

OA Reablement Service	OA Day Care	OA Residential Care	Domiciliary Service	DMH Day Service	DMH Supported Living	DMH Residential Service	EIA'd
✓	✓	✓	✓	✓	✓	✓	✓

01 OXYGEN

Policy

Ensure employees follow the correct procedure and risk assessments when handling, storing and transporting oxygen for service users.

Procedure

The following information is provided to assist in the risk assessment of the needs of individuals who need to use an oxygen cylinder or a conserver unit for respiratory assistance. Oxygen therapy should only be provided as prescribed by a general practitioner or other medical professional. The use of medical oxygen should be highlighted in the person centred care plan. The management control measures covering the safe use, handling, storage and transportation should be identified and recorded as part of the risk assessment process.

Requirements

Managers must ensure that:

- **The Fire Risk Assessment must be updated to reflect that medical oxygen is used on site.**
- All staff that work with an individual using medical oxygen must be fully conversant with this guidance and any resulting risk assessments.
- Staff that handle **and** change cylinders **must receive training through the DIAG process by the Manual Handling Keyworker. Instruction, training and information on how to** assist service users with medical oxygen, including identifying and reporting defects and dealing with emergency situations, **will be provided by the oxygen supplier.**
- The fire prevention officer is notified that medical Oxygen is stored on site.
- The location of oxygen cylinders is communicated to Fire Service Personnel should they attend your site in an emergency
- The floor plan is updated to indicate the SU room where medical oxygen is used and the storage location of the cylinders.
- Appropriate signage is display where oxygen cylinders are stored and where medical oxygen is in use; i.e. No smoking, Caution Medical Oxygen with the hazard symbols / pictogram 2. Contains gas under pressure, 5.1 Oxidising substance.

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- Personal Emergency Evacuation plans have been updated to identify the use of medical oxygen.
- **A risk assessment must be in place for** service users reliant upon medical oxygen transported by staff.
- When home to day care transport is used, the operator must be notified and the appropriate precautions taken following HSE guidance for the transportation of oxygen cylinders.

Handling and Use

1. Always use oxygen in an upright position, located in a safe position where it will not be knocked over.
2. Check that the cylinder contains medical oxygen and is the right one for its intended use.
3. Cylinders should be handled with care and not knocked violently or allowed to fall over.
Do not drop roll or drag cylinders.
Do not lift cylinders by the valve, shrouds or caps.
Do not use excessive force to close a cylinder valve as it will result in damage.
4. Close the cylinder valve and replace dust caps where provided when the cylinder is not in use.
5. Use a suitable trolley to move cylinders and refer to the local DIAG assessment for Manual Handling Inanimate Objects.
6. Ensure that cylinders are clearly marked to show their contents and the appropriate danger signs.
7. Smoking and naked flames must not be allowed in the vicinity of a cylinder storage location or area where the medical oxygen is in use.
8. Ensure adequate controls are implemented to prevent other residents from tampering with the cylinder, if deemed to be appropriate e.g. when medical oxygen is used in communal areas.
9. Medical oxygen should only be administered in accordance with **instruction** and guidance provided by a competent person e.g. district nurse, pharmacist

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etc. and as detailed in the service user's care plan.

10. Clear instructions must be provided on how and when to administer oxygen.
11. The GP will prescribe the correct oxygen flow required and details can be found on the service user's prescription.
12. Do not deviate from the prescribed setting unless the GP or the Respiratory Nurse advises this. Deviating from the prescribed flow rate can be harmful.

Storage

1. Oxygen cylinders must be stored safely (including any spares) in accordance with instructions provided by oxygen suppliers. Ideally this will be in a secure, well ventilated room, out of direct sunlight with at least a 30 minute fire door. Cylinders should be stored separately away from highly flammable liquids, combustible materials and away from sources of heat and ignition – **advice must be sought from the Fire Safety Adviser.**
2. Cylinders must be stored securely when not in use, properly restrained to prevent falling using cylinder rings or wall brackets. (Some cylinders are designed to be free standing)
3. The amount of oxygen cylinders stored must be kept to an absolute minimum, operating a "just in time" stock control system.
4. Store and use cylinders where they are not vulnerable to hazards caused by impact e.g. from hoists or other mobile equipment.
5. Cylinders must not be left freestanding or on escape routes as they can easily be knocked over and damaged, with the potential to block exits, cause a trip hazard and hinder an emergency evacuation.
6. Empty cylinders should be treated in the same manner as full cylinders as they are potentially more dangerous.

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Outdoor Activities and Holidays;

Early planning is essential; Seek the advice of the Outdoor Education Adviser via the EVOLVE system where required or you can telephone / email the health and safety team on **01228 221616 check phone number** healthandsafety@cumbria.gov.uk

1. An individual risk assessment for the transport of oxygen must be undertaken for the trip, with the involvement of the appropriate Specialist Nurse and or G.P.
2. Wherever possible the individual should be transported using an 'on demand' valve from the cylinder. Where a 'constant flow' valve is used, **medical advice** should always be sought for the consideration of an 'on demand valve' for the journey ONLY.
3. The companies approached to provide transport must, by law, be informed that you require them to transport oxygen in a cylinder, before they accept the contract. The Transport Team should be contacted for advice before contacting an operator on what information is likely to be required.

Do Not

- Smoke in the vicinity of oxygen cylinders or allow others to do so.
- Use oil, grease or petroleum jelly based products on or near the equipment.
- Permit residents to use Vaseline, vapour rub, petroleum jelly or oil-based gels or creams on their skin; (The GP or pharmacist will be able to suggest safe alternatives)
- Allow service users receiving medical oxygen to use oil based body lotions and face cream etc. - use a water-based moisturiser.
- Lubricate the valve or associated equipment.
- Let other residents / service users or unauthorised persons tamper with the equipment.
- Store cylinders with paint, petrol, paraffin; liquid petroleum gas (LPG) or other flammable materials.
- Hang clothing on cylinders.
- Subject cylinders to extremes of heat or cold.
- Leave cylinder on when not in use – always ensure the value is closed;
- Allow tubing to become kinked.
- Except delivery of cylinders when content and the appropriate danger signs are not clearly displayed.

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- Use damaged or leaking cylinders. Report immediately to your supervisor or manager and they will arrange for the cylinder to be label 'Damaged Do Not Use' stored safely and securely until the provider can arrange collection and replacement.

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