

## **Guidance on Personal Protective Equipment (PPE) and Hygiene in the workplace**

### **1.0 Introduction to Control Measures**

Government, HSE and NHS guidelines may vary from time to time and will always provide the foundation of any current or updated scenario for Safe Systems at Work, however there are some basic rules that allows us to categorise our staff and initiate incremental control measures which includes PPE requirements and provision.

Control measures are put into place to ensure that all staff can work safely and return home in the same condition at the end of the day as when they started work.

The use of PPE should must be regarded as an additional safeguard/backup to existing health and safety controls and care must be taken to ensure that all staff are fully aware of the primary controls and that PPE is a backup should the unavoidable or unforeseen happen.

#### **The Primary controls are:**

1. Ensure Method Statements are adhered to at all times.
2. Observe CoSHH at all times.
3. Strict hand hygiene, at the beginning, during and end of the shift.
4. Keep your distance, social distancing, allocation of separate areas, variable working times.
5. Provide additional equipment for ease of access.
6. PPE provided as additional backup in the event of an unforeseen failure in above.
7. Continuous monitoring.
8. If control measures are unlikely to prevent a worst case scenario **STOP**.

### **2.1 Workplace Categories**

<b>a</b>	<b>Team working</b> during client working hours
<b>b</b>	<b>Lone working</b> during client working hours
<b>c</b>	<b>Lone or Team Working</b> with occasional client contact
<b>d</b>	<b>Team working</b> outside of client working hours
<b>e</b>	<b>Lone working</b> outside of client working hours

#### **2.a Team Working during client working hours**

This category will include a cleaner who, as part of a team, is required to work alongside client staff and colleagues throughout the period of the working shift.

Whilst the client may be observing 'social distancing' as a rule and may have other systems in place it may not be possible for the cleaning staff to strictly observe distancing due to uncontrollable and unforeseen circumstances.

In this situation it may be necessary for the team workers to be allocated separate areas or it may be possible for members of same household to work together in these scenarios.

In this instance it will be necessary to ensure that the safety of the cleaner is controlled by provision of all available PPE to include uniform, gloves and face covering (see below) and should be a minimum requirement made available by Coastline.

A risk assessment may indicate that the time of shift may be changed to reduce/eliminate this exposure and should be encouraged however this is something that may not satisfy security arrangements and may not be possible.

## **2.b Lone Working during client working hours**

This category will include a single worker who is required to work in and around client staff throughout the period of the working shift.

Whilst the client may be observing 'social distancing' as a rule and may have other systems in place it may not be possible for the cleaning staff to strictly observe distancing due to circumstances beyond their control.

In this instance it will be necessary to ensure that the safety of the cleaner is controlled by provision of ALL appropriate PPE to include uniform, gloves and face covering and should be a minimum requirement made available by Coastline.

## **2.c Lone or Team Working with occasional client contact**

This category should also include those workers who have occasional contact with client staff i.e. a brief 'handover' or the cleaner starts work for a brief period of time before the client staff leaves.

A risk assessment may indicate that the time of shift may be changed to reduce/eliminate this exposure and should be encouraged however this is something that may not satisfy security arrangements and may not be possible.

Cleaning staff to have access to additional PPE for the duration of the interaction with the client though the use of the additional PPE will depend on whether or not it is possible to observe the main Primary Control of social distancing but must allow for any unforeseen and uncontrollable event.

## **2.d Team Working outside client working hours**

This category will include a cleaner who, as part of a team, has no direct interaction with client staff throughout the entire period of the working shift however whilst all steps should be taken to observe distancing from each other may, from time to time, be in a position where close contact with colleagues is unavoidable. Consideration should be given to managing visits to the cleaning cupboard and where close contact is unavoidable to pass back to back.

## **2.e Lone Working outside client working hours**

This category will include a single worker who has no direct interaction with client staff throughout the period of the working shift.

In this instance minimal PPE is required to ensure the safety of the cleaner however ALL staff must be reminded to observe strict hand hygiene at all times.

Cleaners may provide their own face covering as a means of reassurance but the provision of gloves and uniform is a requirement.

