

### Example Risk Assessment for First Aid and Emergencies

Remember to follow a set process for risk assessing the transmission of COVID-19 in the workplace.

Eliminating the risk should be your first option (for example by allowing home working) if this is not possible you need to reduce the risk (for example by reducing the time and frequency of tasks). You should redesign work to ensure that staff can maintain physical distancing. For more information about this go back to our ['Risk Assessment for COVID-19'](#) guide.

What are the Hazards	Who might be harmed	Current controls	Additional controls required	Action by whom	Action by when	Done
Spread of COVID-19 Virus.	Staff, visitors, contractors, service users.	<p><b>Workplace Hygiene</b> - Normal hand washing, welfare and sanitary facilities provided.</p> <p><b>Cleaning</b> - routine workplace cleaning in place.</p> <p>Existing <b>evacuation</b> processes and <b>first aid</b> provision in place.</p>	You will need additional control measures, for examples see below.			

**Consult with your employees to identify further controls and to decide on their implementation. These are some suggested control measures:**

### **If a Worker Becomes Ill at Work**

You should have a procedure in place explaining what to do in the case of a worker developing the symptoms of COVID-19 while at work. You should also ensure you have accurate and up to date emergency contacts for all employees.

For example they should:

- Ensure their manager or supervisor is informed.
- Avoid touching anything.
- Cough or sneeze into a tissue and put it in a bin, or if they do not have tissues, cough and sneeze into the crook of their elbow.
- Move into an area which is at least 2 metres away from other people. Ideally in a room with ventilation and behind a closed door.
- The employee should use their mobile to contact NHS 111.
- If they need to go to the bathroom whilst waiting for medical assistance, they should use a separate bathroom if available.
- They must then follow the guidance on self-isolation and not return to work until their period of self-isolation has been completed.

### First Aid

It's important that you provide adequate first aid facilities and personnel for your organisation, this is a legal requirement. You need to offer adequate help, support and resources for those involved in first aid.

- Brief first aiders on how to manage suspected cases of Covid-19.
- Ensure that you have enough first aid cover to deal with the staff and activities that you carry out, you will need to carry out a first aid need assessment to ensure this.
- Consider alternative options, such as sharing first aid cover with neighbouring businesses.
- Make sure that emergency plans including contact details are kept up to date, you should review them regularly to account for any absence or holiday.
- Make sure that first aiders follow infection control procedures during assessment and treatment of patients.
- Attempt to assess and treat patients quickly and early, to reduce the need for close contact.
- Increased cleaning of first aid rooms, including after each time the room has been used.
- Make sure that all clinical waste is disposed of accordingly.
- Be aware of potential delays in emergency services response due to the current pressure on resources for example by rescheduling high-risk work or providing additional competent first aid or trauma resources.
- You can apply for a 3 month extension for first aid certificates. Find out more at the [HSE website](#).
- Find out more about first aid, including CPR on the [St John Ambulance website](#).

### Fire Training

You will need to review your current fire risk assessment and make any identified adjustments. Discuss how you will undertake fire and evacuation training with your staff. Include fire training at inductions for new staff, those returning and all staff if your processes have changed. You may need to do this training differently to allow social distancing.

- Keep your systems and changes as simple as possible
- Make sure all your staff are aware of and understand any new procedures
- Fire procedures should be explained on the first day of work
- You may update staff on a 1 to 1 basis to adhere to social distancing guidelines
- Use online meeting facilities to update groups (such as Zoom or Microsoft Teams)
- Carry out a question and answer training session, this could be done on a 1 to 1 basis or through online meeting facilities
- Use fire training videos or online training packages if available (remember you still need to explain your local arrangements).
- Carry out desktop drills (simulate an emergency in your workplace and ask employees to simulate an evacuation avoiding the emergency location).
  - Ask your employees how would you evacuate the building?
  - Do they know where the nearest fire exit is?
  - Do they know where the assembly point is?
  - Do they know how to raise the fire alarm?

### Drills and Evacuations

- If the fire alarm goes off evacuate the building, use social distancing if possible.
- Consider who is responsible for contacting the fire service in an emergency and whether this process is still available
- Establish the numbers of staff on site and the impacts on number of fire wardens needed for cover, think about absences, new shift patterns and support for any vulnerable staff
- Consider whether changes to the way you work might affect evacuation routes and number of people using them
- Check new and existing fire routes regularly, making sure that all are still available, for example if they are within an adjoining building
- Plan fire drills and emergencies procedures with your neighbours, especially if you share premises
- Observe social distancing during any planned fire drills
- Plan your evacuation process to include social distancing
- If social distancing cannot be maintained during evacuations then encourage face covering and good respiratory hygiene during the evacuation
- Provide temporary hand sanitisation at assembly points and ensure it is available at all entry points for returning to the building
- Increase the number of assembly points to allow for social distancing
- Small teams who work together should assemble together and maintain social distancing from other groups
- Consider re-arranging fire wardens into small teams
- Make sure that you can maintain social distancing from emergency services
- Enhance cleaning on stairs, doors ways, alarm points and other touch points after the evacuation has finished
- For more information go to [National Fire Chiefs Council: Covid19 Advice to Businesses](#)

### Resources to Help with Risk Assessments

- Access our [COVID-19 page](#) to read more about how to implement a healthy return to work.
- Read more on [how to carry out a risk assessment](#) and [use our template](#).
- Learn the risk assessment process by completing our online module '[Sensible risk assessment](#)'.
- Become a Healthy Working Lives Approved trainer and deliver risk assessment training for your employees, read more about it [here](#).