

# COVID-19 Newbold Verdon Risk Assessment



The policy position of the Health and Safety Executive (HSE) is that First Aid Training required to comply with Health And Safety or other legislation can continue to take place under relevant coronavirus restrictions [read more here](#)

## Scope Of Assessment



As a business we have a legal responsibility to protect our trainers & delegates from risk to their health & safety. We have put together a Covid-19 Newbold Verdon Risk Assessment which outlines what measures are in place to minimise the risk. This risk assessment has been produced using government guidance at the current time of writing and the changes to our training has been guided by the Resuscitation Council UK Statement found [here](#). This risk assessment will be reviewed line with any changes/update in government legislation and any other ongoing updates/changes which require consideration.

## Covid-19 Symptoms

The main symptoms of Covid-19 are:

- High Temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- New, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
- Loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal

This information has been provided by the NHS and can be found on <https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/>

Reviewed Date	Creator Name & Signature	Approver Name & Signature
This is a Live document	Connor Kenney - Finance & HR Manager 	Tracey Dangerfield - Chief Executive Officer 
What are the hazard (s)?	Who Might Be Harmed?	What are we doing?
If a delegate who is infectious with Covid-19 or displays symptoms which may be passed to other delegates	Delegates Trainer	<ul style="list-style-type: none"><li>• As part of our booking terms and conditions it is stated that if a delegate is experiencing any Covid-19 symptoms or has a confirmed case of Covid-19 or has recently been instructed via the NHS track and trace to self-isolate, then they must continue to self-isolate and not attend the course.</li><li>• We will send the person who books a reminder email before the course starts which will include instruction for the delegate to not attend if the above applies.</li></ul>

## COVID-19 Newbold Verdon Risk Assessment



Delegates or trainers can emit water droplets that travel approx. 1m when talking and particularly if they cough or sneeze.

Delegates  
Trainer

- As per HSE guidance fresh air supply will be used to keep the temperature controlled ie windows being kept open during hot weather
- Delegates and trainer will remain socially distant as much as possible throughout the entire course. We have set up our training room to ensure people stay distanced; this includes floor markings as a guide to delegates & trainer(s) for distancing purposes. SkillBase office team members will not be permitted to enter the training room whilst training is taking place, they will be able to enter during breaks and must keep 2 metre distances from people.
- A marked 1 way system will be in place for access and exiting the training centre.
- Delegates will receive instructions on respiratory hygiene on arrival. Should they need to cough/sneeze this should be done in a tissue, which will be provided in each delegates workstation box, and this is to be disposed of immediately. Failing that delegates should cough into a bent elbow and never cough without covering their mouth/nose. Hands should be sanitised immediately after and these instructions will be supervised by the trainer throughout the course. The video can be found following the link: <https://youtu.be/1APwq1df6Mwb>
- Both trainers and delegates are required to wear face coverings when entering the training room and moving around the room. Delegates can remove their face covering when seated 2m apart. Trainers can remove their face covering to present the course but must be positioned at least 2 meters from the delegates.

## COVID-19 Newbold Verdon Risk Assessment



Delegates or trainers may contract the virus by touching contaminated surfaces then touching their mouth, nose or eyes

Delegates  
Trainer  
Other person(s) within building

- Trainer to open front door & keep open whilst delegates arrive/leave so delegates are not touching door/entry point
- Trainers will be provided PPE including hand sanitiser and gloves which are encouraged to be used upon first entry and handling.
- Training centre has allocated delegate toilets within the reception area. This is made clear through signage. This area will be cleaned on a daily basis.
- 1 cup, a spoon, glass, and a water bottle will be provided for each delegate & individual tea/sugar & coffee in bowls to avoid shared touch. Delegates will be advised to sanitise before making a drink and disposable gloves are available. Also delegates can bring their own drinks & food if they wish however must take these home to wash. We are not providing lunch for our delegates to reduce further risk.
- Delegates will be reminded to sanitise frequently throughout the course ie on arrival, after every practical session, after touching any shared equipment/common touch objects.
- After every course the trainer will clean and sanitise thoroughly (they must wear full PPE) and set up the room ready for the next course. There will be a checklist for trainers to sign for monitoring purposes.
- Each delegate is to have their own workstation box which includes all the course paperwork, tissues, hand gel, first aid supplies, glass, and a cup required for the course.
- Delegates will receive instructions on "how to wash hands" - this will be carried out on all courses. The link to the video is found here - <https://www.youtube.com/watch?v=aGJNspLRdrc>
- Trainers will wear a fresh uniform each day.
- Should trainers need to obtain supplies for the training centre they must sanitise before and after touching.
- Training centre will have an automatic hand gel dispenser for delegates & trainers to use. There will also be a dispenser within reception area if required.
- There will be a sign outside the training centre informing delegates that we will open our doors 10 minutes before the course starts (to prevent groups of people waiting in reception areas)

