

## Risk Assessment Document

<b>Title: COVID-19 Specific Protocol for First Aid training courses</b>  <b>Version No 10</b>	<b>Name of assessor(s)</b>  <b>Assessment date:</b>  <b>Review Date:</b>	<b>Shaun Jackaman</b>  <b>21st April 2021</b>  <b>21st October 2021</b>
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<b>Risk Scoring = multiply severity by probability S X P = R</b>		
<b>Severity</b>	<b>Probability</b>	<b>Risk category</b>
<b>5</b> Fatality or disaster Single or multiple deaths.	<b>5</b> Highly likely the event will occur in most circumstances.	
<b>4</b> Major injury, damage or loss Permanent or life changing injuries. RIDDOR major injuries. High environmental implications. Major financial loss or damage. Major loss of reputation. Major business interruption.	<b>4</b> Very likely the event could occur in most circumstances.	<b>High = 16-25</b>
<b>3</b> Reportable injury or occurrence Medical treatment required. RIDDOR over 7 day lost-time injuries. Moderate environmental implications. Moderate financial loss or damage. Moderate loss of reputation. Moderate business interruption.	<b>3</b> Likely the event will occur at some time.	<b>Medium = 9-15</b>
<b>2</b> Minor injury, Injury requiring first aider treatment causing inability to continue with current work activity for 3 days or less. Minimal financial loss or damage. Minor impact on equality & diversity.	<b>2</b> Unlikely the event could occur at some time.	<b>Low = 1-8</b>
<b>1</b> Minor injury, Minor local first aid treatment (e.g. minor cuts/abrasion) causing minimal work interruption. Negligible impact on equality & diversity.	<b>1</b> Very unlikely the event may occur only in exceptional circumstances.	

Hazard Description	Risk			People at Risk	Control Measures	Risk			Further Action required	By Who	Timescale	Signed Off Y/N
	S	P	R			S	P	R				
COVID-19 infectious person attends course or gets symptoms of infection whilst on the course	5	3	15	<ul style="list-style-type: none"> <li>Trainers</li> <li>Assessors</li> <li>Delegates</li> <li>IQA</li> </ul>	<ul style="list-style-type: none"> <li>All delegates will be temperature checked using non-invasive infra-red thermal measuring device ensuring core temperature is less than 37.8c. If above this temperature the delegate will be instructed to go home immediately and follow Government advice. Employer will be informed.</li> <li>All delegates will have their oxygen levels checked with a SpO2 finger monitor. SpO2 readings of 97% - 100% are normal. 95% - 97% is rechecked and if persistent, person is sent home and asked to follow Government advice. A reading of less than 95% and the person is sent home immediately and asked to follow Government advice</li> <li>Trainers and assessors will also temperature check and SpO2 check at the beginning of the course.</li> <li>All persons attending a course will be screened to ensure that anyone with a continuous cough, high temperature or loss of taste or smell will be sent home immediately and asked to follow Government advice. Employer will be informed.</li> <li>All temperature and SpO2 checks are recorded on a form which is then sent into the Alpha offices with other course paperwork at the end of the course by the trainer. This information is kept in accordance with GDPR guidelines.</li> <li>Anyone who gets symptoms of infection such as persistent cough, high temperature or loss of taste and smell will be isolated from the course and sent home and advised to follow current Government guidelines including calling 111 and test and trace guidelines.</li> <li>Social distancing will be practiced throughout the course to further reduce risk of contamination.</li> </ul>	5	2	10	Monitor and Review			

					<ul style="list-style-type: none"> <li>Regular hand washing as per government guidelines for minimum 20 seconds using soap and water.</li> <li>Ensure that all trainers, assessors and IQA's are given suitable information, suitably instructed and trained in COVID-19 precautions during courses and assessments.</li> <li>Delegates are not required to wear a face covering when outside on the Alpha site when NOT training but must maintain social distancing rules. Face coverings are required when in buildings but can be removed when sat at a desk during training presentations.</li> <li>Trainers and assessors will wear a face mask at all times during the course (this can be a face shield when delivering a PowerPoint presentation in a classroom environment adhering to social distancing guidelines). If outside on Alpha site and NOT training, a face covering is not required but social distancing rules must be adhered to.</li> <li>Delegates, trainers, trainer assistants and assessors (and any other person associated with practical training) will wear a face mask at all times during practical training sessions due to closer proximity working if indoors but are NOT required to wear a face mask if practical training outside.</li> <li>Ensure that there is adequate ventilation such as doors and windows open where possible in accordance with Government guidelines on ventilation to reduce the risk of contamination from the COVID-19 virus.</li> </ul>							
