

HEALTH & SAFETY – RISK ASSESSMENT

Date: 12.05.2020

Review Date: 11.06.2020

Subject: STCG – COVID-19 First Aid Assistance Risk Assessment

Department/Curriculum Area: ALL College Locations

<p>Manager Responsible: Director of Facilities</p> <p>Person completing RA: Director of Facilities Health and Safety Advisor</p> <p>Signed: <i>Susan Lockett</i></p>	<p>Assessment Scale:</p> <table border="0"> <tr> <td style="vertical-align: top;"> <p><u>Frequency</u></p> <ol style="list-style-type: none"> 1. Improbable occurrence 2. Possible occurrence 3. Occasional occurrence 4. Frequent occurrence 5. Regular occurrence </td> <td style="vertical-align: top;"> <p><u>Severity</u></p> <ol style="list-style-type: none"> 1. No injury/ies 2. Minor Injury/ies 3. Major injuries to one person 4. Major injuries to <u>more</u> than one person 5. Death of one or more persons </td> <td style="vertical-align: top;"> <p><u>Interpretation</u></p> <p>4 and below = LOW Risk/Priority</p> <p>5 to 8 = MEDIUM Risk/Priority</p> <p>9 and above = HIGH Risk/Priority</p> </td> </tr> </table>	<p><u>Frequency</u></p> <ol style="list-style-type: none"> 1. Improbable occurrence 2. Possible occurrence 3. Occasional occurrence 4. Frequent occurrence 5. Regular occurrence 	<p><u>Severity</u></p> <ol style="list-style-type: none"> 1. No injury/ies 2. Minor Injury/ies 3. Major injuries to one person 4. Major injuries to <u>more</u> than one person 5. Death of one or more persons 	<p><u>Interpretation</u></p> <p>4 and below = LOW Risk/Priority</p> <p>5 to 8 = MEDIUM Risk/Priority</p> <p>9 and above = HIGH Risk/Priority</p>
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HAZARD:

PREVENTION:

Activity	Hazard/s	Who Affected	Assess the Risk (before controls) F X S = R	Controlling Action	Assess the Risk (After controls) F X S = R	By Whom	By When
Physical Contact between colleagues, students, contractors and visitors	Risk of contamination	Staff Students Visitors Contractors	4 x 4 = 16	<ul style="list-style-type: none"> Stagger the return to work Split the employees on to "on site" shifts with the remainder WFH where possible Ensure it is possible to maintain social distancing i.e. clear desk space between individuals Ensure there is adequate space in rest and communal areas to enable social distancing – considering staggering lunch and 	2 x 4 = 8	Staff Students	Prior to return On-going

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				<p>other breaks to avoid large gatherings</p> <ul style="list-style-type: none"> If washing facilities are provided (i.e. for post-shift washing) ensure that social distancing can be maintained – this could include staggering of shift start and end times Where social distancing and avoidance of physical contact is not possible reduce such contact to as infrequently as possible and for as short a time as possible. Limit the number of people who can use toilet and washing facilities Instructional and Directional signage in place to be implemented on each site to prevent physical contact 			
Provision of First Aid	Risk of Infection/ Contamination	Staff Students	4 x 4 = 16	<ul style="list-style-type: none"> As a minimum there will be 2 qualified first aiders on site, therefore student numbers should be capped per day at around 60. Dynamic Risk assessment to be 	2 x 2 = 4	First Aider Helpline Staff Students	On-return and on-going

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				<p>completed by the nominated First Aider prior to any first assistance provided</p> <ul style="list-style-type: none"> • Suitable and sufficient PPE kit to be provided to all nominated First Aiders • Relevant PPE to be worn based on risk based approach • If COVID19 case suspected, staff/student or visitor to be issued with a face mask • First Aider to wash hands thoroughly before and after putting on and taking off PPE • Where cardiopulmonary resuscitation is required, First Aider to conduct dynamic risk assessment and adopt appropriate precautions for infection control, in line with Resuscitation Council (UK) Guidelines regarding COVID-19 • First Aiders to ensure that request to clean and disinfect First Aid Room is placed with the Helpline when required 			

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				<ul style="list-style-type: none"> Where risk of first aid room contamination had been identified, specific body fluids kits to be used and correctly disposed off Where injured person is subsequently diagnosed with COVID-19, all staff that provided direct assistance to the individual to follow Public Health Guidelines and contact NHS 111 should they develop any symptoms associated with COVID-19 within 14 days from the day of potential exposure 			

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Additional Measures: SMCs = Specific Medical Conditions Record any additional control measures that would be required to protect anyone in the following groups participating in the activity.							
		Persons with disability					
		14-16 yrs (children)					
		SMCs					
		Expectant mothers					

Provide a copy to every person named in the ‘by whom’ column. It must also be brought to the notice of those named in the ‘who affected’ column.

All staff/students/others should sign **Risk Assessment/Safe System of Work* Acknowledgement Record** to confirm that they have read, understood, and will apply the control measures detailed in this risk assessment.

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Risk Assessment/Safe System of Work* Acknowledgement Record

*(Delete as appropriate)

Risk Assessment/ Safe System of Work Details:					
<p>All staff/students/others should sign to confirm that they have read, understood, and will apply the control measures detailed in this risk assessment. Staff/students also confirm that they will bring to the attention of their Line Manger, Curriculum Area Heads or the Health and Safety Advisor any hazards encountered which are not adequately controlled by this assessment, so that appropriate measures can be taken.</p>					
Name of the Inducted Person	Staff/Student	Signed	Date	Name of the Instructor	Role

- copy to student or member of staff
- copy to persons named in section *** *Relevant Teaching Staff*
- copy to Head of School/Division
- copy to School Office/Student File

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Guidance note: COVID 19

DRAFT

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