## COVID-19 Newbold Verdon Risk Assessment



<p>CPR Manikin Hygiene: If manikin hygiene is not strictly adhered to, there is a risk of passing the virus from shared use.</p>	<p>Delegates Trainer</p>	<ul style="list-style-type: none"> <li>● If possible, we will encourage 1:1 manikin ratio.</li> <li>● When it is not possible to have 1:1 manikin ratio then shared manikins will be kept to the same small group of delegates. Delegates will be instructed to clean the manikin after their use to minimise risks of the virus spreading. They will also be instructed to sanitise their hands prior to using the manikins and any other course resources.</li> <li>● Manikins will be cleaned after each course in line with manufactures cleaning guidelines</li> <li>● A 'double fail-safe' level of protection will be in place to prevent the possibility of cross contamination from rescue breaths. Combinations include: a) 1:1 manikin ratio b) Shared manikins - each delegate will be issued with 1 Adult, 1 Child, 1 Baby lung to be able to perform rescue breaths on assessment points only and 70% alcohol wipes to be used after each delegate use. This means delegates can safely practice rescue breaths because we will change the lungs of the manikins after each person has demonstrated rescue breaths.</li> <li>● All lungs will be disposed of in outside bins once course is completed.</li> </ul>
<p>There is a risk of infection when cleaning/servicing CPR manikins</p>	<p>Delegates Trainer</p>	<ul style="list-style-type: none"> <li>● All trainers must use personal protective equipment (PPE) when disassembling manikins for cleaning or servicing. This applies to cleaning of any other training resources too. PPE includes - re-usable washable face mask, disposable gloves, disposable apron &amp; eye protection</li> </ul>

## COVID-19 Newbold Verdon Risk Assessment



<p>There is a risk of infection from shared kit and bandages</p>	<p>Delegates Trainer</p>	<ul style="list-style-type: none"> <li>• Bandages – there will be 3 options to manage the risks of infection spreading through shared use of bandages. 1. Each delegate will receive their own bandage to keep / dispose of when finished. 2. Delegates place used bandages into a container which we will then quarantine before they are used again. Also, before delegates make contact with any course resources they will be asked to hand sanitise. 3) Delegates will be demonstrated bandaging via a video shown on the course</li> <li>• Anaphylaxis pens will be used by delegates for demonstration and practicing for assessment point. Delegates will sanitise hands before use and the pens will be cleaned with 70% alcohol wipes in between each use. Social distancing will be considered during the passing of objects - e.g. placing them on the table for a delegate to collect as oppose to passing them in person.</li> </ul>
<p>Fire safety</p>	<p>Delegates Trainer Other person(s) within building</p>	<ul style="list-style-type: none"> <li>• All doors will be opened for delegates to make their own way outside to the fire assembly point. Fire extinguishers are kept within reception area, which will prevent delegates from touching them unnecessarily</li> <li>• Delegates &amp; trainer will be advised to remain socially distant in the event of any fire alarm/emergency light tests and asked to sanitise upon returning into the building.</li> </ul>
<p>NHS Track &amp; Trace</p>	<p>Delegates Trainer</p>	<ul style="list-style-type: none"> <li>• Upon arrival delegates will be asked to write their name, contact number &amp; company name in case information is needed for NHS Track And Trace purposes in line with government guidance. A link to the form can be found here <a href="https://docs.google.com/document/d/10jnIEz-FrRsYjUly7qj1llv-gyAHEJnh9Q-dzIDLHJA/edit?usp=sharing">https://docs.google.com/document/d/10jnIEz-FrRsYjUly7qj1llv-gyAHEJnh9Q-dzIDLHJA/edit?usp=sharing</a></li> </ul>
<p>Accident/Emergency Situation</p>	<p>Delegates Trainer Other person(s) within building</p>	<ul style="list-style-type: none"> <li>• In the event of an emergency social distancing measures will remain until it is unsafe to do so, for example, an accident, provision of first aid, fire, break in. Anyone involved in the assistance of emergencies will be asked to sanitise when deemed safe to do so and face coverings will be encouraged where possible.</li> </ul>

# COVID-19 Newbold Verdon Risk Assessment



Travel	Delegates Trainer Other person(s) within building	<ul style="list-style-type: none"><li>• Delegates are advised to follow all travel guidance provided by the government with relation to the use of all forms of transport and travelling in groups.</li></ul>
--------	---	---