

## Training - Risk assessment

| What are the hazards? | Who might be harmed and how?   | What you already doing to control the risks?  | What further action do you need to control the risks?   | Who needs to carry out this action? | When will this be reviewed    |
|-----------------------|--|---|---|-------------------------------------|-------------------------------|
| Covid-19              | <p>Staff could be infected with Covid-19 and become unwell with potentially fatal consequences.</p> <p>PA/DP employer could be infected with Covid-19 and become unwell with potentially fatal consequences.</p> | <p>Venue has up to date procedures regarding accident and incident reporting, general systems of work and cleaning of the premises.</p> <p>Venue following any updated government guidance given</p> <p>Venue has enhanced cleaning measures in place and training suite is cleaned after every training session, Doors and windows can be open to aid ventilation.</p> | <p>Independent Lives to supply additional hand sanitiser in the training room</p> <p>Cleaning equipment between tasks.<br/>Antiseptic wipes.</p> <p>Independent Lives asks that no one attends training if displaying any Covid-19 symptoms (including the trainer)</p> | Trainer                             | Regularly after each training |
| First Aid             | Individual injury or accident  | <p>Trained first aiders available at the venue along with first aid provisions</p> <p>Venue is kept clean and tidy with passageways kept clear of objects which could cause trips.</p>  | <p>Main first aid kit is located in the kitchen area along with accident book.</p> <p>Power cables and potential trip hazards to be kept to a minimum or highlighted where necessary.</p>   | Trainer and/or First Aider          | Regularly after each training |
| Fire                  | If trapped, staff could suffer fatal injuries from smoke inhalation/burns.   | Staff conducts weekly checks of exits as well as checks on the day of event.  | Staff and trainees to be made aware of evacuation procedure and fire exit locations.  | Trainer and/or Fire marshalls       | Regularly after each training |

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|                     |   | Staff trained in evacuation procedures and will co-ordinate evacuations.  | Ensure fire marshals are aware of exit procedures for those with PEEPs.  |         |                               |
| Manual handling     | Staff /trainees risk injuries or back pain from handling heavy/bulky objects. | Trainer to guide people in manual handling.   | Remind staff and trainees not to try and lift objects that look or appear too heavy to handle.                             | Trainer | Regularly after each training |
| First aid- existing | Individual injury being exasperated by practical training sessions            | Trainer to ask for a health declaration before each practical session. Health declaration is valid for 4 weeks before a new one needs to be completed.<br><br>If existing health declaration is in place then trainer to ask if there are any changes | If trainees are injured or almost injured during sessions, Trainer to fill out accident report and get trainee to sign off | Trainer | Regularly after each training |
| Heat/hot water      | Staff/trainees risk burns/scalds from hot water urns in training suite        | Trainer to ensure all delegates know how to use the urn.<br><br>Trainer to fill up urn before training, trainees are not to do this   | Trainer to ensure urns are not leaking and are clean to avoid limescale build up.  | Trainer | Regularly after each training |