



2nd Chance First Aid Risk Assessment

HARARDS IDENTIFIED	PEOPLE EXPOSED TO HAZARD	CONTROLS IN PLACE	SEVERITY 1 2 3	LIKELIHOOD 1 2 3	RISK RATING A+B
<p><u>Pre-Course 2nd Chance First Aid's Responsibilities</u></p> <p>No real risks at this point however all the pre-course details are designed to reduce risk on the actual course</p>	<p>ALL</p>	<p>To reduce risks to an absolute minimum, prior to the course 2nd Chance First will ensure the following:</p> <ul style="list-style-type: none"> Prior to formal booking of the course, the course organiser/client will be sent a Course Organiser Declaration & Venue Suitability Form which they will be required to complete and sign. Agreeing to the terms in this document ensure the basic minimum requirements required for a suitable venue. Prior to formal booking of the course, the course organiser/client will be sent the Course T&C's Document, which they will have to read. Prior to formal booking of the course, the course organiser/clients will be sent the Course Booking Form, which they will need to complete, sign, and return to 2nd Chance First Aid prior to the course. By signing and returning this form they are agreeing to the course T&Cs as listed in the Course T&C's Document. The course organiser will be sent the Candidate Pre-Course Information Document to distribute to ALL candidates prior to attendance. This is to ensure all are fully aware of the course T&C's and what to expect prior to arrival on the course. This document also details all the current Covid-19 measures and details Covid-19 symptoms and when candidates should not attend in relation to this. 	<p>1</p>	<p>1</p>	<p>LOW</p>



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<p><u>Prior to Arrival at Venue</u></p> <p>Risk of Covid-19 Infection All Points</p> <p>PAGE 2 OF 12</p>	<p>ALL</p>	<p>To reduce risks to an absolute minimum, prior to the course the trainer/s will ensure the following:</p> <ul style="list-style-type: none"> • Trainer/s should ensure that all equipment to be used on the course is sanitised, safe & serviceable. • Due to the ongoing Covid-19 risk the Trainer/s should ideally ensure a manikin to candidate Ratio of 1:1. • Where this is not possible the Trainer/s should ensure they have adequate supply of spare lungs to replace between candidate use. If the Trainer/s are using manikins with replaceable faces e.g., Laerdal then they will also need faces to ensure a face to candidate Ratio of 1:1. • Trainer/s should also provide adequate infection control equipment to include the following: CPR Face Shields, Gloves, Covid Face Masks, Hand Sanitizer & Alcohol Wipes for candidate to use if the wish throughout the course. Ideally trainer/s should supply these items individually to each candidate to reduce viral load. • Wherever possible any other equipment should not be shared. However, where this is not possible the trainer/s should ensure adequate cleaning equipment is supplied to ensure candidates can clean equipment between use. 	<p>1</p>	<p>1</p>	<p>LOW</p>



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<p><u>Prior to Arrival at Venue Continued</u></p> <p>Risk of Covid-19 Infection All Points</p> <p>PAGE 3 OF 12</p>	<p>ALL</p>	<p>To reduce risks to an absolute minimum, prior to the course the trainer/s will ensure the following:</p> <ul style="list-style-type: none"> • Whilst it is not a legal requirement, we would strongly advise ALL trainers to take a Covid-19 Lateral Flow Test no more than 24 hours prior to attendance on the first day of any course. This is to ensure we reduce the risk of trainer/s unknowingly attending a client’s venue and risking the spread to the workforce. Lateral Flow Tests can be purchased from most pharmacies and supermarket for as little as £2 • If the Trainer/s develop any of the current Covid-19 symptoms as listed on the NHS website and/or test positive on a Lateral Flow Test, they must under NO circumstances attended the course and be required to contact 2nd Chance First Aid as soon as possible. • Whilst not a legal requirement anymore, 2nd Chance First Aid would advise the Trainer/s to follow the current advise listed on the NHS website in relation to SELF-ISOLATION. • Trainer/s will not be permitted to deliver any courses on behalf of 2nd Chance First Aid until they can show evidence of a Negative Lateral Flow Test. 	<p>1</p>	<p>1</p>	<p>LOW</p>



