

## RISK ASSESSMENT - PPE

<b>Risk Assessment Reference:</b> STAFF Protective Personal Equipment (PPE)	<b>Date of Assessment:</b> 01/07/20	<b>Risk Assessor:</b> PJM
<b>Title:</b> PPE	<b>People Involved in Making This Assessment:</b> Daniel Cheesman, Sheila Hewitt	
<b>Task or Process:</b> Risks from Coronavirus	<b>People at Risk:</b> Employees, Members, Volunteers	
<b>Date of recent review – 23/03/2021</b>		

<b>Hazard (hazard and hazard description):</b> Risk of passing on infection person to person.		
<b>Control Measures (existing):</b> Staff will have access to the correct PPE. Paul's Place working in partnership with Local Authorities to ensure there is access to PPE.		
<b>Further Control Measures Required:</b>	<b>Assigned To:</b>	<b>Due Date:</b>
Staff will have full instructions on the effective use of PPE, how to put it on, take it off and will follow all procedures of how to correctly dispose of it after use.	All Staff	Ongoing
Staff will have their own supply of PPE and are expected to maintain a good supply carried with them If working outside the main day facility at Coalpit Heath and the second site Turnberries.	All staff	Ongoing
Pauls Place follow guidance given by PHE in best practice in its full use this will be updated as and when required.	PJM	Ongoing

**Hazard (hazard and hazard description):** Not using the correct PPE and being in breach of infection control measures.

**Control Measures (existing):** we follow guidance from PHE, and the following list is our recommended PPE.

- Masks R11 (surgical)
- Masks FFP2 NR
- Disposable Gloves
- Disposable Aprons
- Disposable Gowns
- Face Shields

<b>Further Control Measures Required:</b>	<b>Assigned To:</b>	<b>Due Date:</b>
Disposable items are discarded after each visit or support for each person. this prevents cross contamination – in PPE bins, use of yellow bin deposable bags in place.	Staff	Ongoing
FFP2 NR Masks will be worn when close contact with members is required (with the 1 m boundary). At other times R11 Masks can be worn	Staff	Ongoing
<p><b>EXEMPTIONS:</b> Paul’s Place keeps a list of who these individuals are</p> <p>The UK Government lists the following factors as legitimate circumstances not to wear a covering:</p> <ul style="list-style-type: none"> <li>• young children under the age of 11</li> <li>• not being able to put on, wear or remove a face covering because of a physical or mental illness or impairment, or disability.</li> <li>• if putting on, wearing, or removing a face covering will cause you severe distress.</li> <li>• if you are travelling with or aiding someone who relies on lip reading to communicate</li> <li>• to avoid harm or injury, or the risk of harm or injury, to yourself or others to avoid injury, or to escape a risk of harm, not having covering with you</li> <li>• to eat or drink, but only if you need to</li> <li>• to take medication</li> </ul>	Organisation	Ongoing until changes are set by government

<ul style="list-style-type: none"> <li>• if a police officer or other official requests you remove your face covering</li> <li>• Additionally, it includes situations where it is appropriate to remove your mask while in a location where their use is usually mandatory:</li> <li>• If asked to do so by shop staff for the purpose of age identification</li> <li>• If speaking with people who rely on lip reading, facial expressions, and clear sound. Some may ask you, either verbally or in writing, to remove a covering to help with communication.</li> </ul>		
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<b>Hazard (hazard and hazard description):</b> Doffing PPE		
<b>Control Measures (existing):</b> <ul style="list-style-type: none"> <li>• Staff are provided with clinical waste bags and cable ties to prevent contamination.</li> <li>• Two PPE disposal bins provided – one in the day facility and one in the accessible toilet.</li> <li>• At the end of each day the PPE is to be disposed of (yellow waste bag) and isolated for 72 hours before being placed in the main rubbish.</li> </ul>		
<b>Further Control Measures Required:</b>	<b>Assigned To:</b>	<b>Due Date:</b>
<ul style="list-style-type: none"> <li>• Staff will keep these bags for the recommended time of 72 hours before disposing of them in the normal waste.</li> </ul>	Staff	Ongoing

<b>Review Date:</b>	<b>Reviewer:</b>	<b>Comments:</b>
As required	PJM	As things change all risk assessments will be updated in accordance with Government guidelines and PHE
23/11/20	SH	Upgraded to FFP2 masks will be worn by staff for close personal contact with members.
03/12/2020	DC	PPE disposal update
23/03/2021	DC	Minimal changes