## 2.2 Workplace Exceptions

Coastline staff should be aware that the always client reserves the right to impose their own additional requirements in respect of safety working arrangements and PPE that may be over and above the current guidelines.

Coastline will endeavour to keep our staff updated as quickly as possible but in any event the cleaner must follow any specific instructions from client when asked to do so.

## 3.0 Personal Protective Wear (PPE) & Personal Hygiene

	Lone working during client working hours	Lone working outside of client working hours	Team working during client working hours	Team working outside of client working hours
<b>MANDATORY</b>				
1	Uniform/Clothing	Uniform/Clothing	Uniform/Clothing	Uniform/Clothing
2	Hand Hygiene soap	Hand Hygiene soap	Hand Hygiene soap	Hand Hygiene soap
3	Gloves	Gloves	Gloves	Gloves
<b>ADDITIONAL</b>				
4	Hand sanitiser	Hand sanitiser	Hand sanitiser	Hand sanitiser
5	Face Covering*	Not required	Face Covering*	Face Covering*
6	Safety Glasses*	Safety Glasses*	Safety Glasses*	Safety Glasses*

\*optional depending on individual circumstances. Personal face coverings may be worn at any time.

### 3.1 Uniform/Clothing

**Uniform** provided by Coastline is a requirement of employment. It serves to identify staff and provide staff with clothing which helps protect their own personal apparel.

**Clothing;** should be of appropriate and conservative colour, type and material to portray a professional approach to the client. Long sleeves and leg covering preferred to help protect the skin in the event of spillages and knocks.

Shoes should be closed in with low profile heels to aid comfort and protection.

**Addition PPE Clothing** may be required such as a coverall when cleaning in high dust or extremely infectious areas. This type of clean is a specialist task and should not be undertaken by untrained personnel.

If outdoor work is an integral part of the duties additional clothing will be provided such as HI Viz, waterproof clothing and safety footwear.

### **3.2 Hand Hygiene (Hand Soap)**

Hand hygiene is an integral part of site and personal hygiene and must occur at the beginning, regularly during and end of each shift, after cleaning waste bins, toilet areas and when removing/changing gloves. Should always include the lower arm and whenever possible it is advisable to wash faces or facial hair during the course of work.

### **3.3 Hand Hygiene (Sanitiser)**

Staff should sanitise hands to control cross contamination or when hand washing facilities are not available. Washing hands with soap and water should always take preference when available.

### **3.4 Gloves**

**Gloves** (rubber/vinyl or latex) should be worn at all times when undertaking all tasks. They are provided to reduce the risk of skin problems which may be experienced with the tasks involving washing down and assist restriction of cross contamination. These may be colour coded according to areas. Vinyl or latex should be disposed of daily. Hands should be washed after use.

### **3.5 Face Covering**

**Masks/face coverings may be worn in the event that appropriate distancing is unavoidable.**

Face to face contact within the prescribed distance **MUST** be avoided at all times. In tight corridors a side by side or back to back approach must be adopted.

Surgical type masks should not be worn and will not be provided unless close face to face contact and or proper distancing is unavoidable.








Personal Face coverings (scarfs, snood etc) may be worn at any time to aid staff reassurance, instructions for the making of such face coverings may be found on our website.

It should be stressed that masks and face coverings will not and cannot replace the need for proper distancing and will not actively reduce any risk for contraction of or infection transmission.

### **3.6 Safety glasses**

Safety Glasses are available for situations that are susceptible to high dust or splashing.

This is normally associated with specialist cleaning scenarios.

