


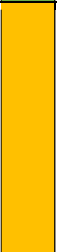

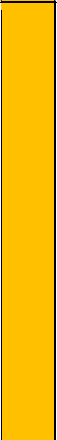


# TRAINING RISK ASSESSMENT

 Low risk

 Moderate risk

 High risk

| Hazard                          | Risk  | Who might be harmed          | Risk Control Measures  | Risk with control (including additional measures required)   |
|---------------------------------|---|------------------------------|--|--|
| Slips & Trips                   |    | Staff, Learners and Visitors | <ul style="list-style-type: none"> <li>• Make sure flooring is in good condition</li> <li>• Make sure all corridors, walkways are clear of obstructions</li> <li>• Adequate lighting should be in place</li> <li>• Good Housekeeping procedures should be followed</li> <li>• Procedures for Spillages should be implemented immediately</li> <li>• Regular maintenance checks should be completed</li> <li>• Risk assessment to be carried out by trainer prior to starting session so any actions can be carried out prior to learners or others using the room</li> <li>• Adequate storage to keep items off the floor</li> </ul>   |  Responsible Person in Organisation   |
| Furniture and Fixtures          |   | Staff, Learners and Visitors | <ul style="list-style-type: none"> <li>• Permanent fixtures should be in good condition and security fastened</li> <li>• Table and chairs in good repair and suitable for users</li> <li>• Portable Equipment (flip charts etc.) should be stable and secured if necessary</li> <li>• Windows should be able to open and close to allow ventilation</li> <li>• Portable Electrical Equipment should be PAT tested or visually inspected as and when required</li> <li>• Risk assessment to be carried out by trainer prior to starting session so any actions can be carried out prior to learners or others using the room</li> </ul> |  Responsible Person in Organisation  |
| Electrical Equipment & Services |  | Staff, Learners and Visitors | <ul style="list-style-type: none"> <li>• Fixed electrical switches and plug sockets should be in good repair</li> <li>• Extension cords should be in good repair and safe (fused/switched where possible)</li> <li>• HDMI, Ethernet, leads and cables should be in good repair</li> <li>• TV, Laptop, Projectors, and any other portable equipment PAT Tested and sticker within expiry</li> <li>• Risk assessment to be carried out by trainer prior to starting session so any actions can be carried out prior to learners or others using the room</li> </ul>  |  Responsible Person in Organisation |

|                                |  |                                    |   |  |                                       |
|--------------------------------|--|------------------------------------|---|--|---------------------------------------|
| <b>Ventilation and Heating</b> |  | Staff,<br>Learners<br>and Visitors | <ul style="list-style-type: none"> <li>• Room should have natural ventilation</li> <li>• A reasonable temperature should be maintained through heating or air conditioning controls or opening and closing of windows</li> <li>• Curtains or blinds can be used to help control temperature and light these should be in good repair</li> <li>• Risk assessment to be carried out by trainer prior to starting session so any actions can be carried out prior to learners or others using the room</li> </ul>  |  | Responsible Person<br>in Organisation |
| <b>Fire</b>                    |  | Staff,<br>Learners<br>and Visitors | <ul style="list-style-type: none"> <li>• Fire doors <u>Must</u> be unobstructed and in good repair complete with seals ideally these will close automatically and easy to open</li> <li>• Fire doors should be clearly marked</li> <li>• Relevant firefighting equipment <u>Must</u> be available and accessible (unobstructed)</li> <li>• Emergency lighting should be in place, working and in good repair and visible</li> <li>• Fire signage should be clearly visible and in written and /or pictorial format</li> <li>• Fire action plans should be located near any fire alarm call points or firefighting equipment</li> <li>• Everyone should know the fire evacuation plan and assembly /muster points</li> <li>• Risk assessment to be carried out by trainer prior to starting session so any actions can be carried out prior to learners or others using the room</li> </ul>  |  | Responsible Person<br>in Organisation |
| <b>Covid-19 (General)</b>      |  | Staff,<br>Learners<br>and Visitors | <ul style="list-style-type: none"> <li>• Learners must wait outside of building until called into training session</li> <li>• Learners to complete health check declaration prior to class and temperature taken on arrival</li> <li>• Learners not allowed in class if high temperature or showing symptoms of Covid-19</li> <li>• Tables, chairs and door handles to be wiped down with Isopropyl Alcohol (min 70%) prior to class arrival and after the class.</li> <li>• Reduced number of learners to incorporate current social distancing guidelines (2m at time of writing (ATOW))</li> <li>• Instructor/trainer seclusion zone in place at current social distancing guidelines (2m ATOW)</li> <li>• Tables to be removed if required to help with social distancing</li> <li>• Learners to wash or sanitise hands at regular intervals</li> <li>• Learners should not share drinking vessels (personal items can be used)</li> <li>• Disposable face masks will be provided and should be worn by all learners, alternatively learners own face coverings can be worn.</li> <li>• Learners to remove all rubbish and dispose of it in a responsible manner.</li> <li>• Where possible learners will be asked to complete exams online using their own phones, tablets, laptops (except security training)</li> <li>• Risk assessment to be carried out by trainer prior to starting session so any actions can be carried out prior to learners or others using the room</li> <li>• Learners to show respect and responsibility to keep others in the class and/or the venue safe and free from stress relating to Covid-19 issues</li> </ul> |  | Responsible Person<br>in Organisation |