Risk of COVID-19 Contamination from using First Aid training equipment	5	3	15	<ul style="list-style-type: none"> <li>Trainers</li> <li>Assessors</li> <li>Delegates</li> <li>IQA</li> </ul>	<p style="text-align: center;"><b>Equipment</b></p> <ul style="list-style-type: none"> <li>Delegates will be issued with personal Annie lungs and face which is as good as having their own dedicated Resusci Annie.</li> </ul>	5	2	10	Monitor and Review			

				<ul style="list-style-type: none"> <li>• The delegate will also be issued with medical gloves and face mask if required. Resusci face shields and antibacterial wipes will also be used by the delegate to both barrier and clean the equipment before and after use.</li> <li>• Delegates will be issued with dressings for their use only when bleeding training.</li> <li>• All shared training equipment will be kept to a minimum but where used, delegates will wear medical gloves and wipe down shared equipment before and after use.</li> <li>• Shared use of Resusci Annie manikins must be minimised as far as practically possible.</li> <li>• Where Resusci Annie manikins are shared, they must be kept to the same small group of delegates to prevent the possibility of course-wide infection spread.</li> <li>• Social distancing will be practiced throughout the course to further reduce risk of contamination.</li> <li>• Regular hand washing as per government guidelines for minimum 20 seconds using soap and water.</li> <li>• Ensure that all trainers, assessors and IQA's are given suitable information, suitably instructed and trained in COVID-19 precautions during courses and assessments.</li> <li>• Delegates are not required to wear a face covering when outside on the Alpha site when NOT training but must maintain social distancing rules. Face coverings are required when in buildings but can be removed when sat at a desk during training presentations.</li> <li>• Trainers and assessors will wear a face mask at all times during the course (this can be a face shield when delivering a PowerPoint presentation in a classroom environment adhering to social distancing guidelines). If outside on Alpha site and NOT training, a face covering is not required but social distancing rules must be adhered to.</li> </ul>						
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				<ul style="list-style-type: none"> <li>Delegates, trainers, trainer assistants and assessors (and any other person associated with practical training) will wear a face mask at all times during practical training sessions due to closer proximity working if indoors but are NOT required to wear a face mask if practical training outside.</li> <li>Ensure that there is adequate ventilation such as doors and windows open where possible in accordance with Government guidelines on ventilation to reduce the risk of contamination from the COVID-19 virus.</li> </ul> <p style="text-align: center;"><b>Cleaning</b></p> <ul style="list-style-type: none"> <li>Post course – Resusci Annie lungs used on the course will be disposed by trainer placing all lungs into a plastic bag ready for disposal in waste bin. Resusci Annie’s will have replacement new lungs installed and additional lungs will be available for personal issue to delegates on next course.</li> <li>Faces will be thoroughly cleaned in preparation for the next course using approved cleaning solution.</li> <li>First aid dressings will be washed or replaced ready for next course.</li> <li>All ancillary training equipment will be suitably cleaned and wiped down post course.</li> <li>Antibacterial wipes will be used throughout the course to wipe down training equipment</li> <li>Regular hand washing will be managed as per government guidelines for minimum 20 seconds using soap and water.</li> </ul>							
