



# Employee PPE Guidance

Housing – Sheltered/Retirement Housing 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

Staff may be required to enter a tenant's home under emergency circumstances. Tenants operate a pull cord system. When the cord is pulled the Sheltered/Retirement Housing Officer on site will call the tenant to establish if it is an emergency. If it is an emergency or the tenant does not respond the Sheltered/Retirement Housing Officer will enter the property to assess the situation using social distancing and the PPE provided. This will determine what assistance may be required e.g. calling homecare or the emergency services if a tenant has fallen.

The following risk assessment must be followed when entering a tenants home:

Sheltered Risk Assessment during COVID-19

## PPE in use for role

The following PPE is issued to Sheltered/Retirement Housing Officers:

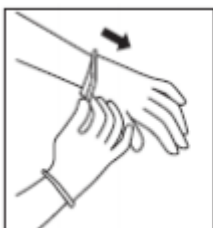
- Disposable gloves
- Disposable apron

## Removal of PPE after use

All PPE should be removed and disposed of after each use. The below steps must be followed to ensure there is no cross contamination:

1. Gloves
  - a. Grasp the outside of glove with the opposite gloved hand; peel off.
  - b. Hold the removed glove in the remaining gloved hand.
  - c. Slide the fingers of the un-gloved hand under the remaining glove at the wrist.

d. Discard as waste.



2. Apron

- a. Unfasten or break apron ties.
- b. Pull the apron away from the neck and shoulders, touching the inside of the apron only.
- c. Turn the apron inside out, fold or roll into a bundle and discard as waste.



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

**Perform hand hygiene immediately after removing all PPE.**

### Provision/Accessibility

Housing Service Manager is ordering the appropriate PPE for staff as and when required. PPE is dropped directly at the complex and stored in a cupboard. There has been no restrictions when ordering PPE.

### Storage/Cleaning/Disposal

The PPE issued to Sheltered/Retirement Housing Officers is disposable and must not be reused once taken off. All used PPE is disposed of alongside the generic waste. Staff have access to cleaning materials and Sheltered Plus/Retirement complexes are being cleaned by Facility Support staff.

### Reporting of Issues

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

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