**COVID-19 Supply and Use of Personal Protective Equipment – V1.3 (10/12/2020)**

To ensure all staff feel safe to physical be in their learning environment Academy Transformation Trust will provide Personal Protective Equipment to protect against the spread of COVID-19.

Each ATTFE learning site has been provided with the following items of PPE:

* 10 x 500ml dispenser bottles of Hand Sanitiser (originally 60% alcohol, now 70%)
* 8 x 6 litre wall mounted dispenser of hand sanitiser (originally 60% alcohol, now 70%)
* 100 x face covering protective visors for medical use
* 200 x surgical face masks to provide cover of mouth and nose
* 300 x polyethene medical Aprons
* 1200 x single use Nitrile disposable powder free gloves
* Forehead thermometer gun

We have strengthened our supply chain, sourced competitive prices and developed the quickest possible route to market in order to secure a diverse range of Personal Protective Equipment (PPE) for our staff to use in our learning sites and combat the transmission between staff and learners of COVID-19. We have also secured a number of supplier with sufficient pipeline of key stock to ensure we can meet demand throughout this period.

PPE will be made available for staff who want to use the equipment at their discretion whilst teaching and moving around the ATTFE site to provide comfort and protect from the risk of infection.

There are also times when PPE must be used as a rule and in line with this procedure.

**Use of PPE**

Prior to use of PPE staff must either:

* Thoroughly wash hands for 20 seconds using anti-bacterial soap/handwash, or
* Use hand sanitiser (originally 60% alcohol, now 70%)

After using PPE staff must:

* Thoroughly wash hands for 20 seconds using anti-bacterial soap/handwash
* Use hand sanitiser (originally 60% alcohol, now 70%)
* Dispose of single use PPE (Gloves/Apron)
* Dispose of soiled (face visors/masks)
* Disposal involves bagging items twice and using a closed lid bin not located in class space i.e. medical room/room allocated for unwell learners/external bin
* Face visors and masks used for collection of learners at start or end of the day can be wiped down with anti-bacterial spray and used again.

**Taking temperature**

Temperature checks are to be undertaken on a daily basis to help monitor the good health of both staff and learners.

**Managing Stock**

A member of ATTFE has been nominated to manage the dissemination of PPE to staff as required and packs of PPE will be left in each classroom and the main Reception.

The Estates Dept. will monitor stock levels and order more items as required or when stocks drop to 50% of the initial limit.

Document Ownership: Simon Martin

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