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<u>On Arrival at Venue</u>					
Gen H&S Risks + Risk of Covid-19 Infection	ALL	<p>To reduce risks to an absolute minimum, prior to the course the trainer/s will ensure the following:</p> <ul style="list-style-type: none"> On arrival Trainer/s should liaise with the Client/Course Organiser to discuss any H&S matters including Fire Safety, First Aid, Covid-19, Toilets etc... Trainer/s should follow and adhere any Covid-19 measures employed within the venue by the client. On arrival at the training room/s the trainer/s should assess it from both the perspectives for First Aid training suitability and Covid-19 Safety. The Client/Course Organiser will have been sent the Course Organiser Declaration & Venue Suitability Form prior to the course start date to ensure its suitability (See Page 1). If the venue has NOT been cleaned as stated on the above form, the trainer is to ensure that High contact areas are cleaned prior to candidates entering the room. <p>High contact areas should include: Door Handles, Light Switches, Table Surfaces & Chairs etc.</p>	1	1	LOW
Risk of Covid-19 Infection	ALL		1	1	LOW
Gen H&S Risks + Risk of Covid-19 Infection	ALL		1	1	LOW
Risk of Covid-19 Infection	ALL		1	1	LOW
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<p><u>On Arrival at Venue Continued</u></p> <p>Risk of Covid-19 Infection</p> <p>Injury Risk</p> <p>Electrical Safety Risk</p> <p>Electrical Safety Risk</p>	<p>ALL</p> <p>ALL</p> <p>ALL</p> <p>ALL</p>	<p>To reduce risks to an absolute minimum, prior to the course the trainer/s will ensure the following:</p> <ul style="list-style-type: none"> The trainer/s should ensure that the venue is set out to allow for maximum seating space between candidates as possible, however this will depend on the room/s size, shape, and furniture position. The Course Organiser Declaration & Venue Suitability Form requires a minimum venue space to allow for 1 metre of distancing between each candidate ideally. Trainer/s are to ensure all furniture such as tables and chairs are not damage and unsafe to use. Trainer/s should provide all their own electrical equipment such as Laptops, Tablets, Extension Leads, Projectors, Speakers etc. to conduct a course. There is No requirement for this equipment to be PAT tested but the trainer/s should ensure their equipment is not damaged and is safe to use. If the trainer is using any of the venue’s electrical equipment such as TV’s, Projectors, Monitors, Extension Leads, Plug Sockets etc. they are to inspect to ensure there is no obvious damage which would deem the equipment unsafe. Any damaged equipment found should not be used and reported to the Client/Course Organiser to ensure they are aware. 	<p>1</p> <p>1</p> <p>1</p> <p>1</p>	<p>1</p> <p>1</p> <p>1</p> <p>1</p>	<p>LOW</p> <p>LOW</p> <p>LOW</p> <p>LOW</p>
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<p><u>Candidate Arrival Procedures</u></p> <p>Risk of Covid-19 Infection All Points</p>	<p>ALL</p>	<p>To reduce risks to an absolute minimum, on the course the trainer/s will ensure the following:</p> <ul style="list-style-type: none"> • Candidates will be required to have their temperature taken by the trainer/s prior to entry to the room/s. If the candidate refuses to have their temperature taken or record temperature over 37.8 degrees Celsius, then they will be refused entry to the course at that point. (This requirement is stated on the pre-course information). • 2nd Chance First Aid understands fully that there are many reasons why a candidate may have a high temperature. Therefore, if the candidate refuses the temperature check or records a temperature over 37.8 Celsius, they will be offered the opportunity to take an LFT. • If the LFT is negative, the candidate will be allowed entry onto the course. • Trainer/s should ensure that they have a small supply of LFT's with them, to facilitate the above requirements. • Whilst Social Distancing & Face Masks/Coverings are no longer a legal requirement trainers must ensure candidates have access to the following items from the beginning of the course and throughout: Disposable 3 Ply Masks, Hand Sanitizer, Gloves, Alcohol Wipes & Face Shields. 	<p>1</p>	<p>1</p>	<p>LOW</p>



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<p><u>Course Introduction Explain</u></p> <p>Fire Risk</p> <p>First Aid Emergency Risk</p> <p>Risk of Covid-19 Risk</p> <p>PAGE 7 OF 12</p>	<p>ALL</p> <p>ALL</p> <p>ALL</p>	<p>Whilst most of the below information is in the Candidate Pre-Course Information Document, to reduce risks to an absolute minimum, on the course the trainer/s will explain and ensure the following:</p> <p>Fire Safety Procedure</p> <ul style="list-style-type: none"> Trainer/s are to ensure that all candidates are aware of the venue's Fire Safety Procedure as discussed with Client/Course Organiser on arrival. <p>First Aid Procedure</p> <ul style="list-style-type: none"> Trainer/s are to ensure that all candidates are aware of the trainer/s procedure if a First Aid Emergency were to arise during the course. Trainer to ensure all candidates are aware where the nearest First Aid kit/AED is situated. <p>Covid-19 Procedure</p> <p>Trainer/s are to ensure that all candidates are aware of the measures that 2nd Chance First Aid have put in place during the course, this should include the following:</p> <ul style="list-style-type: none"> Seated spacing during the course. Use of Face Masks/Coverings, Gloves, Sanitizer & Alcohol Wipes (not mandatory but personal preference). 	<p>1</p> <p>1</p> <p>1</p>	<p>1</p> <p>1</p> <p>1</p>	<p>LOW</p> <p>LOW</p> <p>LOW</p>



