

C J Training Solutions Risk Assessment to protect Employers/Candidates and Trainers.

Hazard	Harm/Who	Risk Rating	Control measures to reduce the risk	Revised Risk Rating
<p>Section 1 Number of candidates on a course and safe working</p>	<p>To Candidates/Trainer Transmission of Covid 19</p>	<p>Medium</p>	<ul style="list-style-type: none"> • We advise that there be no more than 4 candidates on a course as this allows candidates to have one Resus Annie/Training Kit each to cut down the risk of Covid transmission, as most trainer will only have 4 Resus Annie's and most companies will not have enough room to accommodate a course of more than 4 safely. • If there are more than 4 candidates and there is enough space to keep to social distancing rules, then this can happen but only up to maximum of 8 people. • We will need a copy of the company's risk assessment to check it is safe for us to operate and that they have not missed anything that a First Aid course will need to operate safely. • We will follow the employers guidelines as to safety of working on their premises, this includes that there must be enough space to carryout and the seating of candidates on the course to meet the government guidelines on social distancing, but if this is following the 1 meter plus rule then face masks will have to be worn for the duration of the course. • We will need to be informed where to park safely, how, and when to enter the building and how we fit in with the company's risk assessment on safe working. • This must include the use of toilets, wash areas and if applicable canteens or where the trainer can safely eat and drink at break times. • At start of course candidates will be asked if they have had any Covid 19 symptoms in the last 15 days and this will also be recoded along with them agreeing and signing they have been issued with a sanitised Resus Annie and Training Kit for their own use. • Candidates will have temperature checks AM/PM and it will be recoded on the sheet 	<p>Low if company follows government guidelines</p>

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Section 2	To Candidates/Trainer Transmission of Covid 19	Medium	<ul style="list-style-type: none"> • Company to ensure that no air conditioning is on unless it is of the type that refreshes the air every few minutes, or there is plenty of ventilation, i.e. opening of windows • Trainer will issue a training pack with Face Mask, Gloves, Bandages and a CPR face shield and hand wipes and 1 x Wet hankie alcohol wipes X 15 in a pack, but the company will need to supply extra face masks as one for the day may not be enough and will be needed on longer courses <p>Company to supply hand gel and extra gloves</p>	
Section 3 Issuing of Annie's and kit to learners	To Candidates/Trainer Transmission of Covid 19	Medium	<ul style="list-style-type: none"> • Trainer will bring Annie's in a sealed bag that have been deep cleaned and new air way fitted and each learner will have a number on the bag and that will be there kit for the duration of the course. • If as in section 1 we have more than 4 people, there will be extra airways which will be changed in the course and the Annie will be sanitised before the next candidates use it, but it will not be in a sealed bag, they will also be issued with a training kit of their own • Learners will also be issued with all PPE and training kit they need in sealed bags and that will be their's for duration of the course. • Trainer will ensure there are appropriate alcohol wipes to clean Resus Annie's and extra CPR face shields if needed. 	Low
Section 4 Training Area for Social Distancing	To Candidates/Trainer Transmission of Covid 19	Medium	<ul style="list-style-type: none"> • Learners will need to be seated at least 2 meters apart and this will be enforced throughout the course, if 2 meters is not possible and as per government guidelines 1 meter plus with mitigations, this would mean the wearing of face masks throughout the course. • First Aid Trainer will ensure that he has 2 or more meters from learners to deliver course. • There is a separate area for Practical Assessments and PPE mask will be worn if social distancing cannot be achieved at 2 meters, but assessments will be adjusted to cut down on close contact assessment as much as possible. But all assessments that need to be close contact candidates will wear face masks and gloves. 	Low

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<p>Section 5</p> <p>Covid 19 Symptoms whilst on course and after course</p>	<p>To Candidates/Trainer</p> <p>Transmission of Covid 19</p>	<p>Medium</p>	<ul style="list-style-type: none"> • First Aid trainer to be informed if anyone displays Covid 19 symptoms • If so, course will be shut down and everyone sent home and person with symptoms advised to get a test • Everyone else will be advised to self-isolate once home and CJTS will inform them once test results have come back the next stage and will be advised if they get symptoms to also seek a test. • Learner with symptoms to inform trainer of result of test • Trainer to ensure learner who had test to contact trainer with result, if negative others on course will be inform by trainer if they have no symptoms themselves then they can come out of isolation, if positive, they must self-isolate for 14 days and if symptoms appear to seek medical advice. • Also if any learners develop symptoms after the course in the 14 days after then they must contact CJTS so trainer/others on the course can be informed and advised if they have any symptoms develop after the course they are to get a test and once result is back let CJTS know the result. 	<p>Low</p>

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Section 6 Disposal of Annie Airway's, bandages, and anything used on course that has been used by learners	To Candidates/Trainer Transmission of Covid 19 Trainer	Medium	<ul style="list-style-type: none"> Trainer will ask the company to dispose of all used airway's and bandages etc in the appropriate manner, if this is not possible trainer is to double bag airway's etc and remove from premises and leave outside for 7 days before disposing on it in the waste bin 	Low
Section 7 Medical Emergencies	To Candidates/Trainer Transmission of Covid 19	Low	<ul style="list-style-type: none"> Trainer to take charge of any situation for accidents or medical emergencies and in line with all safety procedures /protocols to ensure safety for everyone and follow all government guidelines for Covid 19 	Low
Section 8 Paperwork including exams	To Candidates/Trainer/Centre Transmission of Covid 19	Low	<ul style="list-style-type: none"> Candidates to wear gloves when filling in or handing paperwork/exams Trainer will handout/collect paperwork whilst wearing gloves Trainer will put all paperwork back in envelope wearing gloves and will not open it again for at least 72 hours after its been handed in so as Covid risk is reduced Trainer will mark exams on 3rd after the course before send paperwork via courier to the centre to claim certificates. Once centre receives it will not be opened to check or claim until 72 hours later to reduce the Covid risk, it will then be claimed, this means certificates will be loner than usual due to these safety measures and the awarding body are not going in to print certificates as much as present. 	Low

We will keep our risk assessments up to date as Government/ Public Health guidelines change, but this is what will happen at present in England.

See below our Awarding Body's Advice

This is from our Awarding Body QNUK and we will follow this in a rigours manner if required and this will supersede any risk assessment from any employer or anyone who has booked training with us, so as to protect our business as this is good practice to protect everyone on the training or has been on a training course inside or outside.

Track & Trace

QNUK advises all centres delivering courses during the Covid19 pandemic to request that all learners monitor their health and if they believe that they may have contracted Covid within a period of 14 days from the course conclusion (i.e. the last day of face to face training) then they must inform the centre of this information. Ideally (when available and working properly) learners will be using the government app to support this ability to inform other learners of their potential exposure to risk, **however a manual process provides a 'fail safe' method and also supports learners who may not have access to the required technology.**

An example of why we have included this advice would be for training that has taken place in a secure environment where mobile devices are prohibited, this would prevent the devices/app from realising that the learners have been in close proximity.

Should a centre receive such information that a learner has developed symptoms within 14 days, then the centre should contact the other learners, the trainer and any other individuals who may have been in close proximity to the learner who has notified the centre of the possible exposure risk. When contacting the effected parties, inform them of the situation (without identifying the notifying individual) and to follow government advice about self-isolation and advising those who they have been in close contact with.