

## Appendix 3:

### Personal protective equipment (PPE)

Inclusion Hampshire encourages the use of face coverings at all times. There are reasons why some people cannot use face masks and we are mindful and accepting of that. However, the wearing of masks where possible will help to reduce the risk of the transmission of Covid-19.

Face masks for learners and staff to use will be available on site. The masks are washable, therefore individuals will be responsible for washing their masks after each use. There will be disposable masks available if these are preferred or the washable mask has been left at home.

For those learners who are arriving by public transport it is recommended that they remove the mask they arrive wearing and bring with them a separate mask to wear on site and another to go home. As mentioned above, learners will be able to access free masks on site.

The majority of staff in education settings will not require PPE beyond what they would normally need in their work even if they are not always able to maintain a distance of 2 metres from others.

At Inclusion Hampshire PPE should be worn if a learner or staff member becomes unwell with symptoms of coronavirus while on site and needs care until they are collected.

- A fluid-resistant surgical face mask should be worn by the supervising staff member if a distance of 2 metres cannot be maintained. Face masks must:
  - Cover both nose and mouth
  - Not be allowed to dangle around the neck
  - Not to be touched once put on, except when carefully removed before disposal.
  - Be changed when they become moist or damaged
  - Be worn once and then discarded - hands must be cleaned after disposal.
- If contact with the learner / staff member is necessary, then disposable gloves, a disposable apron should be worn by the supervising staff member.
- If there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn.
- Disposable gloves should be worn in cases of first aid.

When PPE is used, it is essential that it is used properly. This includes scrupulous hand hygiene and following guidance of correct putting on and taking off in order to reduce cross contamination.

Please click on the link below for guidance for the correct way to put on and take off PPE. All staff should ensure they have read this. Copies of this will be displayed where relevant on site.

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/877658/Quick\\_guide\\_to\\_donning\\_doffing\\_standard\\_PPE\\_health\\_and\\_social\\_care\\_poster\\_.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/877658/Quick_guide_to_donning_doffing_standard_PPE_health_and_social_care_poster_.pdf)

Disposing of used PPE:

Used PPE and any disposable face coverings that staff or learners arrive wearing should be placed in a refuse bag and can be disposed of as normal domestic waste unless the wearer has symptoms of coronavirus (COVID-19), in line with [COVID-19: cleaning of non-healthcare settings outside the home](#).

Used PPE and face coverings should not be put in a recycling bin or dropped as litter. Education, childcare and children's social care settings should provide extra bins for staff and customers to throw away face coverings and PPE.

Any homemade non-disposable face coverings that staff or learners are wearing when they arrive at their setting must be removed by the wearer and put in a plastic bag that the wearer has brought with them in order to take it home. The wearer must then clean their hands.

To dispose of waste such as disposable cleaning cloths, face coverings, tissues and PPE from people with symptoms of coronavirus (COVID-19), including people who are self-isolating and members of their household:

- put it in a plastic rubbish bag and tie it when full
- place the plastic bag in a second bin bag and tie it
- put it in a suitable and secure place marked for storage for 72 hours

This waste should be stored safely and securely kept away from children. You should not put your waste in communal waste areas until the waste has been stored for at least 72 hours.

Storing for 72 hours saves unnecessary waste movements and minimises the risk to waste operatives. This waste does not require a dedicated clinical waste collection in the above circumstances.

Read the guidance on [safe working in education, childcare and children's social care](#) for more information about preventing and controlling infection, including the use of PPE.

Ref:

<https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>