will be supported by guidance produced by the DHSC.

**4.3** All workers at Wellspring Recruitment and Care Services Limited will be provided with appropriate PPE by Wellspring Recruitment and Care Services Limited.

Those provided with PPE will be trained in:

- How to use PPE, including the approved process for donning, removing and disposing of used PPE
- When to use individual items of PPE
- When to replace any PPE
- The limitations of any PPE being used
- How to store PPE
- How to report issues to Olajumoke Omolola regarding the quality, quantity or effectiveness of PPE supplied

### 4.4 PPE and Allergies

Powder-free CE-marked gloves are used in Wellspring Recruitment and Care Services Limited.

Alternatives to latex gloves are also available.

The gloves supplied are in a range of sizes.

### 4.5 Travelling To and From Work Locations

To further reduce the risk of infection, staff of Wellspring Recruitment and Care Services Limited do not travel to or from work locations wearing any part of PPE.

**4.6** Wellspring Recruitment and Care Services Limited has an Infection Control Lead, Ifeoluwa Iyaniura who is responsible for monitoring the effectiveness of PPE usage at



Wellspring Recruitment and Care Services Limited.

Ifeoluwa Iyaniura will regularly report to Olajumoke Omolola any:

- Concerns with the quality of PPE provided for the purposes of infection prevention and control
- Concerns regarding stock levels, supply and range of PPE provided for the purposes of infection prevention and control
- Findings of audits and reports on the use of PPE provided for the purposes of infection prevention and control
- Issues raised by staff regarding the use of PPE provided for the purposes of infection prevention and control
- Failure of staff to adhere to the PPE policy

**4.7** Wellspring Recruitment and Care Services Limited fulfils its duties under the recently amended Personal Protective Equipment at Work Regulations 1992 through full implementation of the following procedure.



## 5. Procedure

### 5.1 Risk Assessment

The needs of the Service User and the vulnerabilities of individual staff are risk assessed by Wellspring Recruitment and Care Services Limited. The specific requirement for the type of PPE and application of PPE needed is informed by assessing the risks associated with the Service User interaction or task to be undertaken and staff wear PPE that protects adequately when:

- Dealing with the Service User who has a confirmed or suspected infection
- There is likely exposure to blood and/or body fluids, non-intact skin or mucous membranes
- Decontaminating the environment or care equipment
- In contact with substances hazardous to health, e.g. cleaning/disinfecting products

If staff are unsure what PPE is suitable in certain situations, advice can be sought from regional Infection prevention and control (IPC) teams.

### 5.2 All PPE Provided for Use by Wellspring Recruitment and Care Services Limited is:

- Compliant with the relevant BS/EN standards (European technical standards as adopted in the UK)
- Stored to prevent contamination in a clean/dry area until required for use (expiry dates must be adhered to)
- Disposed of after use correctly, into the correct waste stream
- Single use only, unless specified otherwise by the manufacturer
- Changed immediately after each contact with the Service User and/or following each procedure or task
- Changed between Service Users
- Used in line with current Department of Health and Social Care guidance



## 5.3 Effectiveness of PPE

PPE on its own will not prevent the spread of infection and is only effective when combined with:

- Thorough hand hygiene. Staff must perform hand hygiene immediately before every episode of care and after any activity or contact that potentially results in their hands becoming contaminated. This includes before putting on (donning) and after the removal (doffing) of personal protective equipment (PPE), equipment decontamination and waste handling
- Respiratory hygiene (“catch it, bin it, kill it”)
- Being aware of the importance of avoiding touching your face with your hands
- Following standard infection prevention and control precautions
- Using the correct technique for putting on and taking off PPE
- Ensuring PPE is changed between care tasks, where required, for example between personal care and nutritional support tasks
- The safe disposal of used PPE

## 5.4 PPE Use

Staff should:

- Use the correct technique for putting on and taking off PPE: [Guide to donning and doffing PPE: Droplet Precautions \(publishing.service.gov.uk\)](#)
- Check PPE is the correct size
- Perform hand hygiene
- Ensure PPE is changed between care tasks, where required, for example, between personal care and nutritional support tasks
- Safely dispose of used PPE
- Remove PPE at the right time to prevent the spread of infection
- Not use PPE unnecessarily
- Store PPE in a clean, dry, covered place if possible
- Change PPE if damaged or contaminated
- Don and doff PPE at least two metres away from the Service User. This also includes when replacing PPE

## 5.5 When and What PPE Must be Worn

The care and health needs of the Service User and the vulnerabilities of individual staff are risk assessed by Wellspring Recruitment and Care Services Limited. The specific requirement for the type of PPE and application of PPE needed is informed by dynamic risk assessments undertaken at the point of service provision.

