

PPE Risk Assessment Outcome Document

Version 1 – 9th April 20

Service Name:	<input type="text"/>
Date:	Click or tap to enter a date.
Service Lead	<input type="text"/>
Completed by:	<input type="text"/>

To be signed off by the Executive Leadership Team (ELT) Lead for the service.

Please complete this document and send it to PPE.Distribution@brighton-hove.gov.uk, rma.desai@brighton-hove.gov.uk if you have stopped any service based on the risk assessment where required PPE is not available.

KEY PRINCIPLE:

- Staff require the correct PPE for key tasks and if it is not available, staff are not put at risk.
- Where required PPE equipment is not available managers are responsible for managing the implications for service delivery. This may include managing the risk from the suspension of any service delivery.

Description of the service stopped	
Date when the service was stopped	
What options were considered before deciding to stop the service?	
What PPE is needed to start the service and quantity?	

Impact of the discontinuation of the service

Sign off and Governance for decision to suspend service

Name and date Executive Director sign off

Name and date consultation with Legal Service colleague

Consultation with Members undertaken? Y/N

Member Decision Required? Y/N

Officer Urgency Powers Applied? Y/N

Who has been informed about the discontinuation of the service?