A guide to purchasing PPE – v4 (30/10/2020)

1. Contents

2. Introduction

This document is intended as a practical guide for the purchase of a range of Personal Protective Equipment (PPE) products. This document is intended to be read in conjunction with the guidance document produced by the Government for suppliers who wish to manufacture and supply high volumes of PPE in the context of Covid-19. This government document provides extensive details on the technical and regulatory standards for PPE and can be located online here- https://www.gov.uk/government/publications/technical-specifications-for-personal-protective-equipment-ppe

It is important to note that for simplicity and ease this purchasing guide references only the relevant BS EN Standards that products should meet (where applicable,) whereas the Government guide refers to a host of other international standards products may meet.

This document has been developed by the PPE Distribution team with input from colleagues from Procurement, Health and Safety and Trading Standards as well as Infection Control specialists. This document will be reviewed on a regular basis by Brighton and Hove City Council (BHCC) and will be updated and re-issued when necessary. The most up to date version of this document can be found on the PPE page of the BHCC website which is located here- https://www.brighton-hove.gov.uk/coronavirus-covid-19/personal-protective-equipment-ppe

Feedback is welcomed by users of this guide to ensure content remains relevant and useful. All feedback should be sent to PPE.Requests@brighton-hove.gov.uk

3. Selection of PPE

The selection of PPE will be determined by the tasks and activities to be undertaken and the level of risk involved. This will likely be reviewed and determined as part of a risk assessment in conjunction with health and safety colleagues. BHCC has developed a rationale document for the use of PPE in response to COVID-19, although primarily intended to support BHCC teams this information may also be utilised by other organisations providing similar services. The decision-making flowcharts contained in the document are particularly noteworthy in assisting users to determine what type of PPE is required for their staff. This document is published on the BHCC website and can be found online here – https://www.brighton-hove.gov.uk/sites/default/files/2020-09/Rationale%20for%20the%20use%20of%20PPE%20%28Version%204%20-%2024Aug20%29.pdf

4. General PPE Purchasing Guidance

PPE can be purchased from a variety of outlets, at the time of writing (October 2020) PPE is now widely available and can be found everywhere from supermarkets to local corner shops. It can also be purchased on-line from large suppliers or distributors.

Many high street shops also have an on-line presence, so you can research the products before deciding where to purchase your PPE, allowing consideration over the product's suitability within your workplace setting.

How and where you choose to purchase your PPE is likely to be determined by your size of business and/or anticipated usage.

You will also need to consider suitable storage and ensure you have a sufficient buffer stock to take into account any unforeseen changes in circumstances or demand. It is also imperative you give due consideration to the expiry dates of products.

Timescales for delivery are also an important factor when considering where to purchase your PPE, as these can vary dramatically. Consideration should also be given to any potential delivery charges as this can have a significant impact on the overall cost.

If you are purchasing PPE locally or in small quantities via reputable on-line retailers (such as Boots for example), you will have to assume retailers have carried out suitable checks to ensure goods have been manufactured and approved in accordance with the relevant EU and Government regulations. Some on-line retailers may only display limited information on their web site regarding their products and which standards they meet. If you are unsure, ask the retailer to provide additional information.

If you are **buying in bulk from larger suppliers**, you will need to ensure that a product has been manufactured and approved in accordance with the relevant EU and Government regulations. You will therefore need to request certain documents from the supplier to demonstrate compliance with the relevant and most recent regulations. Further details on the specific documents to be requested and their subsequent verification can be found in the next section.

BHCC has provided examples of retailers for small and bulk purchasing in the individual product sections. However, it is important to stress that BHCC does not endorse the suppliers listed in this document; they are examples only.

5. Documentation required for bulk purchasing

5.1 Requesting Documentation

As detailed in the previous section **if you are purchasing in bulk directly** from distributors or suppliers, you will need to carry out your own diligence checks of the documentation to ensure that the products you intend to purchase have been manufactured and approved in accordance with the relevant EU and Government regulations.

The type of documents you will need to request to support the purchase will be determined by the types of products you are purchasing. The products detailed in this guide are classified by law either as Medical Devices (MD) or PPE, certain items such as soap and surface wipes are classified as neither. The table below details the classification of the products covered in this guide and the relevant documents that will need to be requested from the supplier and verified before you proceed with the purchase -

	PPE Items	**Medical Device (MD) Items**	**Non-PPE/MD items**
Types of products (covered in this guide)-	• Eye Protection • FFP3 Masks	• Surgical/Medical Face Masks • Medical Examination Gloves	• Aprons • Soap • Hand Sanitiser • Surface Wipes
	• Full specification of the product	• Full specification of the product	• Full specification of the product

Documents to request from the supplier-	• Image of the product & packaging* • Declaration of Conformity (DoC) • EU Type Examination Certificate (may also be referred to as a CE certificate)**	• Image of the product & packaging* • Declaration of Conformity (DoC) • Name and address of EU Authorised representative (if manufactured outside of UK) • If sterile, EU notified body certificate for sterilisation.	• Image of the product and packaging* • Safety Data Sheet (SDS)
** Images should be verified against the labelling requirements for each product. These would include details such as Brand, Model No., Product Description, Expiry Date etc. Please refer to the 'Labelling Requirements' under each product section in this document for further details.* **PLEASE NOTE:** *All information listed should appear on the packaging. However, if there are serious shortages in the supply market as a result of the pandemic, you may find certain requirements may not be listed. In this case it is advised that individual organisations conduct their own risk assessment to determine whether or not to proceed with the purchase.* *** When the UK transition period ends on the 1st of January 2021, PPE items placed on the UK market will require the new UKCA mark which will replace the CE mark. Therefore, you may see products coming onto the market in the coming months with both CE and UKCA markings. As government guidance is updated this procurement guide will be updated also.*			
Further documentation: • The supplier may provide you with a product test certificate or you may choose to request this from them. The test certificate should tie up with the manufacturer details and the product details on the DoC & the EU Type Examination Certificate. Test certificates must be issued by an accredited laboratory and include full details of the tests conducted and the results. • You may also request a copy of the User Instruction Sheet (UIS) from the supplier, where appropriate (such as eye protection.) The UIS must accompany each individual item and must be provided in English.			

5.2 Verification of Documentation

Once you have received the requested documentation, you **must** validate it to ensure that **all** documents are legitimate.

The British Safety Industry Federation (BSIF) have produced a useful Webinar on verifying PPE documents which provides some basic guidance: https://www.bsif.co.uk/ce-documentation-is-it-genuine-bsif-webinar/

6. Receipt of Goods

Upon receipt of the goods, it is advisable to carry out a full physical check of the product as soon as possible.

In the case of bulk deliveries if you are requested to sign a delivery note, it is often worth noting on there - 'the goods have not been verified in terms of quantity or quality.'

You should first verify the product has been received in good condition. If the packaging has been tampered with or is damaged in any way you should reject the delivery and/or consider returning the goods to the supplier for a replacement.

You should also verify the quantity received, noting any shortfalls and reporting this to the supplier.

You will then need to verify the product itself. Each product section of this document details the information you would expect to find on the packaging and provides tips on the physical verification of the product itself. Please refer to 'Labelling Requirements' under each product section for further details.

7. Disposable Examination Gloves

Disposable Examination Gloves are single use, they can be sterile or non-sterile but **must** be powder free.

Medical Examination Gloves are classified as Medical Devices. Therefore, if you are purchasing in bulk you **must** request specific documents from the supplier. Please refer to Section 5 for full details.

7.1 Minimum Design & Performance Standards

Products must meet the minimum specifications stipulated by the government below-

- They **must** be manufactured from quality materials such as nitrile or vinyl. BHCC recommends avoiding purchasing latex, as this is known to cause an allergy risk in certain individuals. Nitrile gloves offer a greater level of protection than vinyl, they are strong, puncture resistant and the fit is often better than vinyl. Vinyl gloves are permeable to blood-borne viruses and prone to leakage, having low tensile strength. They are ideal for low-risk tasks, with low risk of contact with bodily fluids. If there is a risk of gloves tearing, or the task requires a high level of dexterity, or requires an extended period of wear, then nitrile gloves should be selected.
- They are single use and typically non-sterile.
- Sterile gloves are used to carry out surgical procedures. If purchasing sterile gloves, they **must** be validated as sterile- with Sterility Assurance Level (SAL) of 10^{-6}
- They **must** be powder-free (again due to potential allergy risks.)
- The gloves **must** comply with the minimum standards listed below-

  - **BS EN 455-1:2020** Requirements and testing for freedom from holes.
  - And **BS EN 455-2:2015** Requirements and testing for physical properties.
  - And **BS EN 455-3:2015** All relevant requirements and testing for biological evaluation
  - Minimum sections 4.1 (general), 4.2 (chemicals), 4.4 (powder free) and 4.6 (labelling). If natural rubber latex, then also section 4.5.

- And **BS EN 455-4:2009** Requirements and testing for service life determination (gloves should have an expiry date with a provisional date of <3 years.)

- They **should** have long cuffs, reaching well above the wrist.

7.2 Further purchasing considerations

- Gloves come in various sizes- S, M, L & XL, so you should identify the appropriate sizes based on the intended users. Gloves should fit correctly; if PPE does not fit properly it won't offer sufficient protection.
- Gloves come in a range of colours, usually this is not important.
- Textured gloves are available; this enhances sensitivity and makes gripping objects with wet or dry hands easier.
- If in any doubt the supplier should be able to provide details on the suitability of the gloves for specific tasks.

7.3 Product Verification

Upon receipt of the product, immediately check its condition for any damage. Then seek verification to ensure you have received the product you ordered, and that it meets the necessary standards. Please refer to Section 6. Receipt of Goods above for further details.

Below is a guide for the information you would expect to find on a box of gloves. **PLEASE NOTE:** *All information listed should appear on the packaging. However, if there are serious shortages in the supply market as a result of the pandemic, you may find certain requirements may not be listed. In this case it is advised that individual organisations conduct their own risk assessment to determine whether or not to proceed with the purchase.*

Labelling Requirements *(please refer to 'Annex 1- Disposable Examination Gloves Verification' for pictorial examples):*

- Brand name **(ref. 1)**
- Latex Free - It should clearly state on the packaging the gloves do not contain latex **(ref. 2)**
- CE marking **(ref. 3)**
- Powder free (**ref. 4**)
- Description of product (which should match the documentation provided by the supplier.) **(ref. 5)**
- Acceptance Quality Limit (AQL) of 1.5 (min) **(ref. 6)**
- Guidance on storage conditions- e.g.- temperature range, storage conditions **(ref. 7)**
- Classification of product (in this example the gloves are classified as both PPE and a medical device) - *If the gloves are classified as PPE as well as Medical Devices then the notified body number needs to appear next to the CE mark.* ***(ref.8)***
- BS EN Standards **(ref.9)**
- Single use (**ref. 10**- this is indicated with a symbol of a 2 in a circle with a line through it)
- Material – Nitrile or Vinyl **(ref. 11)**
- Date of manufacture **(ref. 12**- this is often indicated with a symbol of a factory)
- LOT no. **(ref. 13)**
- Expiry date **(ref. 14)** (this is often indicated with a symbol of an egg timer)
- The BS EN standards to which the gloves conform **(ref. 15)**
- Glove size (S, M, L, XL) **(ref. 16)**
- Quantity **(ref. 17)**
- Details of manufacturer **(ref. 18)**

- Details of EU authorised representative **(ref. 19)**

Physical Verification

In addition to verifying the packaging you should also conduct a physical check of the gloves themselves; the gloves should fit well and have a long cuff reaching well above the wrist (please refer to 'Annex 1- Disposable Examination Gloves Verification' for a photo.)

