

PPE Training



Introduction

Why PPE training

PPE is vitally important in order to maximise protection to both staff member and client when undertaking a client home or community visit.

It is crucially important that staff understand how to put on (don) and take off (doff) PPE in order to avoid transferring any Coronavirus present before, during and after the visit.

What this document includes

This document includes training instructions and a link to a video showing how to put on (don) and how to take off (doff) the relevant PPE. It also includes a summary of the visit planning process and links to documents which will be needed to carry out a client visit.



Types of PPE required for visits

For client visits undertaken for Age UK Croydon, staff should use the following PPE:

- Mask
- Gloves
- Hand gel
- Disposal bag for the PPE
- Apron

These types of PPE are the standard types recommended for community use. Glasses/face shields are not required.



How to put on and take off PPE

Please watch the PPE video by copying and pasting the link below into a browser (outside the cloud is recommended for greater speed). Note that only masks, gloves, hand gel, and on occasion aprons, are needed by AUKC staff, and not eye protection.

While watching the video, ensure you are clear about:

- How to put on and take off the PPE;
- The sequence in which you need to put on the PPE and use the hand gel;
- When and how you will wash your hands;
- How you will dispose of the PPE afterwards.

https://www.youtube.com/watch?v=-GncQ_ed-9w&feature=youtu.be



Use of PPE – procedure page 1

Before the visit

- Collect a stock of PPE (for 1 month) from BR or CH following agreement with Line Manager.
- Seek approval for each visit from Line Manager and fill in Visit Risk Assessment Form and Visit Checklist.
- Take the PPE with you to the visit and put on the PPE before entering the home of the client in the manner shown in the video.

During the visit

- While in the client's home do not remove the PPE and do not touch the face mask or your face. Keep to a distance of 2 metres.



Use of PPE – procedure page 2

After the visit

- After leaving the client's home, and before entering your car or public transport, take off the PPE in the manner shown in the video.
- Dispose of the PPE in a plastic bag without touching the parts of the PPE that may have been contaminated. Wrap the PPE in a normal black sack/plastic bag, tie it securely and place it in the outside rubbish bin belonging to the client.
- If that is not possible it should be double bagged to go in your car, or in your personal bag if using public transport, for disposal in another waste bin.
- Use a hand gel after disposing of the PPE.
- As soon as possible afterwards wash your hands.



Final stage of training

To complete your PPE training:

- Study the resources on the following page;
- Book a Zoom meeting with your Line Manager. This is to show them how you will put on and take off the PPE and run through the steps required.

Once you have completed the training you can carry out the steps to arrange a visit. Remember to fill in the Risk Assessment and use the Checklist Form (see next slide).



Links to required documents

AUKC documents required for a visit

These documents are required when undertaking a home visit. Study them as part of this training so you are aware of the entire procedure. (Note that you need to run the presentation to access the links.)

- Visit Risk Assessment Form – [link](#)
- Visit Checklist – [link](#)

Other important information – please study

- Table showing different levels of PPE requirement - [link](#)
- Guide to putting on and taking off PPE - [link](#)
- Best practice for hand washing - [link](#)

