

GENERAL RISK ASSESSMENT TEMPLATE – NPLQ Staff Training

LOCATION:	Leisure Centres	DEPARTMENT:	Sport and Culture	SERVICE AREA:	Sport and Leisure	TEAM:	Lifeguards
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WHO IS AFFECTED BY THE RISKS? (e.g. employees, members of the public, tenants, contractors, trainees etc.)	Trainer Assessors. Lifeguard Staff
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HOW MANY ARE AFFECTED? (e.g. one person, 2-5, 6- 10, 11-50, 51-100)	1-100	ASSESSMENT DATE:	09.03.21 Revised
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Before completing this Risk Assessment template, Managers must understand the requirements identified within the Corporate Safety Manual - Safety Policy & Arrangements - 'Risk Assessment'

ACTIVITY / AREA OF ASSESSMENT	HAZARD/S	EXISTING CONTROL MEASURES	RISK RATING SEVERITY (S) x LIKELIHOOD (L)			ADDITIONAL CONTROL MEASURES REQUIRED TO REDUCE THE RISK	ADDITIONAL ACTIONS ASSIGNED TO AND DATE TO BE COMPLETED	
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See reverse side for explanation of risk assessment, activity / area of assessment, hazard, risk, control measures, severity, likelihood, risk rating.

			S	L	RR			Name	Date
Pre Training	Contracting Covid 19	Candidates instructed not to attend or enter Leisure Centre if showing symptoms of Covid19 Anyone self-isolating should not attend Candidates requested to wash hands with soap and water for 20 seconds before attending session and every time on leaving and before re-entering room A register of attendees will be kept for track and trace	2	1	2				
Theory Training and Assessment	Covid 19 contracted from touching surfaces/equipment	Manageable class size (max 8) Trainer/Assessor to bring and use own equipment i.e. laptop, presenter etc. Equipment to be disinfected prior to use Area cleaned before use including touchpoints Chairs/tables disinfected before and after use or use different chairs for separate sessions	2	1	2				

	Candidates too close to each other	<p>Register completed by Trainer</p> <p>No pens/pencils/stationery issued.</p> <p>Max number in room set to allow for social distancing not to be exceeded</p> <p>Chairs set out to allow for social distancing following Government guidelines</p> <p>Alcohol based hand sanitizer available</p>	2	1	2				
First aid and CPR Practicals	Contact between trainer/candidates demonstrating turning casualty onto back/secondary survey/regurgitation and recovery position	<p>Use video to demonstrate</p> <p>Assess by verbal questioning</p> <p>Practical demonstration can be completed if PPE is worn (gloves, apron, mask). Casualty should also wear mask</p>	2	1	2				
First aid and CPR Practicals	Contact between trainer/candidates demonstrating bandaging/dressing of wounds	<p>Demonstrations to be done on manikins with limbs if possible</p> <p>Manikins cleaned and disinfected between uses</p> <p>Candidates and trainer issued with own sealed bandages/dressings, or with laundered bandages which will be disposed of or laundered after the session is complete</p> <p>If live candidate used as casualty for demonstration then PPE to be worn (gloves, apron, mask). Casualty should also wear mask</p>	2	1	2				
First aid and CPR Practicals	Sharing of manikins whilst demonstrating CPR and choking	<p>Candidates and trainer to have own manikin for duration of training</p> <p>Candidates and trainers to be issued with own pocket mask for training purposes</p> <p>Compression only CPR to be used on</p>	2	1	2				

		<p>sudden collapse casualties 30:2 CPR to be used on children, babies and drowned casualties but must be by mouth to mask. (no mouth to mouth or nose) Manikins to be thoroughly cleaned and disinfected between sessions Appropriate PPE to be worn by candidate (Apron, gloves, mask)</p>							
CPR practical Use of AED	Sharing of AEDs	<p>Candidate/Trainer issued with own AED AED to be disinfected before and after sessions</p>	2	1	2				
In-water Practicals	Pool Management to confirm pool water treatment is within the right parameters as per PWTAG guidance	<p>If pool water not in parameters set by PWTAG, training to be cancelled until it is</p>	1	1	1				
In-Water Practicals	Cross contamination from use of poolside rescue equipment	<p>Candidates to work in same pairs Equipment disinfected prior to use and at end of session Where possible issue candidate with their own equipment i.e. torpedo buoy/throw rope. If not possible disinfect between uses Candidate to demonstrate all necessary skills with a particular piece of equipment before cleaning and use by next candidate</p>	2	1	2				
In-Water Practicals	Social distance not being maintained on poolside or in water/candidates too close to each other	<p>Manageable class size (max 8) Candidates/Trainer to follow social distancing rules Trainer to manage social distance of candidates</p>	2	1	2				