7.4 Storage

Gloves should not be subjected to dust, sunlight, moisture or any other extreme conditions. How gloves are stored can greatly affect their lifespan, if they are stored in a hot and humid area this will lead to the material deteriorating faster. They will tear easily when stressed and will develop a hard surface that cracks when stretched. Therefore, they should be kept well away from radiators and other heat sources.

7.5 Examples of Suppliers for Examination Gloves

Bulk suppliers

NRS Healthcare	www.nrshealthcare.co.uk
Impamark	https://www.uk-personalprotectionequipment.co.uk/

On-line suppliers (individual or small batch ordering)

Boots	https://www.boots.com
Just Gloves	https://www.justgloves.co.uk/

8. Surgical/Medical Face Masks (Type I, Type II and Type IIR)

Type I, Type II and Type IIR masks are all used to protect others from the wearer transmitting the virus. All forms of these surgical masks are single use.

Type I masks have a BFE (Bacterial Filtration Efficiency) of 95%, whereas Type II and Type IIR masks have a BFE of 98%, Type IIR masks also include a splash resistant layer to protect the wearer against blood and other bodily fluids.

If you are unsure as to which masks to purchase, it may be worth referring to the decision-making flow charts in the BHCC rationale document for the use of PPE. Please refer to Section 2-Selection of PPE for further details and how to locate the document.

Masks can have ear loops (which loop round the ears) or ties (which tie behind the head.) Staff who wear masks for extended periods of time often prefer the tie masks as it reduces the risk of pressure sores behind the ears.

8.1 Surgical/Medical Face Masks- Type I

It is important to note Type I masks are not fluid resistant. They are single use and usually non-sterile.

Type I Surgical Masks are classified as Medical Devices. Therefore, if you are purchasing in bulk you **must** request specific documents from the supplier. Please refer to Section 5 for full details.

8.1.1 Minimum Design & Performance Standards

Products must meet the minimum specifications stipulated by the government below-

- **Must** be made of well-established materials for this product.
- **Must** comply with all the requirements in Table 1 of BS EN 14683:2019 Medical Face Masks of a 'Type I' mask, including Bacterial Filtration Efficiency (BFE >95%.)
- **Must** fit closely over the nose, mouth and chin of the wearer. Deformable nose bands or nose bridges are recommended as they can enhance the fit of the mask by conforming to the nose contours.

8.1.2 Labelling Requirements

The labelling requirements of Type I masks are very similar to those of Type IIR Fluid Resistant Masks. Please therefore refer to Annex 2: Fluid Resistant (Type IIR) Surgical Masks for verification of the product. The only differences will be-

- The type of mask **(ref. 6)-** in the case of Type I masks these will be labelled as Type I rather than Type IIR
- Bacterial filtration efficiency **(BFE) (ref. 16) –** in the case of Type I masks the BFE will be 95% rather than 98%

8.1.3 Examples of Suppliers for Type I Single use/disposable face masks

Bulk supplier examples

NRS Healthcare	www.nrshealthcare.co.uk
Impamark	https://www.uk-personalprotectionequipment.co.uk/

On-line supplier examples (individual or small batch ordering) examples

Boots	https://www.boots.com
Chemist4u	https://www.chemist-4-u.com/

8.2 Surgical/Medical Face masks- Type II

It is important to note these masks are not fluid resistant. They are single use and usually non-sterile.

Type II Surgical Masks are classified as Medical Devices. Therefore, if you are purchasing in bulk you **must** request specific documents from the supplier. Please refer to Section 5 for full details.

8.2.1 Minimum Design & Performance Standards

Products must meet the minimum specifications stipulated by the government below-

- **Must** be made of well-established materials for this product.
- **Must** comply with all the requirements in Table 1 of BS EN 14683:2019 Medical Face Masks of a 'Type II' mask, including Bacterial Filtration Efficiency (BFE >98%)
- **Must** fit closely over the nose, mouth and chin of the wearer. Deformable nose bands or nose bridges are recommended as they can enhance the fit of the mask by conforming to the nose contours.

8.2.2 Labelling Requirements

The labelling requirements of Type II masks are very similar to that of Type IIR Fluid Resistant Masks. Please therefore refer to Annex 2: Fluid Resistant (Type IIR) Surgical Masks for verification of the product. The only difference will be-

- The type of mask **(ref. 6)-** in the case of Type II masks these will be labelled as Type II rather than Type IIR

8.2.3 Examples of Suppliers for Type II Single use/disposable face masks

Bulk supplier examples

NRS Healthcare	www.nrshealthcare.co.uk
Impamark	https://www.uk-personalprotectionequipment.co.uk/

On-line supplier examples (individual or small batch ordering) examples

Boots	https://www.boots.com
Chemist4u	https://www.chemist-4-u.com/

8.3 Fluid Resistant (Type IIR) Surgical Masks

These masks are fluid resistant. They are single use and usually non-sterile.

Type IIR Surgical Masks are classified as Medical Devices. Therefore, if you are purchasing in bulk you **must** request specific documents from the supplier. Please refer to Section 5 above for full details.

8.3.1 Minimum Design & Performance Standards

Products should meet the minimum specifications stipulated by the government below-

- **Must** be made of well-established materials for this product.
- **Must** comply with all the requirements in Table 1 of BS EN 14683:2019 Medical Face Masks of a 'Type IIR', including Bacterial Filtration Efficiency (BFE >98%) **and splash resistance** pressure at 16.0 kPa (120 mm Hg.)

- **Must** fit closely over the nose, mouth and chin of the wearer. Deformable nose bands or nose bridges are recommended as they can enhance the fit of the mask by conforming to the nose contours.

8.3.2 Product Verification

Upon receipt of the product, immediately check its condition for any damage. Then seek verification to ensure you have received the product you ordered, and that it meets the necessary standards. Please refer to Section 6. Receipt of Goods above for further details.

Below is a guide for the information you would expect to find on a box of Type IIR masks. **PLEASE NOTE:** *All information listed should appear on the packaging. However, if there are serious shortages in the supply market as a result of the pandemic, you may find certain requirements may not be listed. In this case it is advised that individual organisations conduct their own risk assessment to determine whether to proceed with the purchase. It is important to note the masks must be labelled Type IIR if the mask claims conformity to BS EN 14683:2019 and they must have a manufacturing and/or expiry date.*

Labelling Requirements *(please refer to 'Annex 2- Fluid resistant (Type IIR) Surgical Mask Verification' for pictorial examples)-*

- Brand name **(ref. 1)**
- Description of product (which should match the documentation provided by the supplier) **(ref. 2)**
- Quantity **(ref. 3)**
- The standards to which the masks conform **(ref. 4)** –BS EN 14683 (The masks **must** be labelled 'Type IIR' if the mask claims conformity to BS EN 14863:2019)
- Latex-Free **(ref. 5)** – There should be reference to the fact the product is latex free.
- The type of mask- IIR **(ref. 6)**
- Manufacturer details **(ref. 7)**
- EU authorised representative details **(ref. 8)**
- LOT number **(ref. 9)**
- Date of manufacture **(ref. 10)** (often indicated with a symbol of a factory)
- Expiry Date **(ref 11)** (often indicated with a symbol of an egg timer)
- Single Use (indicated with a symbol of a 2 in a circle with a line through it) **(ref 12)**
- Storage instructions **(ref. 13)**
- CE Mark **(ref. 14)**
- Non-sterile **(ref. 15)**
- Bacterial filtration efficiency **(BFE) (ref. 16)** must be 98% or above to be labelled type IIR if tested to BS EN 14683

8.3.3 Examples of Suppliers for Fluid resistant (Type IIR) Surgical Masks

Bulk suppliers

NRS Healthcare	www.nrshealthcare.co.uk
Impamark	https://www.uk-personalprotectionequipment.co.uk/
MDS Healthcare	mohsin@issagrp.com; issa@issagrp.com

On-line suppliers (individual or small batch ordering)

Boots	https://www.boots.com
Chemist4u	https://www.chemist-4-u.com/

9. Disposable half mask respirators - FFP3 valved & unvalved

FFP3 masks are classified as PPE. Therefore, if you are purchasing in bulk you **must** request specific documents from the supplier. Please refer to Section 5 for full details.

9.1 Guidance on use of FFP3 Respirators

According to government guidance, **FFP3 respirators are only required when conducting Aerosol Generating Procedures (AGPs.)** AGPs include procedures such as intubation and extubation, tracheotomy/tracheostomy etc. There is no evidence to suggest that FFP3 masks provide additional protection over fluid resistant surgical masks for droplet protection when used with other recommended PPE measures; except in the context of clinical aerosol generating procedures (AGPs.) This document issued by the Government explicitly details when surgical masks can be worn and when FFP3 respirators are required- http://www.dwmh.nhs.uk/wp-content/uploads/2020/03/PHE_11606_When_to_use_face_mask_or_FFP3_02.pdf

9.2 Minimum Design & Performance Standards

The FFP3 respirator should cover the nose, mouth and chin. To ensure it fits well and for reasons of comfort, the FFP3 respirator **must not** be of a design that holds the mask in place by the ears alone (aka ear loop style.)

Users of FFP3 respirators **must** be fit tested by a qualified FIT tester against a specific make and model to ensure that the mask fits the face of the user properly and offers a proper seal to ensure sufficient protection. Details of independent qualified FIT testers can be found here - https://www.fit2fit.org/find-a-tester/

It is worth noting that it is far more cost effective to standardise the make and model of FFP3s you are purchasing to avoid losing large proportions of your purchased respirators as samples for FIT testing purposes.

There are two different types of FFP3 respirators: valved and unvalved.

It is important to note-

- An unvalved respirator provides two-way protection; protecting both the wearer and the patient/resident/client
- A valved respirator will only protect the wearer

The valve is a comfort device. It does not affect or contribute towards the level of protection, rather it controls the rate and amount of air which passes through the respirator.

BHCC would therefore strongly recommend the purchase of unvalved FFP3 respirators to ensure that asymptomatic carriers can offer protection to the patient/resident/client and that symptomatic patients/residents/clients do not pass on the virus to healthcare workers whilst conducting an AGP.

Products must meet the minimum specifications stipulated by the government below-

- Must meet **all** the requirements in BS EN 149:2001 + A1:2009 **except** 7.6, 7.11, 7.14, 7.17 and 7.18 Respiratory protective devices- filtering half masks to protect against particles- Requirements, testing, marking.

  AND
- Essential Health and safety requirements Annex II of PPE Regulation (EU) 2016/425 – Sections 1,2 and 3.10.1

The mask **must not** contain any Natural Rubber Latex (NRL) due to potential allergy risks

9.3 Product Verification

Upon receipt of the product, immediately check its condition for any damage. Then seek verification to ensure you have received the product you ordered, and that it meets the necessary standards. Please refer to Section 6. Receipt of Goods above for further details.

