

**COVID19 Staff Risk Assessment for use of  
PPE  
Personal Protection Equipment**

September 2020

Staff will continue to follow the health and hygiene procedures they have always followed for use of gloves and aprons when providing personal care. The guidance in this risk assessment is additional, it does not replace any previous guidance around wearing gloves and aprons

No	Hazard	People at risk	Existing control measure(s)	Risk Rating: High or Medium use Form B
1	Infection	Staff and Pupils	<p>Currently the guidance does not require staff to wear a mask at all times.*</p> <ul style="list-style-type: none"> <li>• It is only necessary to wear a mask and visor in addition to gloves and apron when a child is displaying symptoms of Covid 19 (high temperature and / or persistent cough and / or a change in taste or smell), if they are highly likely to spit or require Aerosol Generated Procedures (such as suction)</li> <li>• Close personal care : wear a mask in addition to gloves and apron.</li> <li>• Gastro-feeding : wear a mask, gloves and apron</li> <li>• Administering medication : wear a mask, gloves and apron</li> <li>• Hoisting : wear a shield in addition to gloves, mask and apron if you are having to get really close to children to hoist and if they are likely to cough or dribble</li> </ul>	Low

2	Spit or body fluids on surfaces	Staff and Pupils	<p>Disinfectant spray is available in all classes, kept in a secure cupboard or up out of the reach of children.</p> <p>Alcohol wipes are available in classes where this is a significant issue, again kept in a secure cupboard.</p> <p>Staff to wear gloves when cleaning surfaces and using the Alcohol wipes.</p> <p>Staff to use blue or white roll or dry wipe cloths to clean surfaces and then dispose of.</p>	Low
3	Disposal of paper roll used to wipe surfaces	All	<p>For general cleaning and wiping, e.g. cleaning a surface from a sneeze, cough, spit, place the paper used in an ordinary black bin liner lined bin. For vomit, sputum or faecal matter use a clinical waste bin.</p> <ul style="list-style-type: none"> <li>• This is when you are cleaning up after someone who is not presenting with symptoms of COVID19.</li> </ul>	Low
4	Pupil showing symptoms of Covid 19 in school	All	<p>If someone is presenting with symptoms of COVID19 at main school they would be isolated in the studio next to the office and both class and the isolation room would have a deep clean from the daily cleaners.</p> <p>If someone is presenting with symptoms of COVID19 at the Cottage they would be isolated in the small room off the hall and both class and the isolation room would have a deep clean from the daily cleaners.</p>	Low

			<p>Staff supervising the child should wear face mask, visor, apron and gloves.</p> <p>LMT day will report the need for cleaning to the cleaners.</p> <p>LMT will telephone Public Health England (as per flow chart process) and await further instruction.</p> <p>LMT will inform H+S Assistance.</p>	
5	Transmission of COVID19 due to inability to maintain a 2 metre social distance	Staff and Pupils	<ul style="list-style-type: none"> <li>• Staff should wear a mask when providing personal care, e.g. if toileting a child, cleaning them up if they have been sick, have a nose bleed, hoisting or personal care on a changing bed etc. This is in addition to the usual PPE of apron and gloves.</li> <li>• Paper disposable masks are available for this.</li> <li>• Shields are available to wear with poorly children and for anyone who needs really close contact in personal care. Shields should be named with a marker pen and wiped down after use, keeping your own personal shield for next time. Attached masks should be disposed of.</li> <li>• Staff should wear a mask when working with a child where the contact is likely to be very close and the risk of droplet transfer is a concern. <i>This includes administering medication, suction procedures and feeding.</i></li> <li>• All PPE to be disposed of in clinical waste.</li> <li>• It is essential that staff who would like to wear a mask are supported to do so and provided with this equipment.</li> <li>• Staff must collect their own PPE and not fetch PPE for other staff members.</li> </ul>	Low