In water Practicals	Contact Rescue of casualty including vice grip and head splint	Use submersible manikins for rescues. Clean and disinfect manikins before and after session	2	1	2				
In Water Practicals	Use of PXB – maintaining social distance	Disinfect PXB before and after use. Use submersible manikin for rescue. Candidates to work in same pair. Candidates to demonstrate their skill separately i.e. fastening straps and placement and fastening of head restraint except lift out which can be done socially distanced. Use video to demonstrate whole skill	2	1	2				

Use the tab button to add extra rows (each new activity or area of assessment must be on a new row. This will make the assessment easier to view and understand

ASSESSOR (please print):	Geoff Ritson	SIGNED:	<i>G. Ritson</i>	DATE:	09.03.21
MANAGER (please print):	John Wileman	SIGNED:	<i>J. Wileman</i>	DATE:	09.03.21
DATE ACTION TO BE COMPLETED BY:		DATE COMPLETED:			
LINE MANAGER'S COMMENTS / ACTIONS			IS THERE PROOF THIS ASSESSMENT HAS BEEN COMMUNICATED TO ALL AFFECTED COLLEAGUES		
REVIEW DATE 21.06.21					
					YES
					NO

Managers Note. Until this document is signed and dated by the 'Assessor' and 'Manager', it is not compliant with the policies identified within the Corporate Safety Manual

Risk Assessment

This assessment must be completed in line with the requirements identified within the Corporate Safety Manual, [Safety Policy & Arrangements – ‘Risk Assessment’](#)

The purpose of carrying out risk assessments is to identify those activities where action needs to be taken to improve existing control measures (or introduce new ones) in order to eliminate accidents at work (or as a result of work being carried out on behalf of the City Council) which result in personal injury or ill health. Please note that written assessment of significant risks in the workplace are required by law - ref. the Management of Health and Safety at Work Regulations 1999 (Regulation 3).

There is no need to repeat earlier risk assessments such as manual handling, COSHH, etc., but they should be referred to in this general risk assessment.

Standard Risk Assessment Definitions

- **Activity** - is identified as the type of work being carried out in the working environment. e.g. using a piece of electrical equipment.
- **Hazard** - is the *potential* to cause harm. e.g. an electric shock from using electrical equipment.
- **Control Measures** - are the actions taken to prevent harm (e.g. an electric shock) as a result of using electrical equipment - such as regular visual inspections to ensure there is no damage to the cable or the plug, making sure the cable is gripped correctly, making sure the right fuse is fitted, making sure sockets are not overloaded, arranging for an annual check by a ‘competent’ person (i.e. a qualified electrician) etc. Control Measures include such areas as training supervision, instruction, information, safe systems of work, proper maintenance procedures, as well as physical measures such as guard rails (to prevent falls), barriers (to prevent access to hazardous areas), guarding of machinery, etc.
- **Risk** - is the likelihood that harm will occur, after the control measures have been carried out.
- **Severity (S)** - rated as follows:
 - **MAJOR** i.e. fatality or specified injury as defined by RIDDOR 2013 (e.g. a fracture). = **FACTOR 3**
 - **MODERATE** i.e. ‘over 7 day’ injury - ref. RIDDOR 2013. = **FACTOR 2**
 - **SLIGHT** i.e. injuries where persons may be off work for less than 7 days (or not at all). = **FACTOR 1**
- **Likelihood (L)** - rated as follows:
 - **LIKELY** i.e. could happen anytime. = **FACTOR 3**
 - **POSSIBLE** i.e. might happen sometimes. = **FACTOR 2**
 - **UNLIKELY** i.e. where harm is unlikely to occur. = **FACTOR 1**
- **Risk Rating (RR)** - is a means of ‘measuring’ the risk by multiplying the *severity* by the *likelihood* e.g. a *severity* factor ‘MODERATE’ with a *likelihood* factor ‘POSSIBLE’ would give a risk rating of 2 x 2 which, of course, gives a ‘score’ of 4.
- **Additional Control Measures** – is what further action could be implemented to further mitigate the risk. If an action is identified, who will do this action and the time frame for implementation will also need to be identified.
- **Risk Rating**
 - from 6 - 9 requires **IMMEDIATE** action to achieve a reduction in risk.
 - from 3 - 4 requires action **AS SOON AS POSSIBLE**.
 - from 1 - 2 may be considered acceptable (although action may be possible to reduce the risk even further can be considered).

Simple Risk Matrix			
	Consequences		
Likelihood	Minor	Moderate	Major
Likely	Yellow	Red	Red
Possible	Green	Yellow	Red
Unlikely	Green	Green	Yellow

Risk Treatment Key	
Intolerable Risk Level. Immediate action required	
Tolerable Risk Level. Risks must be reduced so far as is practicable.	
Broadly Acceptable Risk Level. Monitor and further reduce where practicable.	

Advice on carrying out risk assessments is available from Corporate Safety Advice