

### **PPE in Practical Subjects Procedure During COVID-19**

This document sets out the measures in place that must be followed to ensure the safe distribution and use of personal protective equipment (PPE) whilst undertaking practical activities within the Academy day and whilst using Academy equipment.

This document should be read alongside Appendix I of the WMG Academy Risk Assessment for Reopening.

1. Students will be advised in advance by the Lead Teacher for Engineering of when any practical lessons within the Engineering Hall are to take place. Students will be told to meet the assigned staff in the Atrium at the start of their allocated sessions.
2. Before students are taken to the Engineering Hall, they will be given an induction session of COVID compliant use of the facilities. This will be reinforced each morning before any practical work is undertaken.
3. Staff will issue students with their own set of PPE. This will include overalls, safety glasses and industry standard safety boots. This PPE will be issued in a sealed plastic bag and students will then be escorted to the 'boot room' to store their personal belongings and change into their PPE.
4. Whenever a student leaves the Engineering Hall, they will change out of their PPE, which will be returned to their plastic bag and stored in the 'boot room'. Indelible ink pens will be provided to ensure plastic bags are named to avoid confusion and ensure PPE remains personal to each student.
5. Each student's personal PPE remains their responsibility and they cannot take part in practical activities without it. If they fail to store their PPE in their designated bag, the PPE will be automatically placed in the 'wash bins' to avoid cross contamination and the student may not be able to complete their allocated time in the Engineering Hall.
6. At the end of the allocated session, which is anticipated to be the end of the fourth consecutive day, the PPE will be returned by the student. The Engineering Technicians will ensure that there are 'wash bins' available for overalls, boots and glasses. These will be cleaned before next use.
7. On the basis that there will be only 20 students in the workshop at anyone time, WMG Academy has enough PPE to have 3 entire sets, meaning PPE will be use on a rotational basis of once in every three weeks.
8. The PPE will be cleaned between each use and sealed in sets in plastic bags ready for distribution to the next group. PPE will be cleaned as follows:
  - Overalls – washed onsite by the Engineering Technicians at 60°C using standard domestic detergents;
  - Safety boots – sprayed with anti-bacterial disinfectant and quarantined for a minimum of 72 hours;
  - Safety glasses – cleaned in Milton and dried thoroughly.
9. Students will be informed of these procedures before they are issued with their PPE set. Students will also be advised that they should raise any concerns about COVID compliance in the Engineering Hall immediately with the Senior Engineering Technician or the Lead Teacher for Engineering.
10. These procedures will be reviewed by the Lead Teacher for Engineering on a regular basis. It is expected that these procedures will be reviewed daily during the first week of operation,

reducing to weekly as responsible staff are satisfied that they are appropriate. The Lead Teacher for Engineering will liaise directly with the Senior Engineering Technician to ensure all staff are aware of the changes to these procedures and a written record obtained.

**Ethan Harries**  
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