# Risk assessment – Delivering Training in Training Venues

## Company name: LPS Training & Consultancy Ltd Assessment carried out by: Julia Love

## Date of next review:       Date assessment was carried out: 24.07.20

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| **Risk Areas** | **Who might be harmed and how** | **Control Procedures** |
| People | Carers  Family members who are in contact with the carers  Trainers going to training venues | The trainer will not attend if experiencing any Covid symptoms or if informed they have been in contact with anyone experiencing symptoms.  The trainer will not attend if informed there are carers within the facility who have experienced Covid symptoms within the past 14 days, or as advised by latest government information.  The trainer will wear a 3-layer fabric mask at all times when entering the training venue. They will wash hands before leaving home, and use hand sanitizer in the car before entering the venue. Hands will be washed after touching any equipment and where this is not available, hand sanitizer will be used.  The trainer will be ‘bare below the elbow’ to facilitate good handwashing and is happy to wear additional PPE (gloves and apron) requested by the manager of the training venue.  Trainer to wear a mask (provided by trainer) throughout the training session to protect the carers present.  Carers in training to wear masks to protect the trainer. |
| Environment | Trainers, travelling to Client’s homes/training venues  Trainers, entering client’s homes/training venues  Trainer in need of refreshments whilst away from home/office | See above  No refreshments will be accepted whilst in a client’s home. Trainers will minimize risks by taking pre-prepared food and drinks from home, if necessary, avoiding the need to enter shops on the way to a client.  Petrol bought will be paid for using contactless payment methods and hand sanitizer used when getting back into car. |
| Equipment Needed for Training | Anyone in contact with:   * Training Register * Training Record * Moving and handling equipment * PPE | Trainer to Wash Hands/hand sanitize before handing out the register.  All trainees to wash hands/hand sanitize before signing register.  Register to be placed down on a table and trainer to step away, maintaining social distance.  Trainees to use their own pen (remind trainees to bring a pen prior to course) or take a clean pen from Trainers box. Pen to be used by trainee only during the course and put into ‘used’ box to be cleaned at the end of the day.  Training records completed by each trainee at a 2m distance from trainer. Records to be placed on a table, to be collected by trainer (who then washes hands).  Register and training records to be placed in plastic wallet at end of training, taken back to office and quarantined for 72 hours before being processed by LPS office manager.  Equipment used has been cleaned before use.  Clean any equipment between uses (by different trainees) and at the end of the training with antibacterial spray and paper towels. |
| Delivery of Training | Carers  Family members who are in contact with the carers  Trainers going into the training venue | Group size & Length of training  Sessions to be kept as short as possible. This is currently achieved by teaching relevant techniques.  Sessions also reduced by delivering the theory remotely. This is in the form of a 1 – 1.5 hour zoom training session for the theory. This is followed by a face-to-face practical session.  Numbers attending training  Practical sessions in small groups of no more than 6 people (depending on the size of the venue – may be less). Half hour gap between practical sessions, (if more than 6 people) in order for one group to leave, before the next group arrive and to ensure areas/equipment can be cleaned.  Trainer to maintain 2m distance from carers where possible.  Competency assessments will be carried out instead of practical training, where carers have been in post/shadowing or working alongside more experience carers, to reduce the ‘training time’, enable appropriate social distancing and to avoid the need for the trainer to demonstrate techniques. Techniques will be demonstrated when requested.  Trainees to bring their own pens and registers completed (as above).  Handouts given out or emailed prior to session if appropriate.  Breaks to be managed and staff encouraged to continue to maintain social distance during breaks. Staff and trainer to wash hands on way back into training room. |

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