

# COVID-19 Inhouse Risk Assessment



## 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 Inhouse Risk Assessment which outlines what measures are in place to minimise the risks related to Covid-19 when we deliver a course at a customer's venue. This risk assessment has been produced using government guidance at the current time of writing. This assessment takes into consideration First Aid training guidelines; we recognise that delegates need to be confident in providing first aid during the Covid-19 pandemic, but also, the first aid qualification varies depending on the course from 1-3 years. So, we recognise the need to train delegates to confidently provide first aid after the pandemic too. This risk assessment will be reviewed and updated on a weekly basis in line with any 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?	

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<p>Delegates or trainers can emit water droplets that travel approx. 1m when talking and particularly if they cough or sneeze. This can spread the covid-19</p>	<p>Delegates Trainer Other person(s) within customer premises</p>	<ul style="list-style-type: none"> <li>● As part of our booking process, we ask customers to confirm that they will provide a suitable room that allows for social distancing. We also offer the customer advice on how to decide if a room is big enough. We advise customers to consider a 50% capacity to what they would usually use their room for. So, if a room was suitable for 12 people before then we could do the training for 6 people. However, the customer must also take into consideration furniture in the room and the space our course resources will take up in the room (e.g. our training manikins) We advise our customers to consider a manikin as equivalent to 1 person's space in the room.</li> <li>● If a customer has created 'workplace bubbles' and are happy (as part of their risk assessment) for delegates to be in close proximity this is done at the customers discretionary. We are happy to train in this way, as long as there is at least a 2-metre distance between our trainer and delegates and that delegates strictly follow the hygiene measures throughout the course.</li> <li>● We will provide our trainers with some guidance to help them 'spot risk assess' on arrival so they can be confident social distancing regulations are being followed and can ensure their own safety.</li> <li>● The use of face coverings for delegates and trainers is optional</li> <li>● We will inform our trainers to encourage fresh air flow into the room where possible</li> <li>● Delegates will receive instructions on respiratory hygiene on arrival. Should they need to cough/sneeze this should be done in a tissue and discarded. Failing that delegates should cough into a bent elbow and never cough without covering mouth/nose. Hands should be sanitised immediately after and these instructions will be supervised by the trainer throughout the course. The instruction video can be found following the link: <a href="https://youtu.be/1APwq1df6Mwb">https://youtu.be/1APwq1df6Mwb</a></li> </ul>
<p>If a delegate who is infectious with Covid-19 or displays symptoms which may be passed to other delegates</p>	<p>Delegates Trainer Other person(s) within customer premises</p>	<ul style="list-style-type: none"> <li>● As part of our booking terms and conditions it is stated that if a delegates 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>

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<p>Delegates or trainers may contract the virus by touching contaminated surfaces then touching their mouth, nose or eyes</p>	<p>Delegates Trainer Other person(s) within customer premises</p>	<ul style="list-style-type: none"> <li>• We will check and inform customers that there must be handwashing facilities and / or sanitising stations onsite for trainers and delegates to help prevent the spread of the virus. This will be done as part of our booking process.</li> <li>• We will encourage trainers and delegates to avoid touching their mouth and nose.</li> </ul>
<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 Other person(s) within customer premises</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>• Customers will be asked to ensure bins are available for the safe disposal of the manikin lungs during the course.</li> </ul>
<p>There is a risk of infection when cleaning/servicing CPR manikins</p>	<p>Delegates Trainer Other person(s) within customer premises</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>

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<p>There is a risk of infection from shared resources e.g. bandages</p>	<p>Delegates Trainer Other person(s) within customer premises</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 appose to passing them in person.</li> </ul>
<p>Fire safety</p>	<p>Delegates Trainer Other person(s) within customer premises</p>	<ul style="list-style-type: none"> <li>• As part of our booking process, customers will be asked to ensure fire safety measures with Covid-19 consideration are communicated to trainers.</li> </ul>
<p>NHS Track &amp; Trace</p>	<p>Delegates Trainer Other person(s) within customer premises</p>	<ul style="list-style-type: none"> <li>• As part of our booking process, we will inform our customers that they will need to administrate the track and trace data collection for the NHS. If the training is at a hired venue organised by the customer, they (the customer) will need to inform the venue manager about this action.</li> </ul>
<p>Accident/Emergency Situation</p>	<p>Delegates Trainer Other person(s) within customer premises</p>	<ul style="list-style-type: none"> <li>• As part of our booking process, we will remind customers about the need for their risk assessment and the additional considerations related to the Covid-19 pandemic. We ask customers to confirm that they will take into consideration accidents and emergencies during social distancing restrictions. Customers will be required to communicate their measures to our trainers upon their arrival or before.</li> </ul>

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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>
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