# Risk assessment – Training & M&H Risk Assessments in Individual Client’s Homes

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

## Date of next review:       Date assessment was carried out: 19.5.20

|  |  |  |
| --- | --- | --- |
| **Risk Areas** | **Who might be harmed and how** | **Control Procedures** |
| People | The clients who may be vulnerable  Carers looking after those client  Family members who are in contact with the client or the carers  Trainers going into client’s homes | 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 the client or their carers 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 client’s home. They will wash hands before leaving home, and use hand sanitizer in the car before entering the client’s home. 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 client or the carers.  Trainer to wear a mask (provided by trainer) throughout the training session to protect the client and the carers.  Carers in training to wear masks to protect the trainer. |
| Environment | Trainers, travelling to Client’s homes  Trainers, entering client’s homes  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. |
| Carrying out M&H Risk Assessments and reviewing risk assessments    Delivery of Training | The clients who may be vulnerable  Carers looking after those client  Family members who are in contact with the client or the carers  Trainers going into client’s homes | Initial contact and information gathering to be carried out remotely, if possible, on the phone/facetime or zoom.  If necessary, the practical aspects can be observed face-to-face, limiting the time spent with the client in their home.    Reviews of risk assessments could be carried out remotely. If techniques need to be observed an extra person may be required to ‘hold the phone/camera’ in order for the assessor to see how the carers are moving the client.  Training 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 4 people (depending on the size of the venue – may be less). Half hour gap between practical sessions, (if more than 4 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 are not necessary as groups are small and practical sessions are short. |

Risk Assessment carried out by: Julia Love, LPS Training & Consultancy Ltd.



Reviewed on: 26.7.20