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<p><u>Course Introduction Explain Cont.</u></p> <p>Risk of Covid-19 Risk</p> <p>Risk of Injury/Harm</p> <p>PAGE 8 OF 12</p>	<p>ALL</p> <p>ALL</p>	<p>Whilst most of the below information is in the Candidate Pre-Course Information Document, to reduce risks to an absolute minimum, on the course the trainer/s will explain and ensure the following:</p> <ul style="list-style-type: none"> • Wherever possible the use of Mannequins for practical and assessment purposes (pre-pandemic only used for CPR). • Where person to person contact is required for assessment purposes this will be kept to a minimum. • Wherever possible candidates will be paired up with someone who is within the same work/family bubble. • Candidates will work within that same pairing throughout the duration of the course (No mixing of groups wherever possible). • During any person to person practical, candidates will be encouraged to consider wearing Face Masks/Coverings and to Sanitise Hands before and after contact. <p>Manual Handling/Reasonable Adjustments</p> <p>Trainer/s are to ensure that all candidates are fully aware of the practical requirements of First Aid training and assessment. Trainer/s are to explain that candidates will be expected to be able to do the following:</p> <ul style="list-style-type: none"> • Bend, kneel, twist, stoop, roll a simulated casualty, be rolled as a simulated casualty, and perform CPR on a mannequin all situated on the floor. 	<p>1</p> <p>1</p>	<p>1</p> <p>1</p>	<p>LOW</p> <p>LOW</p>

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<p><u>Course Introduction</u> <u>Explain Cont.</u></p> <p>Risk of Injury/Harm All Points</p>	<p style="text-align: center;">ALL</p>	<p>Whilst most of the below information is in the Candidate Pre-Course Information Document, to reduce risks to an absolute minimum, on the course the trainer/s will explain and ensure the following:</p> <ul style="list-style-type: none"> • The Trainer/s will provide the candidate/s with Kneeling Mats for use throughout any practical carried out on the floor, to reduce the risk of fatigue or injury when kneeling. • Wherever possible trainer/s should provide Mats for simulated casualties to lay down on, dependant on the venue's floor type to reduce the risk of fatigue or injury. • The trainer/s are to explain if any candidates are not able to lay down and act as a simulated casualty this is not a problem. As this does not form part of the practical assessment. Any candidate who cannot lay down will however need to be put in a group of 3, to allow the other candidates to act as casualties for them and each other. • The trainer/s are to explain ITC's Reasonable Adjustments Procedure to candidate/s to ensure they are aware on the process. • If any candidate requires a reasonable adjustment, they are asked to detail this on the Candidate Registration Form. • If required, the trainer/s will complete an ITC C7 form and discuss acceptable adjustments with the candidate. 	<p style="text-align: center;">1</p>	<p style="text-align: center;">1</p>	<p style="text-align: center;">LOW</p>

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<p><u>During Course Practical Assessment Cont.</u></p> <p>Covid-19/Cross Infection Risks</p> <p>PAGE 11 OF 12</p>	<p>ALL</p>	<p>During all course practical assessment trainer/s are to ensure the following measures are in place to reduce risk/harm to all:</p> <ul style="list-style-type: none"> • Trainer/s should ensure that all equipment to be used on the course is sanitised, safe & serviceable. • Due to the ongoing Covid-19 risk the Trainer/s should ideally ensure a manikin to candidate Ratio of 1:1. • Where this is not possible the Trainer/s should ensure they have adequate supply of spare lungs to replace between candidate use. If the Trainer/s are using manikins with replaceable faces e.g., Laerdal then they will also need faces to ensure a face to candidate Ratio of 1:1. • Trainer/s should also provide adequate infection control equipment to include the following: CPR Face Shields, Gloves, Covid Face Masks, Hand Sanitizer & Alcohol Wipes for candidate to use if the wish throughout the course. Ideally trainer/s should supply these items individually to each candidate to reduce viral load. • Wherever possible any other equipment should not be shared. However, where this is not possible the trainer/s should ensure adequate cleaning equipment is supplied to ensure candidates can clean equipment between use. • Wherever possible the use of Mannequins for practical and assessment purposes (pre-pandemic only used for CPR). 	<p style="text-align: center;">1</p>	<p style="text-align: center;">1</p>	<p style="text-align: center;">LOW</p>