Below is a guide for the information you would expect to find on a box of FFP3 respirators. **PLEASE NOTE:** *All information listed should appear on the packaging. However, if there are serious shortages in the supply market as a result of the pandemic, you may find certain requirements may not be listed. In this case it is advised that individual organisations conduct their own risk assessment to determine whether or not to proceed with the purchase.*

Labelling Requirements *(please refer to 'Annex 3- Disposable Half Mask Respirators (FFP3 unvalved) Verification' for pictorial examples)-*

Marking, packaging and manufacturer's instructions and information should be as stipulated in BS EN 149:2001 + A1:2009, which would include-

- Brand name **(ref. 1)**
- Type of Mask **(ref 2)**
- Model **(ref 3)**
- CE Mark **(ref 4)** The notified body number needs to appear next to the CE mark.
- The standards to which the FFP3 respirators conform- BS EN 149:2001 + A1:2009 (Respiratory Protective Devices-Filtering Half masks to protect against particles) **(ref. 5)**
- The standards to which medical face masks conform - BS EN 14683 Medical Face Masks **(ref 6)**

- Quantity **(ref 7)**
- Single Use (indicated with a symbol of a 2 in a circle with a line through it) **(ref 8)**
- Bacterial Filtration Efficiency **(BFE) (ref. 9)**
- Latex-Free **(ref. 10)** – There should be reference to the fact the product is latex free
- Manufacturer details **(ref. 11)**
- EU authorised representative details **(ref. 12)**
- Expiry Date **(ref 13)** (often indicated with an egg timer symbol)
- LOT number **(ref. 14)**
- Storage instructions **(ref. 15 & 16)**
- Fitting instructions **(ref 17)**

9.4 Examples of Suppliers for FFP3 Respirators

Bulk suppliers

Techniclean Supply Ltd	www.techniclean.co.uk
Impamark	https://www.uk-personalprotectionequipment.co.uk/

On-line suppliers (individual or small batch ordering)

Medisave	https://www.medisave.co.uk
ProtectU	https://protectu.co.uk/

10. Disposable Polythene Aprons - single use

Disposable plastic aprons are sleeveless, polyethylene, single use and are non-sterile. They should be quick and easy to put on; there should be an opening which goes over the head and two straps with which to tie the apron around the body. The wearer should be able to tear off the apron easily once they are finished to reduce the risk of cross contamination. The apron should provide full coverage of the body to ensure sufficient protection.

Aprons come in a variety of colours; some organisations may have policies in place which advise different coloured aprons for certain tasks and duties to ensure they have been changed between patients and procedures.

Aprons are neither classified as PPE or as a Medical Device. However, if purchasing in bulk you **must** request specific documents from the supplier. Please refer to Section 5 for full details.

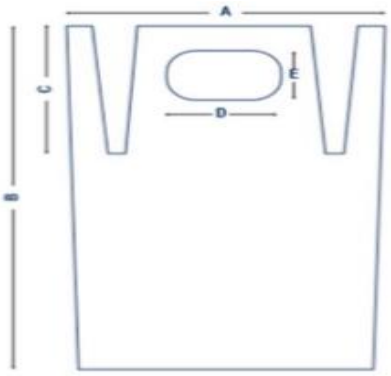
10.1 Minimum Design & Performance Standards

Products should meet the minimum specifications stipulated by the government below-

- The design and performance of the aprons **must** comply with Essential Health and Safety Requirements Annex II of PPE Regulation (EU) 2016/425 – Sections 1 and 2
- **Should be** made from low density polyethylene (LDPE)
- **Must** not contain natural rubber latex
- **Must** have ties that secure the apron around the body (which tie at the back or the side- not at the front where contamination is more likely)
- **Must** have a thickness of 16 micron (MU) if made from LDPE
- Further details regarding impact strength and tear resistance specifications can be found in the Government guidance document
- Typical dimensions of the aprons are detailed below-

Note: Typical dimensions:

Width (A) 685 mm +/- 15mm
Length (B) 1170mm +/- 15mm
Tie length (C) ≥415 mm
Neck hole width (D) ≥240mm - ≤265mm
Neck hole depth (E) ≥160mm



Note: Aprons may be provided on a roll or as a flat pack. Where provided on a roll they should be able to be torn off to allow easy dispensing, the diagram below provides an example of perforation requirements:

10.2 Product Verification

Upon receipt of the product, immediately check its condition for any damage. Then seek verification to ensure you have received the product you ordered, and that it meets the necessary standards. Please refer to Section 6. Receipt of Goods above for further details.

Below is a guide for the information you would expect to find on the packaging of the aprons.
PLEASE NOTE: *All information listed should appear on the packaging. However, if there are serious shortages in the supply market as a result of the pandemic, you may find certain requirements may not be listed. In this case it is advised that individual organisations conduct their own risk assessment to determine whether or not to proceed with the purchase.*

Labelling Requirements

The outer packaging **must** have a description of the product and **should** also state the following-

- The material from which the apron is manufactured for example, low density polyethylene (LDPE)
- Single Use

- Latex free
- Non-sterile

Other details may also include-

- The basic dimensions of the aprons
- The thickness of the aprons
- The quantity of the aprons

Physical Verification

The thickness of aprons is difficult to measure locally without expensive specialist equipment; therefore, a level of trust is needed with the supplier and a common-sense approach to assessing the thickness. However, it is possible to check the dimensions of the aprons received with a simple tape measure against the government specifications.

10.3 Examples of Suppliers for Aprons

Bulk suppliers

Polybags Ltd	https://www.polybags.co.uk
Stevenage Packaging	https://www.stevenagepackaging.co.uk/shop/

On-line suppliers (individual or small batch ordering)

Nisbets	https://www.nisbets.co.uk/
Eureka!	https://www.eurekadirect.co.uk/

11. Eye protection- Safety Spectacles & Goggles

This guide only provides guidance on Safety Spectacles & Goggles, it does not provide guidance on the purchase of Face Shields/Visors – for further information on the purchase of these products please refer to the minimum specifications outlined in the government's technical requirements document.

The purchase of reusable eye protection is strongly encouraged wherever possible to reduce costs and the use of single-use plastic.

If eye protection is labelled as single use, then it should be disposed of following use.

Eye protection is classified as PPE. Therefore, if you are purchasing in bulk you **must** request specific documents from the supplier. Please refer to Section 5 above for full details.

11.1 Minimum Design & Performance Standards

Products should meet the minimum specifications stipulated by the government below-

- **Must** meet all the following requirements of BS EN 166:2002 Personal Eye Protection - 6.1, 6.2 *(NB: Eye Protection must not contain Natural Rubber Latex (NRL))*, 6.3, 7.1.3 and 7.2.4 **And**
- Essential Health & Safety Requirements Annex II of PPE Regulation (EU) 2016/425 – Sections 1, 2 and 3.10.2
- **Must** be resistant to fogging (7.3.2 of EN 166)
- **Must** be optically clear
- **Must** be resistant to droplets
- If reusable the manufacturer **should** provide specific instructions for cleaning and disinfection. Any chemicals used in the cleaning and disinfecting process **must** have **no** adverse effects on the user when used in accordance with the relevant instructions.

11.2 Product Verification

Upon receipt of the product, immediately check its condition for any damage. Then seek verification to ensure you have received the product you ordered, and that it meets the necessary standards. Please refer to Section 6. Receipt of Goods above for further details.

Below is a guide for the information you would expect to find on the packaging of eye protection products. **PLEASE NOTE:** *All information listed should appear on the packaging. However, if there are serious shortages in the supply market as a result of the pandemic, you may find certain requirements may not be listed. In this case it is advised that individual organisations conduct their own risk assessment to determine whether or not to proceed with the purchase.*

Labelling Requirements *(please refer to 'Annex 4- Eye Protection Verification' for pictorial examples)*-

Marking and Packaging Requirements must be as specified in BS EN 166:2002. This would include-

- Brand name **(ref. 1)**
- The standards to which the eye protection conform, and the protection offered. *NB: this should also be marked on the product itself not just the packaging* **(ref. 2)**
- Model number **(ref. 3)**
- Reference to the fact the lenses are clear **(ref. 4)**
- Relevant safety information & precautions **(ref. 5)**
- Details of Manufacturer **(ref. 6)**
- Warning statement (**ref. 7**)
- CE Mark (**ref. 8**)
- LOT number **(ref. 9)**
- Manufacture Date **(ref. 10)**
- Latex-Free **(ref. 11)** – There must be reference to the fact the product is latex free
- Usage instructions **(ref. 12)**
- Care & cleaning instructions (if the product is reusable) **(ref. 13)**
- Storage instructions **(ref. 14)**

11.3 Examples of Suppliers for Eye Protection

Bulk Supplier

Westbury Industrial Supplies (WIS UK)	https://wisuk.co.uk/

On-line supplier (individual or small batch ordering)

Screwfix	• https://www.screwfix.com/

12. Liquid Hand Soap

Soap is neither classified as PPE or as a Medical Device. However, if purchasing in bulk you **must** request specific documents from the supplier. Please refer to Section 5 above for full details.

12.1 Minimum Design & Performance Standards

Products should meet the minimum specifications stipulated by the government below-

- Free-standing bottle with pump dispenser
- **Must** be suitable for sensitive skin
- All products **must** be fragrance free
- All products and packaging **should** be latex free wherever possible. If the product or the packaging contains latex this must be labelled to inform the user
- Instructions for use **must** be in English and **must** be appropriate for the intended use of the product
- **Must** be compliant with European Council Directive 1223/2009 – Safety of Cosmetic Products.
- The soap does not need to be antibacterial, however if antibacterial the product **must** comply with BS EN 1499:2013
- Soaps with an emulsion base are preferable. It should state this on the label but you can always check with the manufacturer- a common base would be glycerine.

12.2 Examples of Suppliers for Liquid Hand Soap

Liquid Hand Soap is widely available from multiple suppliers and outlets.

Bulk Supplier

The Safety Supply Company	https://www.thesafetysupplycompany.co.uk/

On-line suppliers (individual or small batch ordering)

Tesco	https://www.tesco.com/
Asda	https://www.asda.com/
Sainsburys	https://www.sainsburys.co.uk/

13. Hand Sanitiser

Hand sanitiser can come in gel or liquid form and is available in a variety of sizes. Feedback received indicates users tend to prefer a pump or cap dispenser rather than a screw top.

Hand Sanitiser is neither classified as PPE or as a Medical Device. However, if purchasing in bulk you **must** request specific documents from the supplier. Please refer to Section 5 above for full details.

13.1 Minimum Design & Performance Standards

Products must meet the minimum specifications stipulated by the government below-

- Alcohol **must** be the active ingredient in all hand sanitisers, with **a minimum alcohol concentration of 60% (maximum 80%) to be effective.** Labelling must state the recommended dosage, and the percentage of alcohol it contains
- **Must** be suitable for sensitive skin
- All products **must** be fragrance free
- All products and packaging **should** be latex free where-ever possible. If the product or the packaging contains latex this must be labelled to inform the user
- Instructions for use **must** be in English and **must** be appropriate for the intended use of the product
- All products **must** meet **Biocidal Products Regulation 528/2012 (EU BPR)** and **BS EN 1500:2013**.
- If the product does not conform to the above standards, an independent laboratory report for relevant BS EN Standards should be made available prior to the purchase.

13.2 Product Verification

Upon receipt of the product, immediately check its condition for any damage. Then seek verification to ensure you have received the product you ordered, and that it meets the necessary standards. Please refer to Section 6. Receipt of Goods above for further details.