When assessing the use of PPE staff should consider:

- The likelihood of exposure to bodily fluids, blood, secretions or excretions
- The risks associated with the procedure and risks of transmission

## 5.6 Storage of PPE

To minimise the risk of contamination, PPE is stored in a clean dry place at the office of Wellspring Recruitment and Care Services Limited or in an agreed location. It is stored in an appropriate manner to protect it from loss, damage, sunlight and contamination.

All staff are required to log the PPE that they have taken to monitor storage supplies.



Where applicable, all staff are issued with a wipeable folder to use to transport PPE into each Service User's home safely, it is not recommended to leave PPE in the Service User's property due to potential contamination making it unsuitable for use elsewhere.

## 5.7 Gloves

Are not a substitute for good hand hygiene.

Gloves should only be worn when a specific task requires them, including:

- Contact with non-intact skin, or mucous membranes
- Activities where exposure to blood, body fluids secretions or excretions is anticipated (dressing wounds or carrying out personal care)
- Applying topical creams or medications which might be absorbed into the skin of staff applying them
- Making beds when there is a risk of exposure to blood and/or body fluids or the Service User has a confirmed or suspected infection
- The Service User has a confirmed or suspected infection
- Handling chemicals (COSHH)
- Aseptic techniques (Catheterisation)

Gloves should be:

- Single use
- Appropriate for use, fit for purpose and well-fitting
- Put on immediately before the activity
- Changed if a perforation or puncture is suspected
- Changed between different activities for the same Service User (continence care and oral care)
- Stored in a clean area in their original box/packaging away from sunlight, heat sources and liquids (including chemicals)

Gloves should not:

- Be washed and reused

Staff must wash hands after removing gloves.

Staff should assess the type of gloves required for use for different procedures and situations.

- No Gloves - Social contact, or physical contact where there is no risk of exposure to blood or bodily fluids and no contact with non-intact skin or mucous membranes. Domestic duties where no risk of exposure to hazardous chemicals
- Vinyl Gloves - Sufficient protection for most duties in the care environment
- Nitrile Gloves - If gloves are worn for extended period of time or high levels of manual dexterity required
- Sterile Gloves - Aseptic procedures
- Latex Gloves - As nitrile gloves, not routinely recommended due to risk of latex allergies or sensitivities

Further advice can be found at [HSE - Skin at work: Selecting gloves.](#)

## 5.8 Oversleeves

If worn they must be:



- Changed immediately after each Service User and/or after completing a procedure/task even on the same Service User, and then hand hygiene performed
- Removed and disposed of if visibly contaminated or soiled

## 5.9 Aprons

Plastic disposable aprons should be worn when there is a risk of clothing being exposed to blood, bodily fluids, secretions or excretions.

Aprons should be used when:

- The Service User has a confirmed or suspected infection
- Providing direct hands-on care to the Service User
- Used for only one procedure
- Disposed of when contaminated
- Changed between activities and different Service Users
- There is a risk of soiling to the front of the uniform or workwear of staff

Hand hygiene must be performed before putting on the apron and after removing it.

### Full body gowns or fluid resistant coveralls:

Fully body gowns or fluid resistant coveralls must be worn when there is a risk of extensive splashing of blood and/or body fluids, or when a disposable apron provides inadequate cover for the task being performed.

If worn, gowns must be:

- Changed immediately after each Service User and/or after completing a procedure or task, even on the same Service User, and hand hygiene performed
- Removed and disposed of if visibly contaminated or soiled

## 5.10 Facial Protection

Staff should wear facial protection:

- If there is a risk of splashing of blood and/or body fluids or substances hazardous to health to the face
- When the Service User has a confirmed or suspected infection that can be transmitted by the droplet or airborne route (measles, Pulmonary TB)

Facial protection should not be touched when being worn.

Hand hygiene should be performed after removing facial protection.

## Eye Protection

Goggles or visors should be used where there is a risk of blood or body fluids splashing into the eyes.

When staff use goggles or visors:

- Do not touch when wearing them
- Decontaminate reusable eye protection in accordance with manufacturer's instructions and store safely
- Visors may offer greater comfort for staff who wear glasses

## Face Masks



Type IIR fluid-repellent surgical masks provide a fluid repellent barrier between the wearer and the environment. They provide additional protection from respiratory droplets.

