

Medi Aid (UK) Ltd

Training Venues Risk Assessment

Risk Assessment Number: TV01

GENERIC RA: **YES** / ~~NO~~ (please delete as appropriate)

Assessor: Richard Palmer

Date of Assessment: 08/05/2020

Review Date: 07/05/2021

Related RA's (eg Manual Handling)

Training Venue RA

E**** (**** relates to the individual course number)

The following steps relate to the Risk Assessment Process.

Ser	Activity <i>(step 1)</i>	Hazards Identified <i>(step 2)</i>	Existing Controls <i>(step 3)</i>	Residual Risk acceptable YES or NO <i>(step 4)</i>	Additional Controls <i>(step 5)</i>	Residual Risk Acceptable YES or NO <i>(step 6)</i>
(a)	(b)	(c)	(d)	(e)	(f)	(g)
1	Training rooms	A number of hazards including, but not limited to Slips trips and falls, electrical hazards, environmental hazards	Following on from this generic risk assessment, each trainer has received training in assessing risks and control measures. Every course is issued with a venue risk assessment form, this form highlights a multitude of risks to the trainer, who can use this form to individually risk assess every venue attended.	NO	The trainer would need to decide on an individual basis whether any control measures reduce risk to an acceptable level. If the trainer believes the risk is still too great, they can contact the office and seek further advice. The office will contact the manager of the	Yes

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			A blank venue risk assessment form can be provided upon request.		venue and if the venue manager can't help to further reduce the risk, we will support the trainer over any action he decides to take	
2	Fire / Emergency Evacuation	Fire	<p>Trainer to ascertain the venues safety brief in case of fire. Trainer and assessors are to sign in on arrival at the venue and comply with the venues Fire Safety Precautions</p> <p>Trainer to check fire escape route/s and inform the candidates of the escape route & assembly point.</p> <p>Ensure all candidates have signed in and trainer to maintain a register of all candidates on site.</p>	Yes		
3	First Aid Situation	First aid provision and immediate requirement	<p>As part of ascertaining the venues safety brief ensure you are aware of the first aid procedures. Should immediate emergency first aid be required to protect life, deal with the emergency but include the venue as part of the notification and comply with their procedures. Record this incident on venue risk assessment form.</p>	Yes		
4	Medical conditions / incidents	Exacerbating existing conditions	<p>Ask delegates to declare any existing medical conditions Record medical conditions on the venue risk assessment form.</p>	No	Assess if / how medical conditions need to be handled as part of the training.	Yes

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5	Pandemic	<p>If an incident occurs affecting health & safety or first aid / medical treatment is required this must be recorded on the venue risk assessment form and reported to the office, a further investigation may be required.</p> <p>During the ongoing restrictions due to pandemic conditions, the trainer needs to assess the training environment against the current government guidance plus any additional local rules. Additional hand washing and use of alcohol gel (containing 70% alcohol) should be encouraged and appropriate social distancing measures or procedures should be in place. Cross infection via manikin use or practical training should be minimised to ensure correct techniques and regular cleaning and appropriate measures should be taken based on current government guidance.</p> <p>If the conditions cannot be met, then training should not take place until this can be remedied. Manikin wipes to containing 70% alcohol as a minimum.</p>	Yes Yes	The office can be contacted if needed, to discuss the most appropriate method.
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Details of person responsible for carrying out this Risk Assessment / Review

CONTROLS	NAME (print)	DATE	REVIEW	SIGNATURE
Assessor	Richard Palmer	8 May 2020	May 21	<i>Richard Palmer</i>
Director or Nominated Rep	John Ballard	8 May 2020	May 21	

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