6	Knowing when to change and dispose of a mask	Staff	<ul style="list-style-type: none"> <li>• Staff should dispose of a mask after wearing one for a specific personal care activity such as toileting</li> <li>• Staff should dispose of a mask when they leave the class to take a break which requires them to remove it, e.g. when having a drink or their lunch</li> <li>• Disposal should be in clinical waste</li> </ul>	Low
7	Wearing a mask becoming a hazard itself	Staff	<ul style="list-style-type: none"> <li>• Wearing a mask does not mean you can reduce any of your other hygiene procedures, e.g. you will continue to need to wash your hands regularly</li> <li>• Wash your hands before you put on a mask</li> <li>• Wash your hands before and after you remove a mask</li> <li>• Do not remove a mask and then put it back on. Once removed, a mask should be disposed of.</li> <li>• See attached visual guidance from PHE</li> <li>• Display this information in key areas around the school</li> <li>• School nurse to train all staff in the correct ways to don and doff PPE</li> <li>• Staff to practise before having to use PPE in an active situation</li> </ul>	Low
8	Repeated use of equipment that is not disposable, e.g. Goggles and Face Visors	Staff	<ul style="list-style-type: none"> <li>• Staff should wash their hands before putting on Face Visor or mask</li> <li>• Staff should wash their hands before removing Face Visor or mask</li> <li>• When they have removed Face Visor or mask, staff should wash them with soapy water and their hands to ensure they are cleaned and rinsed. They should then be left to dry where they cannot be touched by pupils.</li> </ul>	Low

9	Risk of contamination when carrying out Aerosol Generating Procedures (AGP)	Staff	<ul style="list-style-type: none"> <li>• There are a small number of medical procedures which increase the risk of transmission through aerosols (tiny droplets) being transferred from the patient to the care giver. These are known as aerosol generating procedures (AGPs). Within education and children's social care settings these are only undertaken for a very small number of children with complex medical needs, such as those receiving tracheostomy care.</li> <li>• Suctioning is included in this which is required for ER, CT and EW (Seashell Class).</li> <li>• Staff performing AGPs should follow Public Health England's <a href="#">personal protective equipment (PPE) guidance on aerosol generating procedures</a>, and wear the correct PPE which is: <ul style="list-style-type: none"> <li>• a FFP2/3 respirator*</li> <li>• gloves</li> <li>• a long-sleeved fluid repellent gown</li> <li>• eye protection</li> </ul> </li> </ul> <p>*The respirator required for AGPs must be fitted correctly (known as 'fit testing') by an individual trained to do this.</p> <ul style="list-style-type: none"> <li>• Suctioning procedures should only be carried out in the <b>White Room</b> to reduce the risk to other children near by. Once the procedure has finished then the room must be closed off for half an hour and cleaned before next use.</li> </ul>	High if PPE not worn
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10	Absence of PPE	Staff	The School are ordering equipment on a regular basis through the Local Authority. If there are shortages of visors or masks, staff will not be expected to undertake any activity that could place them at risk.	Low
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PPE - A quick overview;

- DfE guidance states : *'The majority of staff in education settings will not require PPE beyond what they would normally need for their work. PPE is only needed in a very small number of cases including:*
  - *where an individual child or young person becomes ill with coronavirus (COVID-19) symptoms while at schools, and only then if a distance of 2 metres cannot be maintained*
  - *where a child or young person already has routine intimate care needs that involves the use of PPE, in which case the same PPE should continue to be used.*

*When working with children and young people who cough, spit or vomit but do not have coronavirus (COVID-19) symptoms, only any PPE that would be routinely worn, should be worn.'*

- **At Medina House School we would like to take measures over and above that stated in the guidance**
- Please be aware of the associated risk of wearing a mask being that it may serve to draw children's' attention to your face; they may attempt to touch it or remove it, which would put you at greater risk - you do not want children's fingers near your nose, eyes and mouth! You will need to risk assess each child and each situation as to whether wearing a mask is the safest option.
- The paper / fabric masks must be changed when they get damp - usually after about 20 minutes.

- Additional contact with the face each time a mask is removed/changed can put you at greater risk - see attached visual guidance showing how to safely put on and remove a face mask.

#### What to do?

- **Wear gloves and apron when providing personal care, as you have always done**
- **In addition, wear a mask when carrying out close up intimate care such as toileting / changing, feeding and administering medication.**
- **Wear a respirator, gown, apron and face visor when undertaking an activity that is an AGP, Aerosol Generating Procedure, e.g. suctioning. Gowns should be long-sleeved and fluid-repellent.**
- **Wear a mask, gloves, apron and face visor when supervising a child who is exhibiting symptoms (high temperature and / or persistent cough and / or a change in taste or smell)**
- **If wearing a face visor please wash it between uses and label as your own with a marker pen. The visor should only be reused by yourself**