Staff should consider wearing fluid-repellent type IIR masks:

- Where there is a risk of splashing of blood or body fluids into the nose or mouth
- When carrying out aerosol-generating procedures (AGPs)

Masks should:

- Be fluid resistant
- Be well-fitting and cover the nose, mouth and chin
- Not be touched when worn
- Not be worn for longer than 4 hours
- Be disposed of after the episode of care is completed, when damaged or when the mask becomes moist. Staff clean their hands before removal and after disposal
- Be removed in a safe area
- Be worn according to the manufacturer's recommendations (check which side should be close to the wearer)
- Not be allowed to dangle around the neck at any time, or rest on the forehead or under the chin
- Be worn according to the risk-assessed activity

FFP3 disposable mask (respirator):

- An FFP3 mask is rarely required in domiciliary care
- Advice on the wearing of these, e.g. when undertaking aerosol generating procedures (AGPs), is available from your local Community Infection Prevention and Control (IPC) or UK Health Security Agency (UKHSA) Team

For additional advice on the use of masks specific to Acute Respiratory Infections, see the Acute Respiratory Infections (ARI) (COVID-19) Policy and Procedure at Wellspring Recruitment and Care Services Limited and [infection prevention and control in adult social care: acute respiratory infection - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/infection-prevention-and-control-in-adult-social-care:acute-respiratory-infection).

## 5.11 PPE for Live-in Care Workers

Where Wellspring Recruitment and Care Services Limited is providing live-in care to a Service User, risk assessments must be completed to determine which PPE should be worn and when.

Care Workers who live with the Service User for long periods of time are considered part of the household and do not need to wear PPE when doing domestic duties, unless the Service User being supported (or a member of their household) develops respiratory symptoms.

Live-in Care Workers should ensure the correct PPE is worn for the care being provided; for example, gloves and an apron should be worn if the Care Worker is handling soiled linen or may come into contact with body fluids such as urine, faeces or blood.

If the Service User being supported develops respiratory ARI symptoms, the live-in Care Worker will follow the PPE recommendations outlined in this policy, according to the work they are doing.

## 5.12 Correct Order for Putting on and Removing PPE (Donning and Doffing)

PPE must be removed in the correct sequence to minimise the risk of cross-contamination.

### Putting on PPE:



- Staff should be bare below the elbows
- Clean hands
- Apron - Pull apron over the head and tie at the back of the waist
- Mask:
  - Elasticated - Position loops behind the ears
  - Tied - Position upper straps on the crown of the head, lower straps at the nape of the neck
- Eye protection - Holding by the sides, place over the eyes
- Gloves - Put on and extend to cover the wrists

## Removing PPE:

- Gloves:
  - Grasp the outside of the glove with opposite gloved hand
  - Peel off, holding the removed glove in the gloved hand
  - Slide the fingers of the ungloved hand under the remaining glove at the wrist and peel off
  - Discard
  - Clean hands
- Apron:
  - Break apron strap at the neck
  - Allow the apron to fold down on itself
  - Break waist straps at your back and fold apron in on itself
  - Fold or roll into a bundle taking care not to touch the outside surface
  - Discard
  - Clean hands
- Eye Protection:
  - Handle eye protection only by the headband or the sides
  - Discard disposable eye protection
  - Reusable eye protection must be decontaminated
  - Clean hands
- Masks:
  - Elasticated - Pull loops over ears
  - Tied - Untie or break lower straps followed by upper
  - Holding only by the loops or straps, discard
  - Clean hands

Staff can refer to the 'UKHSA Guide to donning and doffing PPE: Droplet Precautions' in the Forms section of this policy.

### 5.13 Reusable PPE

Whilst most PPE items are for once-only use, certain PPE items are manufactured to be reusable. This most commonly applies to eye/face protection items, i.e. goggles or visors. Reusable items should be clearly marked as such and identified in advance by Wellspring Recruitment and Care Services Limited.

Reusable PPE items may be used, provided that they are appropriately cleaned or stored between uses, according to the manufacturer's instructions or local infection control policy. Olajumoke Omolola will advise staff where this applies.



Reuse of gloves and aprons is not recommended in any circumstances. Face masks must be disposed of after single use. They cannot be cleaned and so are also not reusable.

### 5.14 Damaged PPE

All PPE items should be inspected before use and where any damage is found, a replacement must be sought. Staff must ensure that they have sufficient amounts of PPE available for each shift.

Damaged PPE should be reported to Olajumoke Omolola.