<b>Work Activity: GENERAL CLEANING ACTIVITIES WITHIN POTENTIALLY INFECTIOUS OR HIGH RISK AREAS</b>					<b>Assessment No: RA19</b>																																																			
<b>Description of Activity</b>				<b>Significant Hazards</b>																																																				
All general cleaning duties as required within site specifications. To include but not restricted to; Damp dusting/wiping, general surface wiping, waste removal, sweeping and litter collection, vacuum cleaning.				Chemical reaction to skin. Dust inhalation/eyes Hazards of the area of operation to include potential risk to contraction through contact and transference to hand/mouth/eye.																																																				
<b>Frequency:</b> Daily		<b>Duration:</b> Variable		General strains due to incorrect use of or poor ergonomic use of equipment,																																																				
<b>Adverse Effects</b>				<b>People at Risk</b>																																																				
Inhalation, irritation to skin and eyes, cuts and abrasions, Slip and trip injuries. Electrocutation, Contraction of infections				Cleaning operatives. Client staff. General Public																																																				
<b>PPE</b>																																																								
GLOVES	CLOTHING	SHOES	SIGNS	FACE COVERING	GLASSES	OTHER																																																		
<b>Control Measures Required:-</b>																																																								
<p>Warning signs to be placed at all times and operatives fully conversant with method statements and Coshh.</p> <p>Safe method of work which MUST include wearing of gloves at all times and strict hand hygiene before during and after work. Line managers MUST be proactive in regular monitoring of employees and sites.</p> <p>Strict 'social distancing' must be observed at all times, this can be achieved by allocating areas, flexible timings and movement management. Where this is accidentally unavoidable pass side by side or back to back. Avoid face to face contact at all times.</p> <p>Optional face coverings may be worn by staff for reassurance, masks to be provided in the event that 'distancing' is unmanageable or totally unavoidable.</p>																																																								
<b>Risk Rating:-</b> (Severity x Likelihood)			<table border="1" style="margin: auto; border-collapse: collapse;"> <tr> <td style="width: 20px;"></td> <td style="width: 20px; text-align: center;">5</td> <td style="width: 20px; text-align: center;">5</td> <td style="width: 20px; text-align: center;">10</td> <td style="width: 20px; text-align: center;">15</td> <td style="width: 20px; text-align: center;">20</td> <td style="width: 20px; text-align: center;">25</td> </tr> <tr> <td style="text-align: center;">Severity</td> <td style="text-align: center;">4</td> <td style="text-align: center;">4</td> <td style="text-align: center;">8</td> <td style="text-align: center;">12</td> <td style="text-align: center;">16</td> <td style="text-align: center;">20</td> </tr> <tr> <td></td> <td style="text-align: center;">3</td> <td style="text-align: center;">3</td> <td style="text-align: center;">6</td> <td style="text-align: center;">9</td> <td style="text-align: center;">12</td> <td style="text-align: center;">15</td> </tr> <tr> <td></td> <td style="text-align: center;">2</td> <td style="text-align: center;">2</td> <td style="text-align: center;">4</td> <td style="text-align: center;">6</td> <td style="text-align: center;">8</td> <td style="text-align: center;">10</td> </tr> <tr> <td></td> <td style="text-align: center;">1</td> <td style="text-align: center;">1</td> <td style="text-align: center;">2</td> <td style="text-align: center;">3</td> <td style="text-align: center;">4</td> <td style="text-align: center;">5</td> </tr> <tr> <td></td> <td></td> <td style="text-align: center;">1</td> <td style="text-align: center;">2</td> <td style="text-align: center;">3</td> <td style="text-align: center;">4</td> <td style="text-align: center;">5</td> </tr> <tr> <td></td> <td></td> <td></td> <td colspan="4" style="text-align: center;"><b>Likelihood of Injury</b></td> </tr> </table>						5	5	10	15	20	25	Severity	4	4	8	12	16	20		3	3	6	9	12	15		2	2	4	6	8	10		1	1	2	3	4	5			1	2	3	4	5				<b>Likelihood of Injury</b>			
	5	5	10	15	20	25																																																		
Severity	4	4	8	12	16	20																																																		
	3	3	6	9	12	15																																																		
	2	2	4	6	8	10																																																		
	1	1	2	3	4	5																																																		
		1	2	3	4	5																																																		
			<b>Likelihood of Injury</b>																																																					
5 x 1 = 5 <span style="background-color: yellow; border: 1px solid black; padding: 2px;">MEDIUM RISK</span>																																																								
<b>Long Term Action:-</b>																																																								
<p>Continuous training, monitoring and review of the safe methods of work.</p> <p>Continuous updates from site staff regarding changes to site.</p> <p>Continuous training of chemicals, equipment, tasks and client staff awareness.</p> <p>Regular review of health &amp; safety systems.</p>																																																								
Assessor: <i>Robin Pealing</i>				Date: 15/05/2020																																																				