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					<ul style="list-style-type: none"> <li>Delegates will be asked to use hand sanitiser gel before and after each and every practical session.</li> <li>All training equipment will be washed or wiped down using Milton fluid, anti-bacterial wipes or Anigene fluid and decontaminated prior to issue for a course and immediately after a course has run. This will be carried out by the trainer if remote or RMT if at Poling site.</li> <li>All training equipment and ancillary equipment used during the course will be regularly wiped down with anti-bacterial wipes by both the trainer and delegates focusing on high contact areas.</li> <li>Additional decontamination fluid, wipes and gloves will be issued to all trainers during this period to ensure an adequate decontamination supply.</li> <li>Medical gloves are issued to trainers, assessors, delegates and IQA'S and are available for the duration of all courses.</li> <li>Medical gloves and used face masks will be disposed of in waste bags at the end of each course. They will be either disposed of in bins at customer sites or at Alpha offices.</li> </ul>							
Risk of COVID-19 Contamination from practical training sessions	5	3	15	<ul style="list-style-type: none"> <li>Trainers</li> <li>Assessors</li> <li>Delegates</li> <li>IQA</li> </ul>	<p style="text-align: center;"><b>Practical Training</b></p> <ul style="list-style-type: none"> <li>Delegate numbers will be reduced from 12 to 8 per course (unless customer sites have larger rooms to allow for more delegates adhering to social distancing guidelines) to reduce risk of contamination. This will allow for a 2m social distancing rule.</li> <li>Delegates will wear face coverings when either at Alpha site or customer site during the course – this can be removed when sat at a desk during training</li> </ul>	5	2	10	Monitor and Review			

				<ul style="list-style-type: none"> <li>• Trainers and assessors will wear a face mask at all times during the course (this can be a face shield when delivering a PowerPoint presentation in a classroom environment adhering to social distancing guidelines).</li> <li>• Delegates, trainers, trainer assistants and assessors (and any other person associated with practical training) will wear a face mask at all times during practical training sessions due to closer proximity working if indoors but are NOT required to wear a face mask if practical training outside.</li> <li>• Delegates and trainers will wear medical gloves when handling any training equipment.</li> <li>• Medical gloves and used face masks will be disposed of in waste bags at the end of each course. They will be either disposed of in bins at customer sites or at Alpha offices.</li> <li>• <b>Resuscitation Training</b> - Resuscitation will be discussed and demonstrated by the trainer and all delegates will be issued with a personal set of lungs and face for the duration of the course to allow them to safely practice resuscitation techniques using the Resusci Annies on the course.</li> <li>• The trainer will demonstrate the use of medical gloves and Delegates will wear medical gloves for resuscitation training as standard practice.</li> <li>• Defibrillator use will be demonstrated by the trainer and delegates can practice defibrillation protocols for solo rescuer protocol only.</li> <li>• <b>Unconscious Casualty Training</b> - Unconscious casualty will be mainly taught using PowerPoint presentation by the trainer.</li> <li>• To reduce the risk of contamination, delegates will talk through the primary survey on a live casualty who will be lying on the floor. Both delegates will remain at a safe 2m distance where possible. Delegates <b>MUST NOT</b> place</li> </ul>							
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				<p>their ear close to another Learner's mouth, even when both parties are wearing a face mask.</p> <ul style="list-style-type: none"> <li>• Secondary survey will be verbally detailed a top to toe survey and what the delegate is looking out for and what they would be feeling for on the secondary survey. This can be done at a safe 2m distance.</li> <li>• To minimise repeated close contact, during initial practise, delegates should practise placing themselves into the recovery position.</li> <li>• <b>Choking Training</b> - Choking protocol will be discussed and demonstrated by the trainer. Back slaps and abdominal thrusts will be carried out on a Resusci Annie.</li> <li>• This practical session using a Resusci Annie can be carried out by delegates safely. A professional discussion can follow to ensure the trainer is confident that the delegate's knowledge and skills meet the necessary standard.</li> <li>• All choking training activity using live casualties or choke vests will stop to further reduce the risk of infection</li> <li>• <b>Bleeding Training</b> - Bleeding practical including how to put on a dressing will be demonstrated by the trainer and delegates will be issued with personal training dressings for the duration of the course along with medical gloves and face masks allowing the delegate to apply a suitable dressing on a live casualty keeping as much distance as possible.</li> <li>• The delegate can demonstrate applying a bandage to themselves – on a leg wound if necessary, followed by placing themselves in the appropriate position to treat shock. Alternatively, a head wound on a manikin can be simulated.</li> <li>• A professional discussion can follow to ensure the trainer is confident that the delegate's knowledge and skills meet the necessary standard.</li> </ul>						