Below is a guide for the information you would expect to find on the label of a hand sanitiser bottle. **PLEASE NOTE:** *All information listed should appear on the packaging. However, if there are serious shortages in the supply market as a result of the pandemic, you may find certain requirements may not be listed. In this case it is advised that individual organisations conduct their own risk assessment to determine whether or not to proceed with the purchase.*

Labelling Requirements *(please refer to 'Annex 5- Hand Sanitiser Verification' for pictorial examples)-*

- Brand name **(ref. 1)**
- Product Description **(ref 2)**
- Company details **(ref 3)**
- Safety Precautions (**ref 4)**
- Health & Safety warnings **(ref 5)**
- Storage instructions **(ref 6)**
- Active ingredient- should be minimum 60% **(ref 7)**
- LOT No. **(ref. 8)**
- Size **(ref. 9)**
- Expiry Date **(ref. 10)**

13.3 Examples of Suppliers for Hand Sanitiser

Hand Sanitiser is now widely available from multiple suppliers and outlets.

Bulk supplier

MDS Healthcare	http://www.mds-healthcare.com/
Medisave	https://www.medisave.co.uk/

On-line suppliers (individual or small batch ordering)

Asda	https://www.asda.com/
Sainsburys	https://www.sainsburys.co.uk/
Boots	https://www.boots.com/
Superdrug	https://www.superdrug.com/

14. Surface Wipes

14.1 Minimum Design & Performance Standards

The minimum specifications stipulated by the government for surface wipes is that the disinfectant is effective against enveloped viruses. To determine this the purchaser would need to ask the supplier for their microbiological testing and look at the viruses the product has been tested against to determine whether they are enveloped viruses.

BHCC recommends purchasing **combined disinfectant and detergent wipes** that are effective on surfaces with suspected Covid-19 contamination. Combined wipes both clean and sanitise. If you are using disinfectant wipes, it is important to note they do not contain a detergent. If you choose to use disinfectant wipes it is important that the area is cleaned properly with a detergent before you use them.

The wipes would be expected to meet as many of the BS EN efficacy testing standards outlined in the table below:

Bactericidal activity (antimicrobial)	EN 1276, EN14348, EN 13727, EN1040, EN1499
Fungicidal /yeasticidal activity	EN 1650, EN 13624
Virucidal activity	EN 14476

Some companies claim their products kill the virus SARS-CoV-2, which causes COVID-19, but to date it has not been possible for manufacturers to test products specifically against SARS-CoV-2 as a sample has not been released for testing, so any claim on a product stating it is proven to kill the virus is untrue. It is also important to be aware that some cleaning products may make claims that the product can sanitise and protect the surfaces against germs for several days to several weeks; the majority of these claims are not supported with valid evidence.

The contact time is important to ascertain. The contact time is how long it takes for the product to kill a specific virus. The surface has to remain wet for a specific period of time in order for the chemical to work. One wipe may take 5 minutes to kill a particular virus on a clean surface and 10 minutes on a dirty surface, another product may take 30 seconds to kill a specific virus regardless of whether the surface is clean or dirty. The faster the chemical works the better. The contact time can be ascertained from the product's microbiological testing which can always be requested from the supplier.

It is advisable where possible to purchase packets that have a reliable closure mechanism to ensure wipes do not dry out between use.

Surface Wipes are neither classified as PPE or as a Medical Device. However, if purchasing in bulk you **must** request specific documents from the supplier. Please refer to Section 5 above for full details.

14.2 Product Verification

Upon receipt of the product, immediately check its condition for any damage. Then seek verification to ensure you have received the product you ordered, and that it meets the necessary standards. Please refer to Section 6. Receipt of Goods above for further details.

Below is a guide for the information you would expect to find on a packet of surface wipes. **PLEASE NOTE:** *All information listed should appear on the packaging. However, if there are serious shortages in the supply market as a result of the pandemic, you may find certain requirements may not be listed. In this case it is advised that individual organisations conduct their own risk assessment to determine whether or not to proceed with the purchase.*

Labelling Requirements *(please refer to 'Annex 6- Surface Wipes Verification' for pictorial examples)-*

- Brand name **(ref.1)**
- Product Description **(ref.2)**
- Disposal method warning **(ref.3)**
- Quantity of wipes **(ref.4)**
- Safety Precautions (**ref.5)**
- BS EN number to which the product conforms **(ref. 6)**
- Manufacturer details **(ref. 7)**
- Single Use (indicated with a symbol of a 2 in a circle with a line through it) **(ref. 8)**
- CE Mark **(ref. 9)**

- LOT number **(ref. 10)**
- Expiry date **(ref. 11) (**this is often indicated with a symbol of an egg timer)

14.3 Examples of Suppliers for Surface Wipes

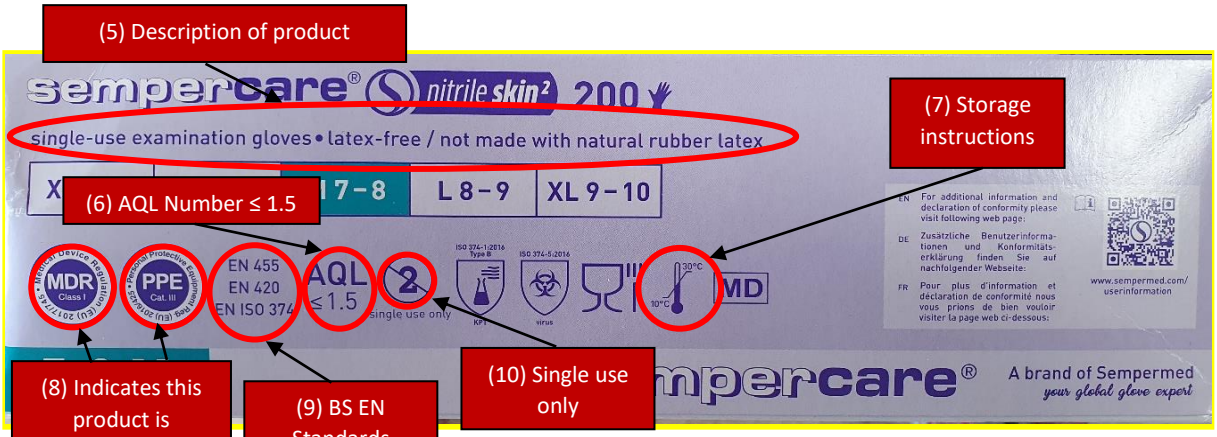
Bulk Suppliers

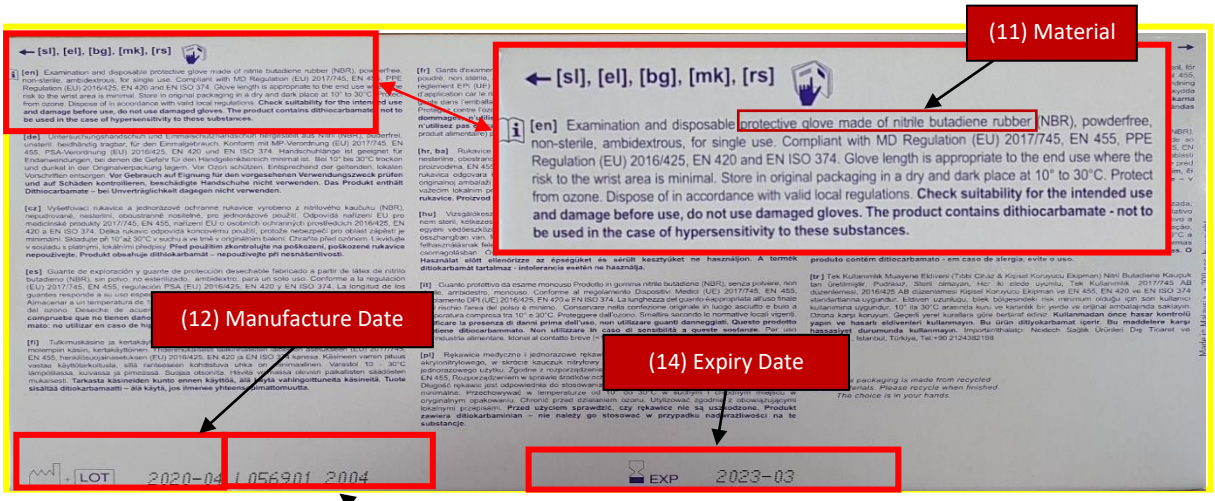
Community Connect	Community Connect info@community-connect.co.uk
Springfield Supplies	Brian Baker Brianbaker@springfieldsupplies.com
First Aid	https://www.firstaid.co.uk/

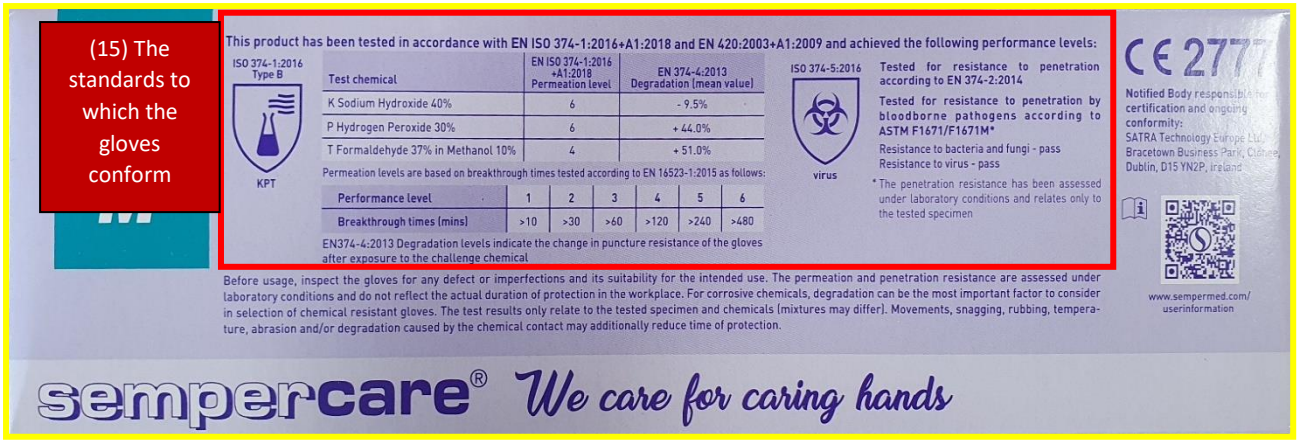
On-line suppliers (individual or small batch ordering)

