

Highland First Aid Risk Assessment Policy

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1. Introduction

- 1.1 This policy contains a check list for Highland First Aid staff to utilise. The templates have been developed for courses commonly delivered by this Centre.
- 1.2 Each venue and course has it's own hazards and must be risk assessed by staff on the day.
- 1.3 Highland First Aid will require supporting rationale if a decision is made not to deliver training to customers on health and safety grounds.
- 1.4 This document is designed to summarise issues for the Highland First Aid trainer visiting new educational premises for perhaps the first time for the delivery of scenario based, first aid training.

2 Example Risk Assessments

- 2.1 Risk Assessment for delivering first aid qualification at a novel training venue

Hazard	Person at risk	Risk Rating Low Med High	Control measures
Hygiene	Staff & Students	Med	Sanitiser to be available during contact part of course Learners and staff to have sole use of CPR mannequin, sterile wipes to be provided.
Venue The working environment	All visitors	Low	Existing workplaces should be following Health Safety and Welfare Regulations. Firstly liaise with course organiser / venue representative. Ultimate decision as to whether course is delivered is with Highland First Aid representative.
Candidate Behaviour Suitability of training for individual	Trainers and course members	Low	Pre course information and booking conditions
Course Problems Preliminary awareness Safety Complaints Fire Alarm Expectations Course Outline Teaching sessions Feeling faint at 'gory' injury image Kneeling on floor Cross infection	Trainers & Participants Course Members and new Trainers Course members Trainers & course members	Low Low Medium Medium	This document All course members to read 'Please Read' at front of manual Verbal warning prior to showing 'explicit' slide Prior knowledge Individual padded kneeling mats provided for all to use. Trainer to use mats, setting good example. Antibacterial hand gel for all

Accident Procedure session Repetitive kneeling	Course members	Low	Kneeling mats Verbal warning
Resuscitation session Cross infection, sharing manikins Allergic to latex or alcohol wipes		Medium	Demonstrate use of alcohol cleaning wipes or 'dettox' or manikin face replacement Latex free manikins Provide individual removable face for susceptible individual and/or face
Outdoor session in grounds of Centre Weather Angle of Slope Slips and falls Twigs in eyes Car Parks	Trainers & course members Trainers & course members Trainers & course members Trainers & course members	Low – medium Low Low Low	Suitable clothing Regular intervals for rewarming and refreshments Professional Trainer judgement Avoid working in dense undergrowth. Do not work next to trees with low branches in dark/gloomy conditions Never work in active car parks

3 Continual improvement

- 3.1 This is a dynamic document subject to constant upgrade by Highland First Aid
Whenever a tutor discovers or is made aware of a new hazard this should be forwarded to Highland First Aid

This policy will be reviewed annually for each qualification however if any urgent issues arise it will be updated as required.

- 3.2 Relevant training and updates will be offered to tutors and staff consistent with Highland First Aid quality assurance procedures.