| **What is the Hazard/****Activity** | **Who is at Risk** | **What is the Risk** | **What was the initial level of risk** | **Control measures in use** | **Residual Risk Rating** **HIGH****MED****LOW** | **Are Existing Controls Adequate?** |
| --- | --- | --- | --- | --- | --- | --- |
| **Yes** | **No\*** |
| Insufficient First Aid materials or trained persons onsite in an emergency due to staff members self-isolating, shielding or illness. | Learners StaffVisitors | The risk that we may not have a First Aider on site in First Aid emergency. | Medium | * There are no hazardous or high-risk activities/equipment/plant etc. within ATTFE that would cause fatal or disabling injuries when used instructed/appropriately. Outdoor breaks to be supervised and staggered to meet social distancing with learners and staff remaining in bubble groups.
* PPE is provided for the administering of First Aid at ATTFE when social distancing cannot be met.
* Procedure for first aid during COVID-19 is available on the ATTFE website.
* The response time for an ambulance/for persons to reach the hospital is estimated at 10 minutes. (Likelihood of ambulance being sent due to breathing difficulties is increased by calling 999).
* ATTFE has a sufficient number of first aiders with one being on site at all times during opening hours. All staff have completed First Aid at Work at work training.
* ATT Online LMS training system offers the following training for all staff:
	+ First aid Work (3-year refresher training)
	+ First Aid Appointed person
	+ First Aid/Riddor
* Regular refresher training is undertaken prior to expiry date by the nominated first aid personnel to ensure competence/knowledge is up to date. Training expiry dates can be extended by up to 3 months. (Applies to certificates expiring on or after 16.03.2020).
* A full First Aid list and First Aider names are displayed in ATTFE Receptions and Staff offices.
* First aid kits available in every area in use.
* First aid provision is checked on a weekly basis by a nominated person monthly who will record these checks, and any used stock is replenished.
* A 999 call will be made for any serious injuries that are beyond the capabilities of the trained first aid persons.
 | Low | **YES** |  |
| Insufficient First Aid materials or trained persons onsite in an emergency due to staff members self-isolating, shielding or illness. | Learner StaffVisitors | The risk is that we may not have a First Aider on site in an ill health situation. | High | * ATT Accident reporting process to be followed and accident report forms emailed to l.hill@attfe.org.uk.
* There must be no illegal items in the first aid kits i.e. Aspirin, Paracetamol, creams etc.
* Paracetamol will be kept securely to assist in the event of a COVID-19 infection/Symptoms.
* A full First Aid list and First Aider names are displayed in ATTFE Receptions and Staff offices.
* ALL staff have First Aid at Work training and the site manager has emergency first aid at work training in place.
* Continue to follow the most recent information from the Government / guidance from Health Protection Team (HPT) & Public Health England (PHE), this guidance obviously takes precedence.
 | Medium | **YES** |  |

Document Ownership: Simon Martin

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| Version No | Date of update | Updated by | Update Agreed by | Reviewed |
| 1.3 | 09/12/2020 | T Binks | SMn | T Binks 19/05/2021 |
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