Asda	https://www.asda.com/
Sainsburys	https://www.sainsburys.co.uk/

15. Annex 1 – Disposable Examination Gloves Verification



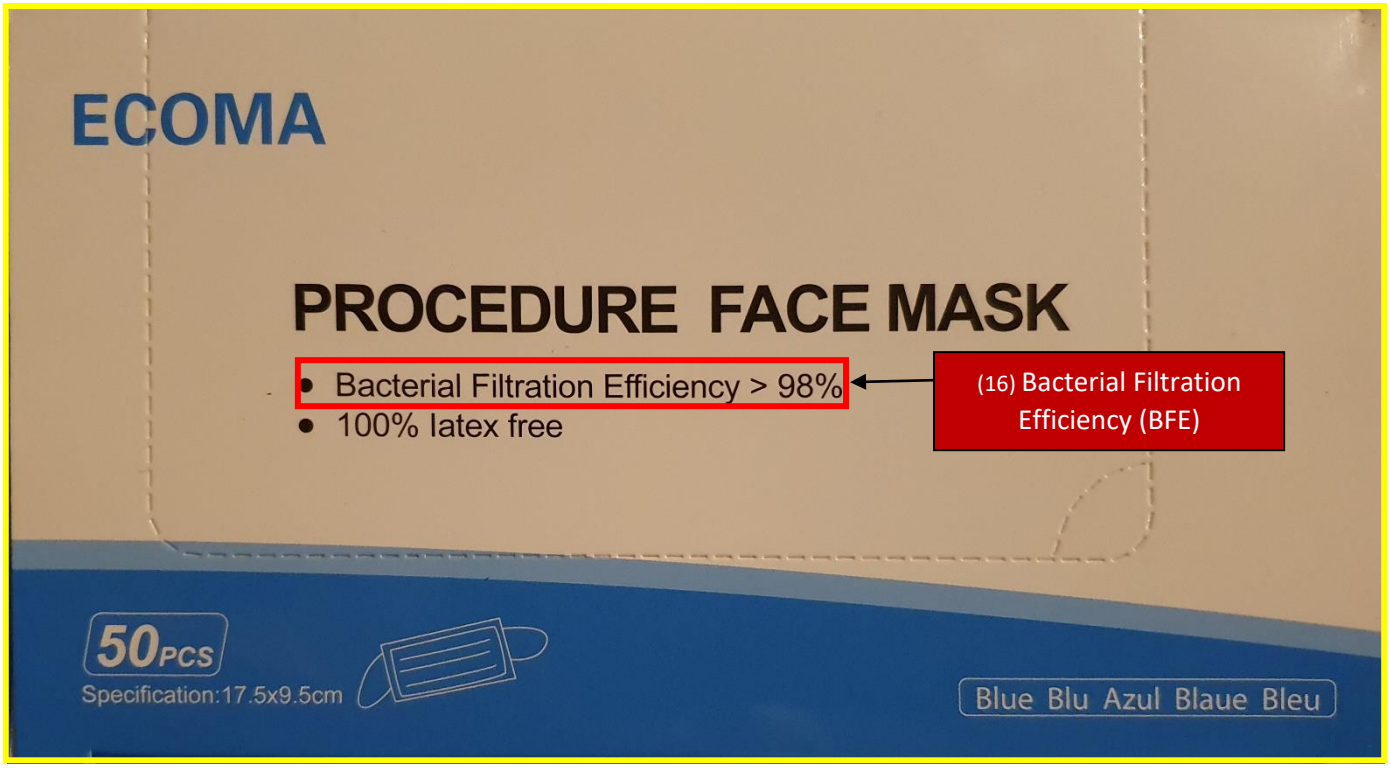




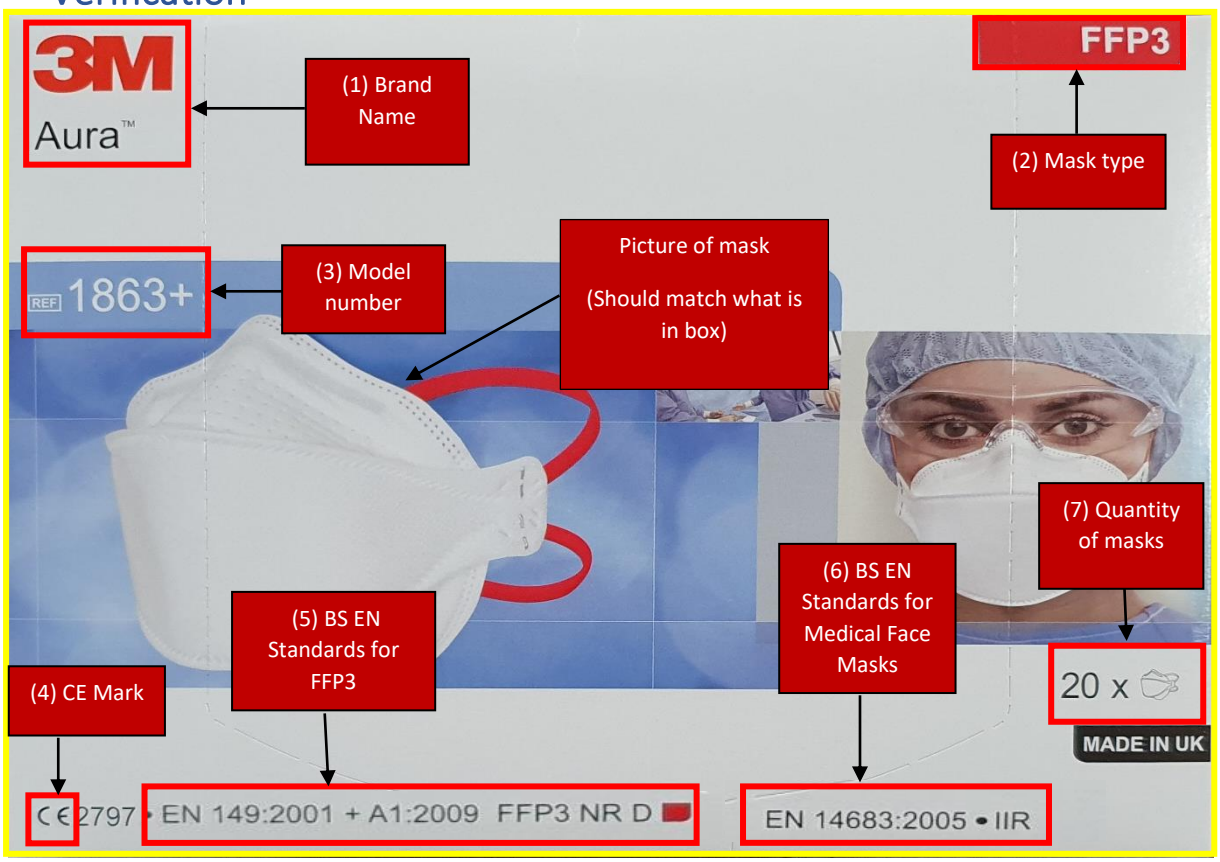
Physical Check

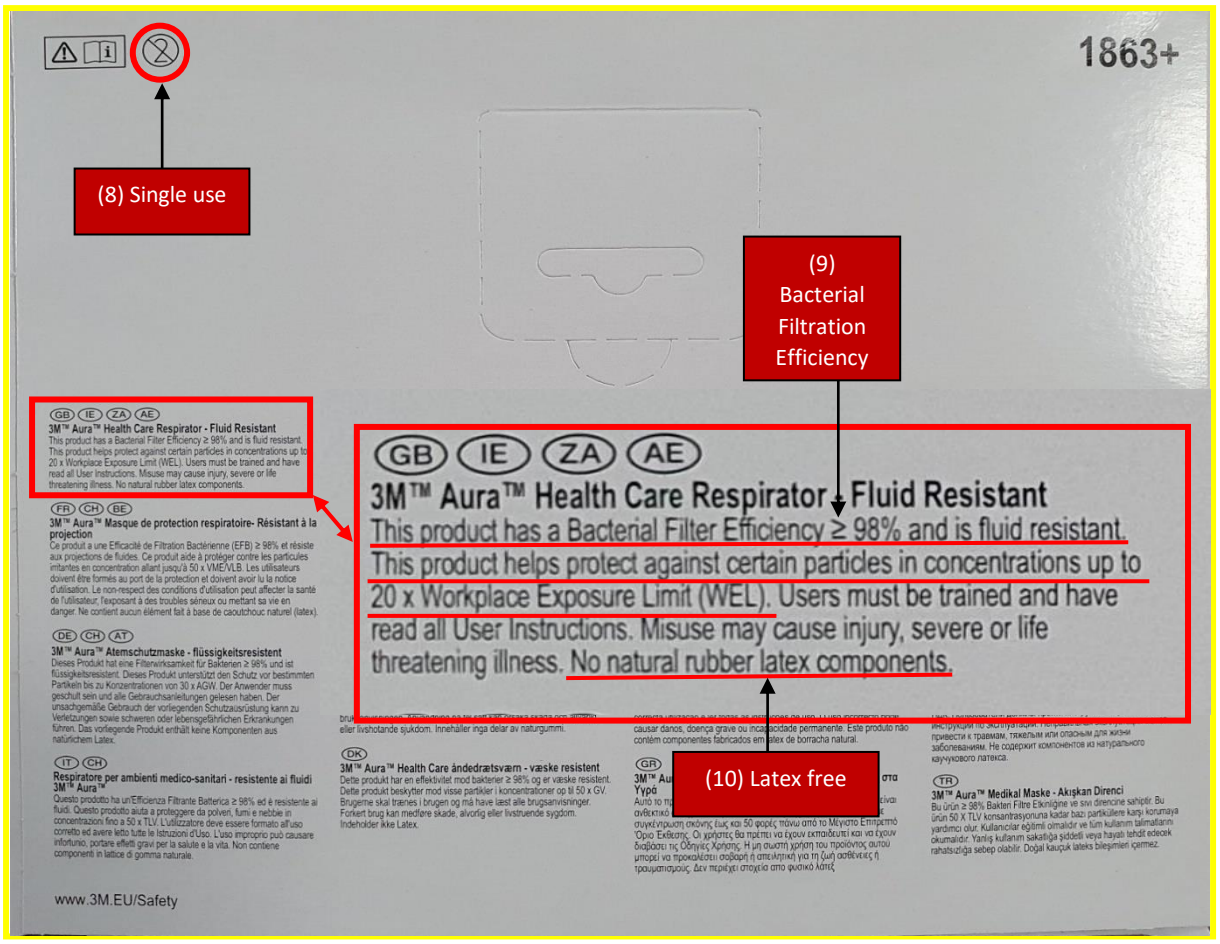
The gloves should have a long cuff and reach well above the wrist, with a beaded cuff.

