



Employee PPE Guidance

Housing – Estate Officers

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Summary

Under the Health & Safety at Work etc Act 1974 employers have a duty to ensure, so far as is reasonably practicable, the health, safety and welfare at work of all employees.

The management of health and safety at work regulations 1999 detail that the employer must make a suitable and sufficient assessment of the risks to the health and safety of employees to which they are exposed whilst at work.

In order for the Council to do this during the coronavirus outbreak risk assessments have been updated or indeed created implementing appropriate control measures to reduce the risk to employees to as low as is reasonably practicable.

Whilst PPE is regarded as a last resort when managing risk, with eliminating the risk being the preferred option, the current situation has dictated that some activities require PPE to be used as a control measure in order to manage the risk appropriately.

This employee guidance document aims to provide your employee group with information on the PPE that is required for your role.

Use of PPE/Activity – Risk Assessment Reference

PPE is required for the following tasks of an Estate Officer:

- Cleaning of bin rooms
- Cleaning and dealing with sharps
- General housekeeping and cleaning of the towers
- Litter picking
- Touch cleaning – door handles, lifts etc. daily (implemented during COVID – 19)
- Cleaning laundry machines after tenants use (implemented during COVID – 19)
- Cleaning a range of spillages including bodily fluid

There are two risk assessments available:

- General Risk Assessment – Estate Officers
- Risk Assessment – COVID - 19

PPE in use for role

The following PPE is provided to Estate Officers:

- Nitrile rubber protective gloves (UNICO powder free disposable)
- Safety footwear EN ISO 20345, classification S3, slip resistance SRC
- High visibility waistcoats or jackets – EN 471 Class 2
- Specific provided uniform
- Refillable hand sanitizer

There has been no additional PPE issued due to COVID – 19.

Removal of PPE after use

Staff have been trained in the safe removal of PPE which is given by their Senior Estates Officer and included within their sharps training. Disposable PPE should be removed immediately after completing the required task.

For staff who require a reminder the link below will demonstrate the safe removal of disposable gloves:

<https://www.hse.gov.uk/mvr/assets/videos/removing-gloves.mp4>

Avoid touching your face with your hands until thorough hand washing has been completed.

Perform hand hygiene immediately after removing all PPE.

Provision/Accessibility

Senior Estate Officers order additional PPE as and when required. There have been no issues when ordering PPE.

Storage/Cleaning/Disposal

Estate Officers are using disposable gloves which are binned after every use. Items such as personal uniform and shoes are cleaned by the employee at the end of their shift. Store cupboards are available to hold gloves and any other spare PPE. Every piece of equipment/reusable PPE is cleaned at the end of the shift.

Cleaning materials are readily available to Estate Officers as they are responsible for the overall housekeeping of the towers.

There is hot water, soap and hand sanitizer on site.

Any disposal items are binned alongside generic waste.

Reporting of Issues

Employees report any issues to their Senior Estates Officer in the first instance who will follow up the request on their behalf.

In the event that the Senior Estate Officer is not available staff will report to the next available Manager.