### 5.15 Disposing of PPE

Any waste PPE, including hazardous waste where there is no access to a hazardous waste stream, must be placed in a sealed bin liner before disposal and can be disposed of as normal domestic waste.

Further information on waste management can also be found in the [Infection prevention and control resource for adult social care: acute respiratory infection](#)

Where staff wear a uniform or work clothes, these should be laundered in line with the Appearance Policy and Procedure at Wellspring Recruitment and Care Services Limited.

### 5.16 PPE Stock Levels

Wellspring Recruitment and Care Services Limited must maintain sufficient supplies of PPE for Care Workers to utilise.

### 5.17 Service Users with Behaviours that May Challenge

Where Wellspring Recruitment and Care Services Limited supports Service Users with behaviours that may challenge, such as those with learning disabilities or autism, [guidance](#) in relation to PPE must also be adhered to. The levels of PPE will depend upon the tasks being carried out, the risk, and how vulnerable the Service User may be. A robust risk assessment will be completed by Wellspring Recruitment and Care Services Limited for each Service User on an individual basis and must be regularly reviewed.

For some Service Users, PPE can affect their normal routine and Wellspring Recruitment and Care Services Limited will look at ways to ensure that PPE items do not appear frightening to them, whilst not altering them in anyway. Some examples of how this can be done include:

- Greeting the Service User without a mask through a window before entering the space where you actually meet
- Explain that by wearing the mask you are helping other people to stay safe and that the mask is now part of your regular working clothes or uniform
- Wear disposable picture badges showing what you look like without a mask
- Introduce masks by making them in an art session. This will be useful if Service Users need masks when going out. Have a choice of colours or fabric designs
- Try to normalise the wearing of masks around the Service User's home; if there are soft toys around, perhaps provide masks for these
- Play a game trying to guess what expression people are making behind masks
- Use Makaton or British Sign Language (BSL) or possibly develop shared, non-verbal signals for the expressions usually read from faces
- Develop a matching pairs game with pictures of people with and without masks
- Praise people when they ask questions about the masks. Answer clearly and honestly using their preferred communication method



- Consider graded exposure approaches with the aim of making the PPE acceptable
- Wear transparent masks where these are available

Where it is decided by Wellspring Recruitment and Care Services Limited that PPE is not required to be used with the Service User, this must be under continual review and alternative solutions looked at.

## 5.18 Training

Staff will receive training on the correct use of PPE, including donning and doffing.

Ongoing observation in practice will take place by Olajumoke Omolola (or a designated other) and used to monitor for compliance with this policy as well as assessing knowledge in practice.

All training will be recorded on the training matrix.



## 6. Definitions

### 6.1 Personal Protective Equipment (PPE)

- Personal protective equipment (PPE) refers to protective clothing, helmets, goggles or other garments or equipment designed to protect the wearer's body from injury or infection. The hazards addressed by protective equipment include physical, electrical, heat, chemicals, biohazards and airborne particulate matter

### 6.2 Standard Infection Control Precautions (SICPs)

- The basic infection prevention and control measures necessary to reduce the risk of transmitting infectious agents

### 6.3 Transmission Based Precautions (TBPs)

- For caring for specific infectious agents
- Categorised by the route of transmission

### 6.4 Disposable Oversleeves

- Also known as arm protectors



## 7. Key Facts - Professionals

Professionals providing this service should be aware of the following:

- The Infection Control Lead, Ifeoluwa Iyaniura at Wellspring Recruitment and Care Services Limited will check regularly that PPE is used. They will require a reason if it is not being used and this may lead to disciplinary action as it constitutes a serious risk to both the staff member, the whole team at Wellspring Recruitment and Care Services Limited, to Service Users, and in the case of ARI's, to the wider public
- Wellspring Recruitment and Care Services Limited has duties concerning the provision and use of Personal Protective Equipment (PPE) at work and what it needs to do to meet the requirements of the Personal Protective Equipment at Work (Amendment) Regulations 2022



- While every skill and care are taken to avoid contamination etc. PPE is needed to significantly reduce the risk of contamination, injury or infection to staff members and to Service Users in the preparation and delivery of care
- Gloves are not a substitute for hand hygiene. Hands must be washed before and after putting on and taking off gloves
- Where staff members are allergic to latex, alternative gloves must be available to avoid any contact with latex. Latex-free gloves must be used for treating Service Users who are allergic to latex and where this is a known allergy, it must appear in the allergy section of their Care Plan
- PPE must be properly looked after and stored when not in use
- The Infection Control Lead, Ifeoluwa Iyaniura at Wellspring Recruitment and Care Services Limited will be responsible for ensuring that PPE is available, that there are sufficient supplies and that it is properly maintained, cleaned and kept in good condition if it is reusable
- There is no need to wear two pairs of gloves at once
- Employees must make proper use of PPE and report if it is faulty or unavailable