16. Annex 2 – Fluid Resistant (Type IIR) Surgical Mask Verification


ECOMA
PROCEDURE FACE MASK
• Bacterial Filtration Efficiency > 98%
• 100% latex free
(16) Bacterial Filtration Efficiency (BFE)
50PCS
Specification:17.5x9.5cm
Blue Blu Azul Blaue Bleu

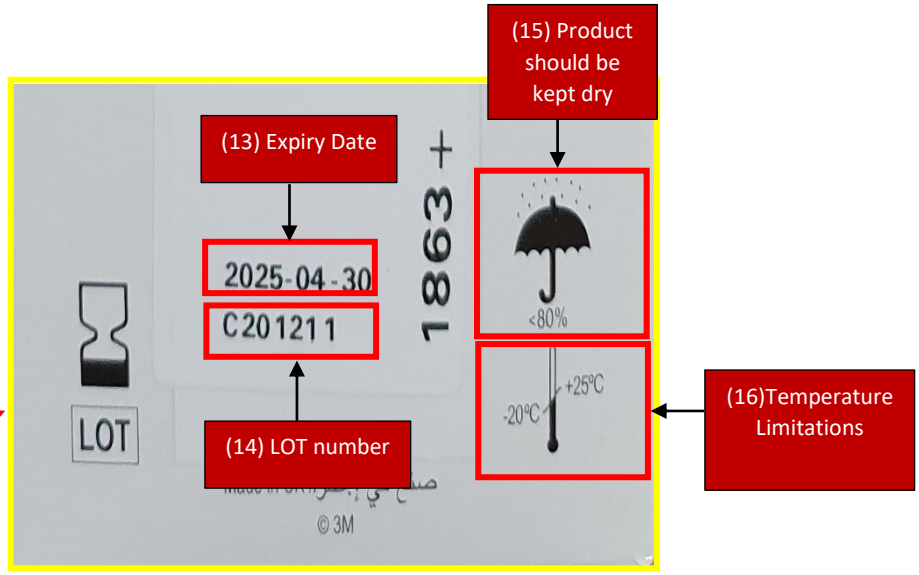
17. Annex 3 – Disposable half mask respirators - FFP3 unvalved Verification

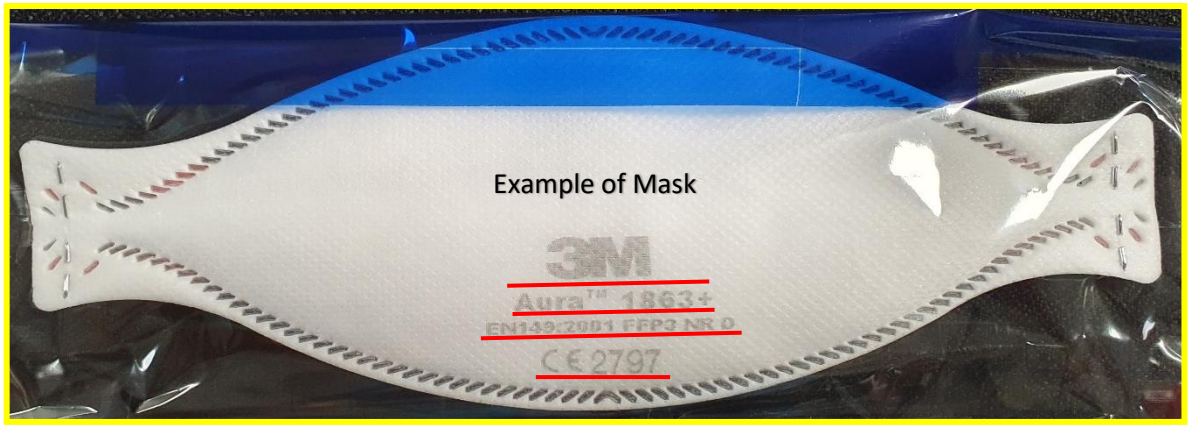


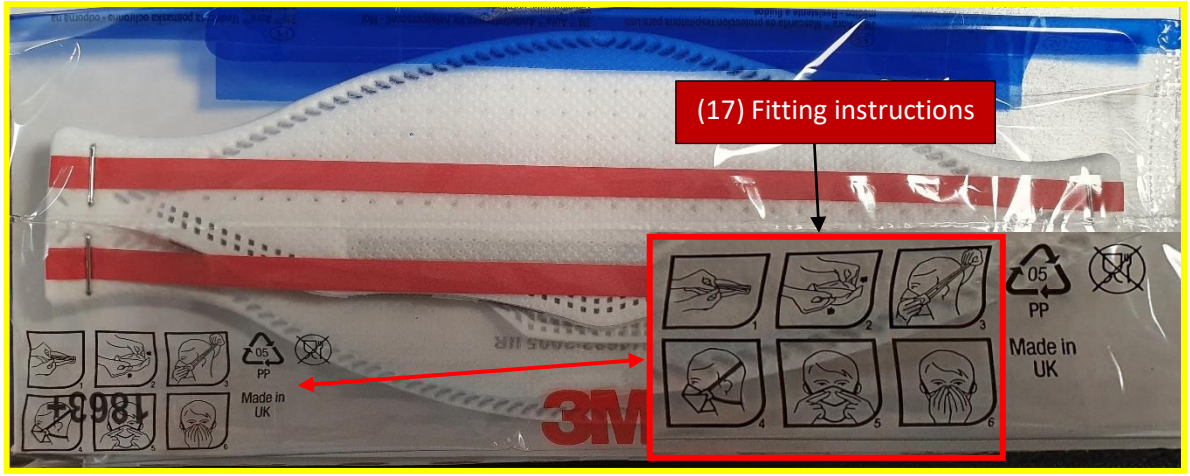



3M
GT-5000-7326-4
(01)04046719563814(17)250430(10)C201211
LOT
2025-04-30
C201211
1863 +
<80%
-20°C
+25°C
Made in UK /صنع في إنجلترا
© 3M


3M United Kingdom PLC
Cain Road, Bracknell,
Berkshire, RG12 8HT, UK
(11) Manufacturer Details
EC REP
3M Deutschland GmbH,
Carl-Schurz-Str. 1,
41453 Neuss, Germany
(12) EU authorized Representative
4 046719 563814
PZN-9328104


(15) Product should be kept dry
(13) Expiry Date
2025-04-30
C201211
(14) LOT number
LOT
1863 +
<80%
-20°C
+25°C
(16)Temperature Limitations
© 3M

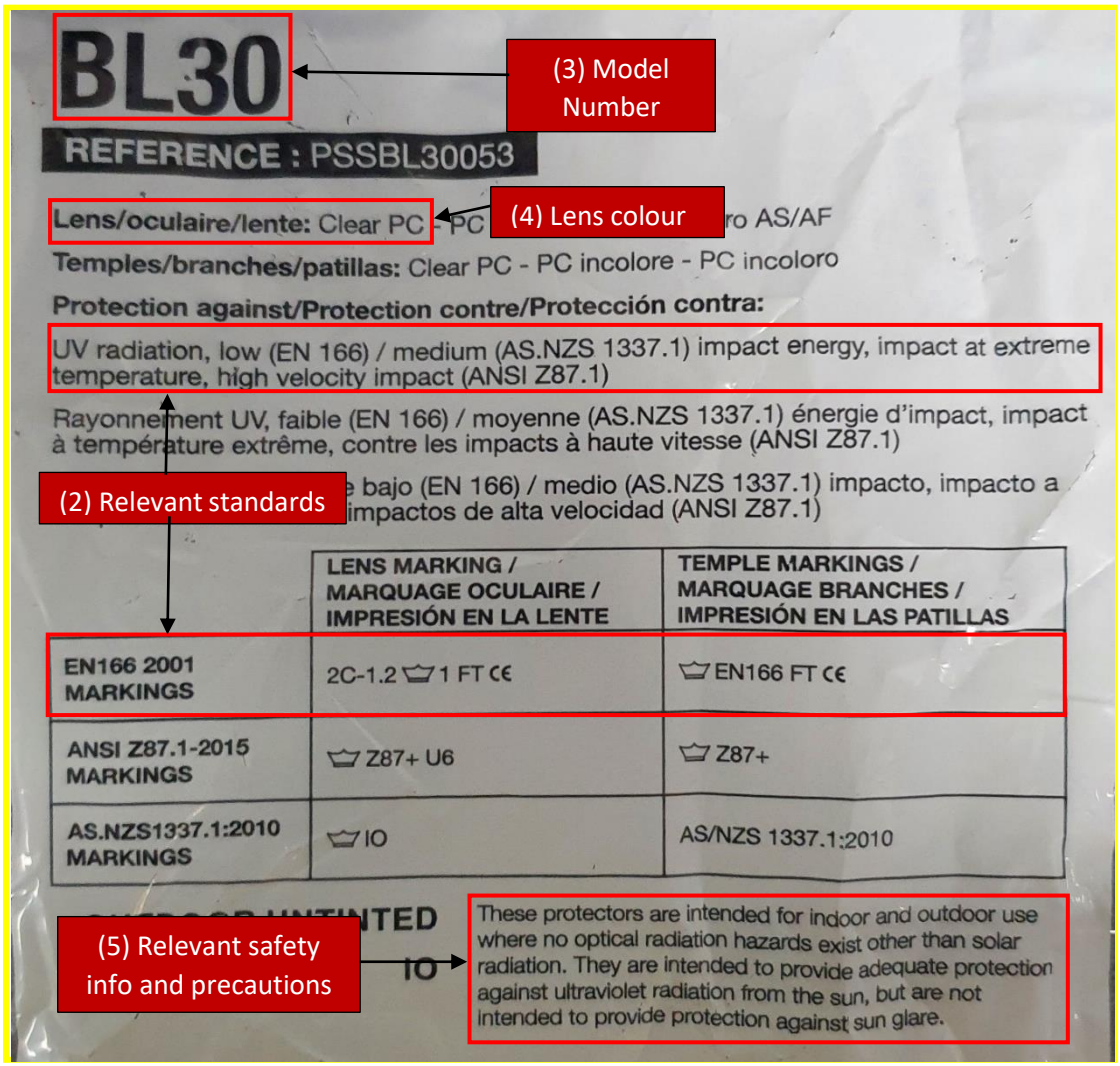

Example of Mask
3M
Aura™ 1863+
EN149:2001 FFP3 NR D
CE 2797


(17) Fitting instructions
05
PP
Made in UK
3M

18. Annex 4 – Eye Protection Verification

(1) Brand Name

(2) Relevant BS EN standards on arm of glasses (should match what is on packaging and website)