|   |  |                                     |  |  |   |
|---|--|-------------------------------------|--|--|---|
| <p><b>Covid-19 (First Aid Practical)</b></p>      |  | <p>Staff, Learners and Visitors</p> | <ul style="list-style-type: none"> <li>• Training Pack for use within practical sessions will be provided this will contain the minimum of gloves, dressings, plaster, resuscitation face shield, triangular bandage. Extra items will be provided for First Aid at Work (3-day course)</li> <li>• Where 2m Distancing cannot be done due to practical elements then each learner involved in the Practical exercise is to wear here PPE</li> <li>• All Practical elements can be completed when using Relevant PPE</li> <li>• When completing Recovery Position. We will not be Checking for Breaths but learners to are required verbalise this point.</li> <li>• Standard DRAB and CPR to be Assessed 30 compressions to 2 breaths ratio, 100 to 120 compressions a minute at 5-6cms in depth (Adult) or 1/3 of the depth of the chest (Infants &amp; Child). Current CPR guidelines to be advised which at the time of writing this was <u>Do Not</u> check for breathing, cover face with cloth and provide chest compressions to standard Speed &amp; Depths.</li> <li>• Same small group of learners to use same manikins throughout sessions, no changing to others</li> <li>• Manikins to be Sanitised prior to, in between each learner and at the end of sessions.</li> <li>• Manikin faces to be placed in bucket of Milton once finished with.</li> <li>• Each learner will complete CPR and Choking practical sessions together to minimise cross contamination and sanitising time</li> <li>• Learners will complete serious bleed practical sessions on themselves</li> <li>• Learners should complete all practical elements as normal. If a learner has particular issues or worries with a practical element this can be verbalised at the discretion of the instructor.</li> </ul> |  | <p>Responsible Person in Organisation</p> |
| <p>Transmission of Virus from infected person</p> |  | <p>Staff, Learners and Visitors</p> | <ul style="list-style-type: none"> <li>• Everyone asked to declare that they are well on entry to the session</li> <li>• Temperature to be taken prior to entry</li> <li>• Learners will not be allowed into session if they have COVID-19 Symptoms such as high temperature over 37.8 degrees, a new continuous cough, loss or change to their sense of smell or taste</li> <li>• Anyone arriving with or developing symptoms during a class will be told to leave the class with immediate effect and follow self-isolation guidelines and obtain a COVID-19 Test ASAP. Anyone else present would be advised to self-isolate.</li> <li>• If someone has been told to leave due to developing symptoms, all equipment and surfaces will be thoroughly sanitised and the venue contact will be informed with immediate effect and we will then have to follow the venues own rules and procedures / COVID-19 Action Plan</li> </ul>  |  | <p>Responsible Person in Organisation</p> |
|   |  |                                     | <ul style="list-style-type: none"> <li>• Left Blank for any additional issues that may need to be assessed</li> </ul>  |  |   |

### RISK MATRIX

L

|   |    |    |    |    |
|---|----|----|----|----|
| 1 | 2  | 3  | 4  | 5  |
| 2 | 4  | 6  | 8  | 10 |
| 3 | 6  | 9  | 12 | 15 |
| 4 | 8  | 12 | 16 | 20 |
| 5 | 10 | 15 | 20 | 25 |

S

|          |        |
|----------|--------|
| 1 to 4   | LOW    |
| 5 to 10  | MEDIUM |
| 11 to 25 | HIGH   |

L= Likelihood

S= Severity

|                        |   |
|------------------------|---|
| <b>1- 4 =Low</b>       | Review on change process or if circumstances change. Any small and/or easy methods to improve should be made to ensure continuous improvements of risk management.  |
| <b>5 – 10 = Medium</b> | Examine areas of exposure in the activity; decide timescales for completion of all agreed actions and record on action plan. Provide additional monitoring of agreed controls until they are fully implemented. Closely monitor effectiveness of new controls put in place. |
| <b>11 – 25 High</b>    | Until effective interim controls are agreed and implemented, and an action plan to permanently reduce the risk to an acceptable level has been agreed do not recommence.  |