## 8. Key Facts - People Affected by The Service

People affected by this service should be aware of the following:

- If member of staff needs to wear gloves, an apron or face mask, they will explain why they are wearing it
- PPE is special equipment that is worn to create a barrier between you and germs. It reduces the chance of touching, being exposed to and spreading germs
- PPE helps prevent the spread of germs in healthcare settings and can protect you and the staff from infections
- If you know that you have an allergy to latex, you must inform Wellspring Recruitment and Care Services Limited and anywhere else where latex-containing gloves may be used, e.g. dentist or food outlet, so that you avoid contact with latex
- If you have hearing loss, we know that when staff wear a face mask it can be difficult for you to talk with them. Staff will make sure that they find ways to communicate with you so that you can understand what they are saying and you can be part of conversations



## Further Reading

**NHS - National Standards of Healthcare Cleanliness 2025:**

<https://www.england.nhs.uk/estates/national-standards-of-healthcare-cleanliness/>

**HSE - Gloves: choosing the right gloves to protect the skin**

<https://www.hse.gov.uk/mvr/topics/gloves.htm>

**The Challenging Behaviour Foundation**



<https://www.challengingbehaviour.org.uk/information-and-guidance/>

**GOV.UK - Adult Social Care: Guidance:**

[https://www.gov.uk/government/collections/adult-social-care-guidance?utm\\_medium=email&utm\\_campaign=govuk-notifications-topic&utm\\_source=2dcf43d6-3b2e-4c5b-9652-4e4a8fa5e3e9&utm\\_content=immediately](https://www.gov.uk/government/collections/adult-social-care-guidance?utm_medium=email&utm_campaign=govuk-notifications-topic&utm_source=2dcf43d6-3b2e-4c5b-9652-4e4a8fa5e3e9&utm_content=immediately)

**Department of Health and Social Care - Personal Protective Equipment (PPE) Strategy - Stabilise and build resilience:**

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/921787/PPE\\_strategy\\_v4.5\\_FINAL.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/921787/PPE_strategy_v4.5_FINAL.pdf)



**Outstanding Practice**

To be "outstanding" in this policy area you could provide evidence that:

- There is an up-to-date schedule of PPE held in stock with expiry dates for items of PPE which are not used on a regular basis
- There is a schedule for the type and level of PPE required for each clinical and operational activity which is reviewed on a regular basis
- Staff are trained, they have regular updates on infection control and understand how to use PPE appropriately and safely
- The wide understanding of the policy is enabled by proactive use of the QCS App



**Forms**

The following forms are included as part of this policy:

Title of form	When would the form be used?	Created by
<a href="#">Guide to donning_(putting on) and doffing_(removing) PPE (non AGP) in adult social care settings - HS18</a>	To guide the putting on and taking off of PPE.	Department of Health and Social Care





## Guide to donning (putting on) and doffing (removing) PPE (non-AGP) in adult social care settings



The items of PPE you need will depend on the caring scenario and whether the person you're caring for has a suspected or confirmed acute respiratory infection (ARI), including COVID-19. See details in the infection prevention and control ARI guidance:

<https://www.gov.uk/government/publications/infection-prevention-and-control-in-adult-social-care-acute-respiratory-infection>

### Putting on PPE

#### Before putting on your PPE

Make sure you drink some fluids

Tie hair back

Remove jewellery

Check which items of PPE you need

Check PPE in the correct size is available

1



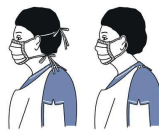
Clean your hands and wrists using alcohol-based hand rub or gel, or use soap and water

2



Put on apron and tie at waist

3



Put on face mask

4



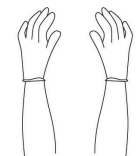
Fit mask around nose. Cover mouth and chin

5



Put on eye protection

6



Put on gloves if exposure to blood or body fluids is likely (risk assess). Change gloves and clean hands between tasks

### Taking off PPE

PPE should be removed in the order shown below

1



Remove gloves

Do not touch the outside front of the gloves, they will be contaminated

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 again with alcohol-based hand rub or gel, or use soap and water

5



When at least 1m from the client, carefully remove eye protection by the sidearms or side straps. Discard (or disinfect for next use)

6



Clean hands and wrists 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 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