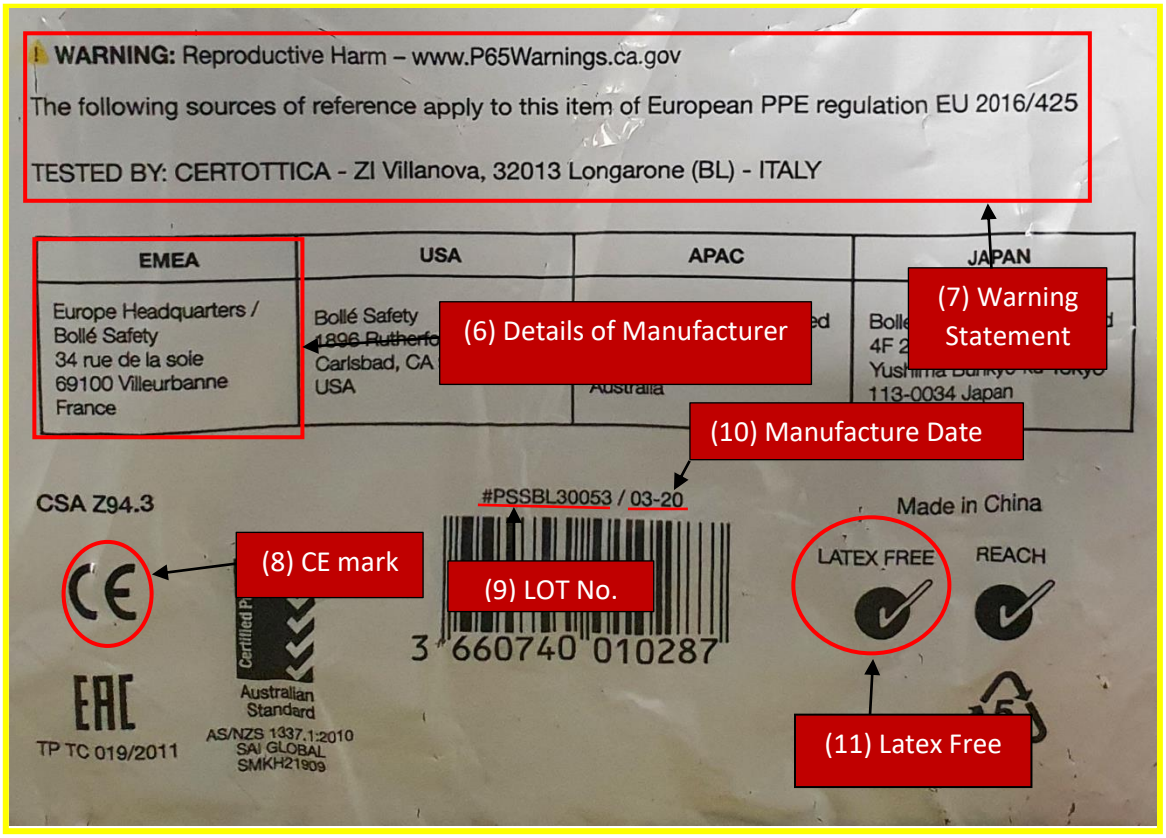


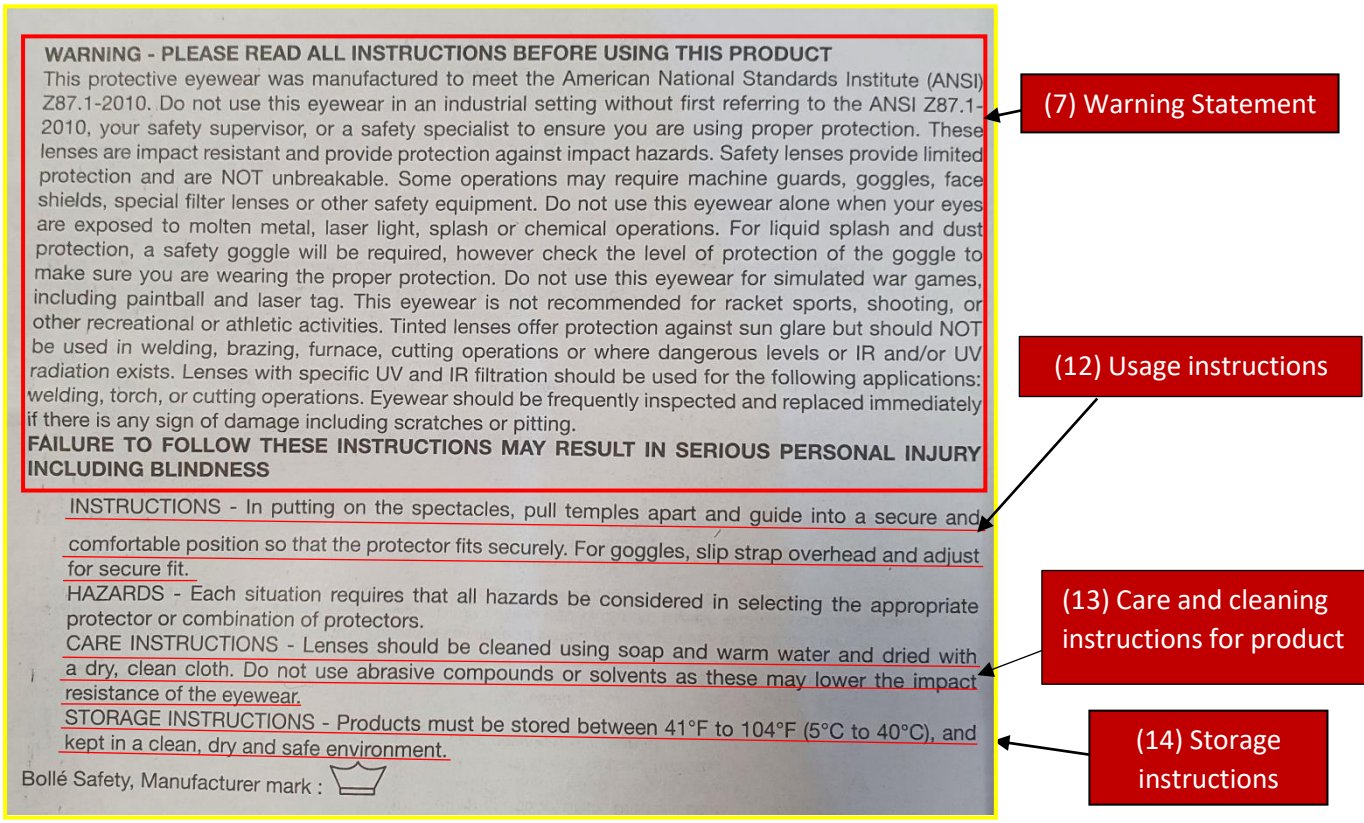
(3) Model Number

(4) Lens colour

(2) Relevant standards

(5) Relevant safety info and precautions


WARNING: Reproductive Harm – www.P65Warnings.ca.gov
The following sources of reference apply to this item of European PPE regulation EU 2016/425
TESTED BY: CERTOTTICA - ZI Villanova, 32013 Longarone (BL) - ITALY
EMEA
USA
APAC
JAPAN
Europe Headquarters / Bollé Safety 34 rue de la soie 69100 Villeurbanne France
Bollé Safety
Carlsbad, CA
USA
113-0034 Japan
(7) Warning Statement
(6) Details of Manufacturer
(10) Manufacture Date
CSA Z94.3
#PSSBL30053 / 03-20
Made in China
(8) CE mark
(9) LOT No.
3 660740 010287
LATEX FREE
REACH
Australian Standard
AS/NZS 1337.1:2010
SAI GLOBAL
SMKH21909
TP TC 019/2011
(11) Latex Free


WARNING - PLEASE READ ALL INSTRUCTIONS BEFORE USING THIS PRODUCT
This protective eyewear was manufactured to meet the American National Standards Institute (ANSI) Z87.1-2010. Do not use this eyewear in an industrial setting without first referring to the ANSI Z87.1-2010, your safety supervisor, or a safety specialist to ensure you are using proper protection. These lenses are impact resistant and provide protection against impact hazards. Safety lenses provide limited protection and are NOT unbreakable. Some operations may require machine guards, goggles, face shields, special filter lenses or other safety equipment. Do not use this eyewear alone when your eyes are exposed to molten metal, laser light, splash or chemical operations. For liquid splash and dust protection, a safety goggle will be required, however check the level of protection of the goggle to make sure you are wearing the proper protection. Do not use this eyewear for simulated war games, including paintball and laser tag. This eyewear is not recommended for racket sports, shooting, or other recreational or athletic activities. Tinted lenses offer protection against sun glare but should NOT be used in welding, brazing, furnace, cutting operations or where dangerous levels or IR and/or UV radiation exists. Lenses with specific UV and IR filtration should be used for the following applications: welding, torch, or cutting operations. Eyewear should be frequently inspected and replaced immediately if there is any sign of damage including scratches or pitting.
FAILURE TO FOLLOW THESE INSTRUCTIONS MAY RESULT IN SERIOUS PERSONAL INJURY INCLUDING BLINDNESS
INSTRUCTIONS - In putting on the spectacles, pull temples apart and guide into a secure and comfortable position so that the protector fits securely. For goggles, slip strap overhead and adjust for secure fit.
HAZARDS - Each situation requires that all hazards be considered in selecting the appropriate protector or combination of protectors.
CARE INSTRUCTIONS - Lenses should be cleaned using soap and warm water and dried with a dry, clean cloth. Do not use abrasive compounds or solvents as these may lower the impact resistance of the eyewear.
STORAGE INSTRUCTIONS - Products must be stored between 41°F to 104°F (5°C to 40°C), and kept in a clean, dry and safe environment.
Bollé Safety, Manufacturer mark :
(7) Warning Statement
(12) Usage instructions
(13) Care and cleaning instructions for product
(14) Storage instructions

19. Annex 5 – Hand Sanitiser Verification

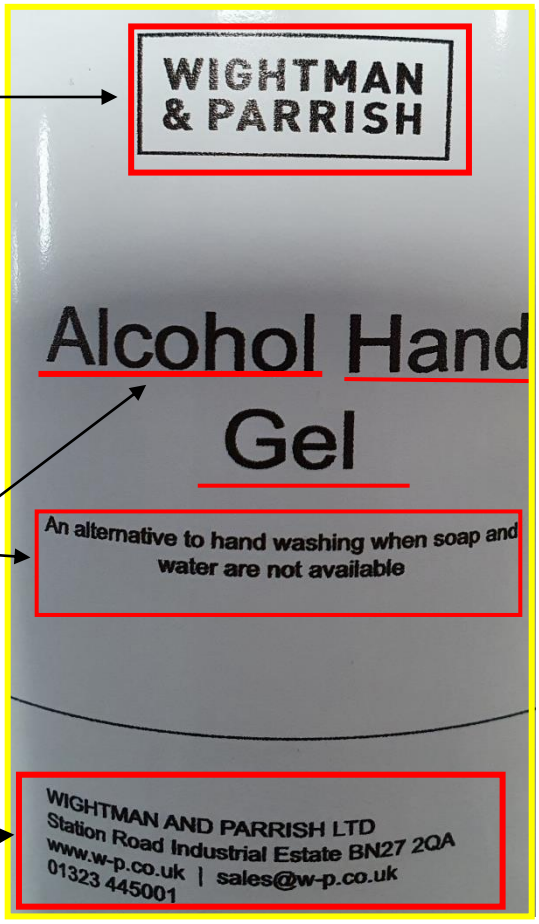
Example of hand sanitiser

(with pump dispenser)

(1) Brand name

(2) Product description

(3) Company Details



(4) Safety Precautions

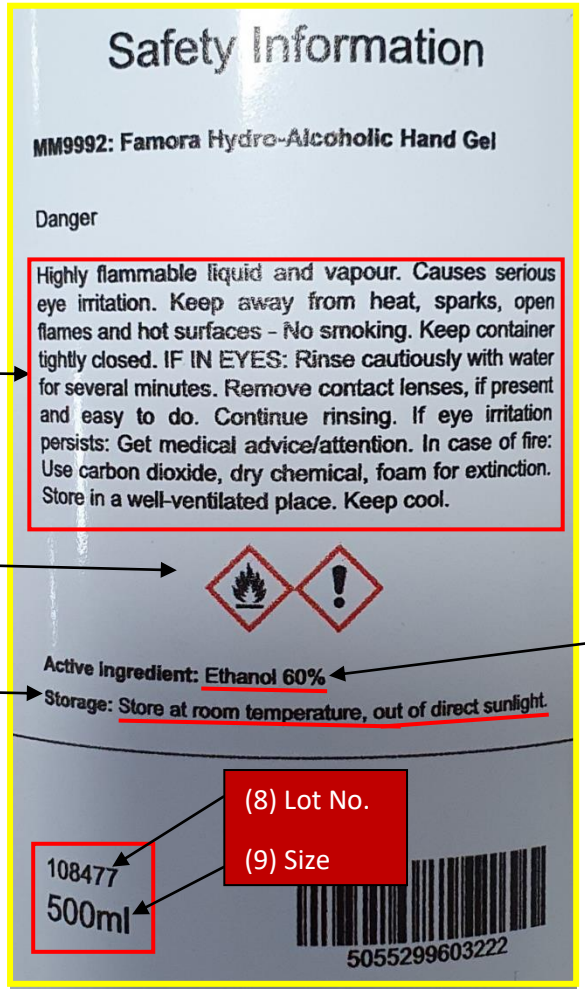
(5) Health and Safety warnings

(6) Storage instructions

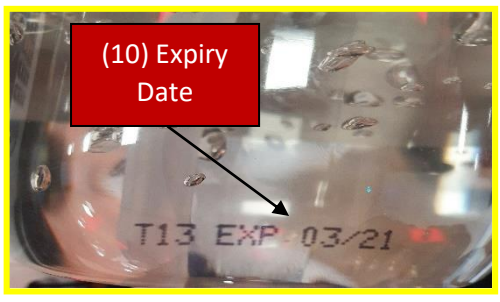
(7) Active ingredient

(8) Lot No.