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					<ul style="list-style-type: none"> <li>• <b>Fractures</b> - The trainer will demonstrate the correct use of a sling on himself/herself as below. The trainer will also demonstrate the correct stabilisation of a leg fracture whilst sitting or lying on the floor for example, as below.</li> <li>• Clean slings should be provided for each delegate. The delegate can demonstrate how their own arm would sit into a support and elevated sling by placing the triangular bandage on their own arm.</li> <li>• In replacement of tying the sling behind their neck, it is acceptable for them to hold the ends of the sling tight so they can show where the sling would sit and state 'I would tie it in this position'.</li> <li>• Delegates can demonstrate on themselves how they would stabilise a leg fracture whilst sitting or lying on the floor using blankets, coats etc. to help stabilise the limb.</li> <li>• <b>Secondary Survey – Conscious casualty</b> - In all scenarios, the secondary survey must be performed on a 'conscious casualty'. The casualty and the 'first aider' can maintain 2m physical distancing and the first aider should perform the head to toe assessment verbally, speaking with the casualty to ascertain if there are any identifiable injuries.</li> <li>• During the COVID-19 outbreak, it is acceptable for the casualty to feel their own head/neck for bumps/tenderness/ injury, enabling the survey to remain contact free and physically distanced.</li> <li>• <b>Management of Anaphylaxis</b> - The delegate can demonstrate how to administer a 'trainer' Adrenaline Auto Injector (AAI) on their own thigh before placing themselves into the correct casualty positioning for anaphylactic shock.</li> <li>• A professional discussion can follow to ensure the trainer is confident that the delegate's knowledge and skills meet the necessary standard.</li> </ul>							
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				<ul style="list-style-type: none"> <li>• The delegate should sanitise hands before and after touching any shared equipment. Use alcohol or sanitising wipes on the trainer AAI between delegates use.</li> <li>• Social distancing will be practiced throughout the course to further reduce risk of contamination.</li> <li>• Regular hand washing as per government guidelines for minimum 20 seconds using soap and water.</li> <li>• Ensure that all trainers, assessors and IQA's are given suitable information, suitably instructed and trained in COVID-19 precautions during courses and assessments.</li> <li>• Delegates, trainers, trainer assistants and assessors (and any other person associated with practical training) will wear a face mask at all times during practical training sessions due to closer proximity working if indoors but are NOT required to wear a face mask if practical training outside.</li> </ul> <p style="text-align: center;"><b>Cleaning</b></p> <ul style="list-style-type: none"> <li>• Post course – Resusci Annie lungs used on the course will be disposed by trainer placing all lungs into a plastic bag ready for disposal in waste bin. Resusci Annie's will have replacement new lungs installed and additional lungs will be available for personal issue to delegates on next course.</li> <li>• Resusci Annie manikin faces will be washed in a Milton fluid solution and dried before being placed back onto a manikin or made ready for delegate's personal use on a course.</li> <li>• Only approved cleaning antibacterial wipes will be used such as Bioguard, Trigine, Azo or Trionic wipes</li> </ul>					
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				<ul style="list-style-type: none"> <li>• First aid dressings will be washed or replaced ready for next course.</li> <li>• All ancillary training equipment will be suitably cleaned and wiped down post course.</li> <li>• Antibacterial wipes will be used throughout the course to wipe down training equipment</li> <li>• Regular hand washing will be managed as per government guidelines for minimum 20 seconds using soap and water.</li> <li>• Delegates will be asked to use hand sanitiser gel before and after each and every practical session.</li> <li>• Medical gloves are issued to trainers, assessors, delegates and IQA'S and are available for the duration of all courses</li> </ul>					
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**RA Document Review Guidance**