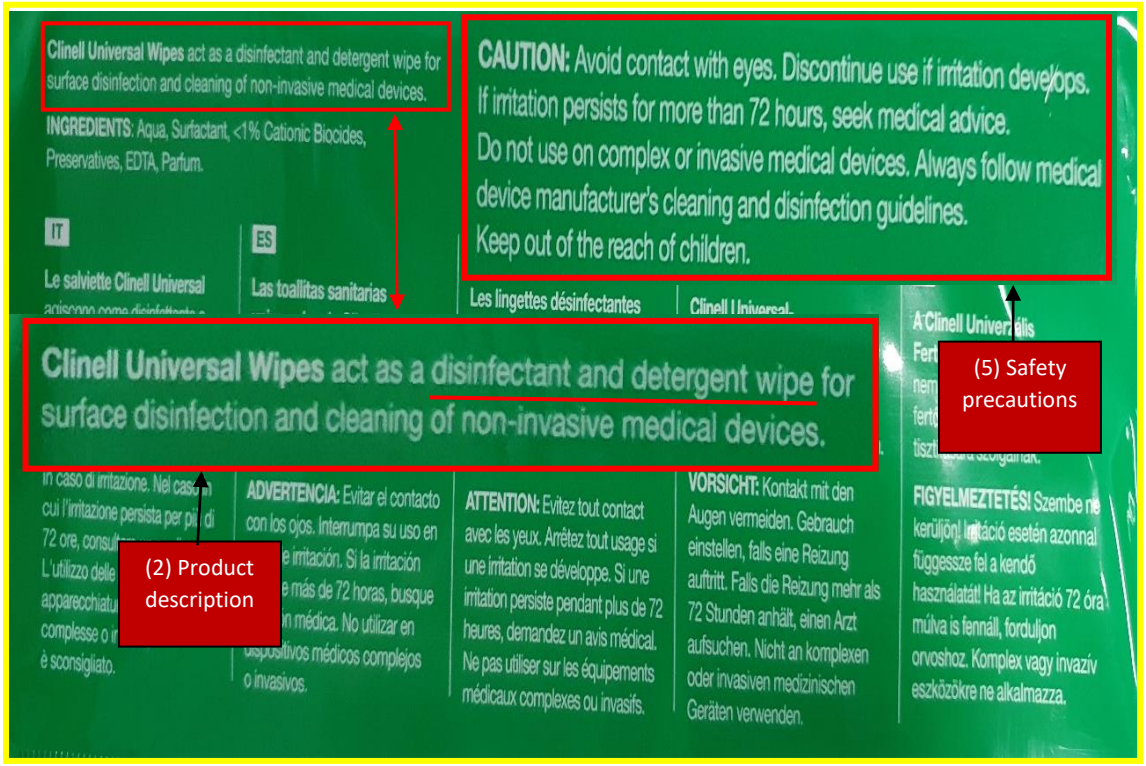
(9) Size

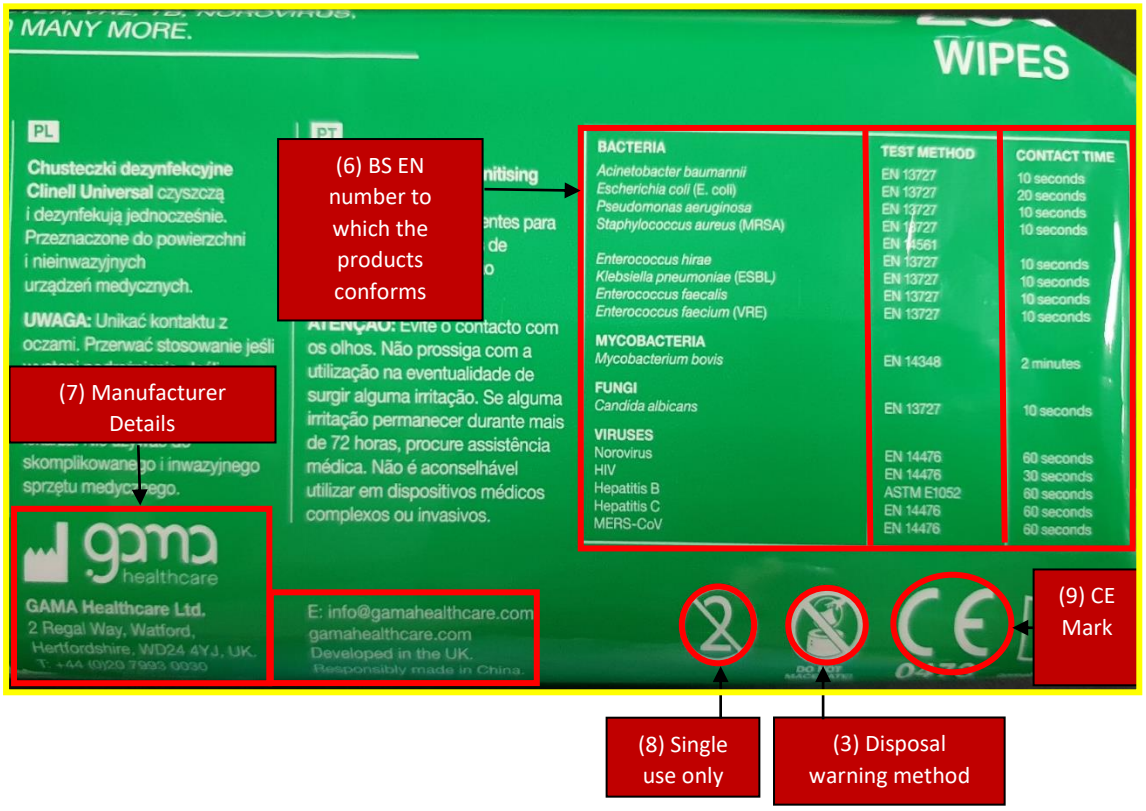


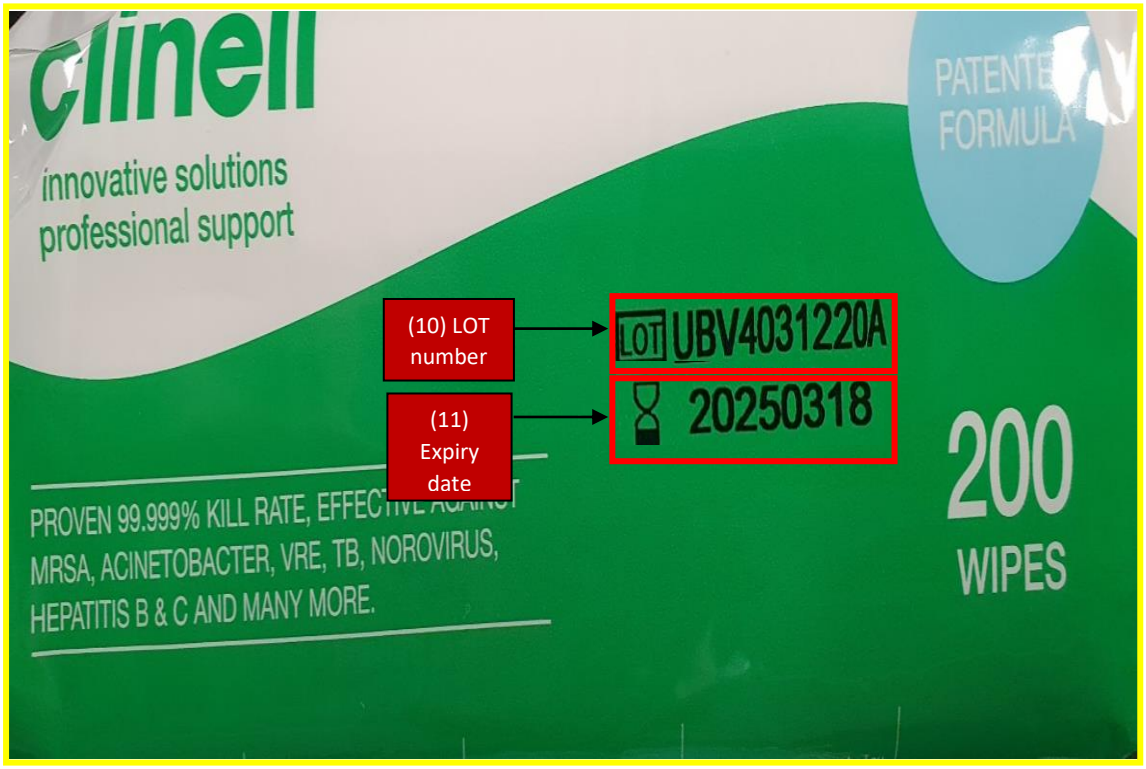
(10) Expiry Date



20. Annex 6 – Surface Wipes Verification




MANY MORE.
WIPES
PL
Chusteczki dezynfekcyjne Clinell Universal czyszczą i dezynfekują jednocześnie. Przeznaczone do powierzchni i nieinwazyjnych urządzeń medycznych.
UWAGA: Unikać kontaktu z oczami. Przerwać stosowanie jeśli
skomplikowanego i inwazyjnego sprzętu medycznego.
PT
ATENÇÃO: Evite o contacto com os olhos. Não prossiga com a utilização na eventualidade de surgir alguma irritação. Se alguma irritação permanecer durante mais de 72 horas, procure assistência médica. Não é aconselhável utilizar em dispositivos médicos complexos ou invasivos.
BACTERIA
Acinetobacter baumannii
Escherichia coli (E. coli)
Pseudomonas aeruginosa
Staphylococcus aureus (MRSA)
Enterococcus hirae
Klebsiella pneumoniae (ESBL)
Enterococcus faecalis
Enterococcus faecium (VRE)
MYCOBACTERIA
Mycobacterium bovis
FUNGI
Candida albicans
VIRUSES
Norovirus
HIV
Hepatitis B
Hepatitis C
MERS-CoV
TEST METHOD
EN 13727
EN 13727
EN 13727
EN 13727
EN 14561
EN 13727
EN 13727
EN 13727
EN 13727
EN 14348
EN 13727
EN 14476
EN 14476
ASTM E1052
EN 14476
EN 14476
CONTACT TIME
10 seconds
20 seconds
10 seconds
10 seconds
10 seconds
10 seconds
10 seconds
10 seconds
2 minutes
10 seconds
60 seconds
30 seconds
60 seconds
60 seconds
60 seconds
gama healthcare
GAMA Healthcare Ltd.
2 Regal Way, Watford,
Hertfordshire, WD24 4YJ, UK.
T: +44 (0)20 7993 9030
E: info@gamahealthcare.com
gamahealthcare.com
Developed in the UK.
Responsibly made in China.
(6) BS EN number to which the products conforms
(7) Manufacturer Details
(9) CE Mark
(8) Single use only
(3) Disposal warning method


clinell
innovative solutions
professional support
PATENTED FORMULA
(10) LOT number
(11) Expiry date
LOT UBV4031220A
20250318
PROVEN 99.999% KILL RATE, EFFECTIVE AGAINST
MRSA, ACINETOBACTER, VRE, TB, NOROVIRUS,
HEPATITIS B & C AND MANY MORE.
200
WIPES