



<p><b>Date:</b>29.07.20</p>	<p><b>Assessed by:</b> Katy Stockdale <b>Checked by:</b> Lisa Darwin</p>	<p><b>Review Date:</b> 29.03.21</p>	<p>*Or sooner if: There are reasons to believe the assessment is no longer valid. There are significant changes in the matters to which it relates following an accident or incident.</p>
<p><b>Location and Task:</b> Huddersfield Giants Community Trust, The Zone, St Andrews Road, Huddersfield, HD1 6PT.  External centres and outdoor hire to operate Sport Camps.  Play Zone, Café Area, Pitch hire, NCS Keep Doing Good Program, Workforce and Office spaces, Dance studio and dance/cheer classes, and Post 16 Education facility.  The National Citizen Keep Doing Good program</p>		<p><b>Relevant Standards:</b>  Health and Safety at Work Act 1974 and supporting regulations including The Management of Health and Safety at Work Regulations 1999. Equality Act 2010. Safeguarding statutory guidance 2015 and supporting guidance from Kirklees Council. NCS Trust and Prime Contractor Policies. NCS Huddersfield Health and Safety policy 2019 NCS Huddersfield Safeguarding for all policy 2019 Huddersfield Giants Community Trust Policies.</p>	
<p><b>Scope of Risk Assessment:</b>  This risk assessment covers the appropriateness of First Aiders and ratios related to all activities undertaken by Huddersfield Giants Community Trust and The Zone, the aim of this risk assessment is to provide an overview of risk management for HGCT in accordance to COVID- 19, and specific risk assessments will be undertaken by DH in accordance to key departmental activity, and bespoke programs and activities.</p>			
<p><b>Number and description of employees involved in the activities covered by this assessment:</b>  30 Employees</p>			



**COVID 19**

**Description of non-employees potentially at risk from the hazards identified within the assessment:**

Participants of all activity  
 Members of the public  
 Visitors and contractors

**Risk Rating System**

Risks are rated (a) with existing control measures in place and (b) once additional recommendations are implemented. Severity and likelihood of harm are estimated.

**Severity of harm most likely to arise from the hazard**

1= Minor or no injury    2= Time lost injury                      3= Major injury or worse

**Likelihood of the potential incident:**

1= Unlikely/Infrequent              2= Possible/Occasional              3=Likely/Frequent

**Risk Rating- Severity x Likelihood (as shown in the table on the right)**

The priority of actions arising from the assessment depends on the overall risk rating.

		Likelihood		
		1	2	3
Severity	1	1	2	3
	2	2	4	6
	3	3	6	9

Risk rating of:  
6 or 9 = High priority  
3 or 4 = Medium priority  
1 or 2 = Low priority

**Staff Training:**                      Assigned staff have a qualified First Aid Certificate. Coaches and duty staff have received 1 day emergency at work First Aid training, 3 Senior members of staff have completed the 3 days First Aid at Work training.



**In-house Training 19:** Staff have also received a comprehensive training session around mental health first aid, instructing them to understand how to support young people with mental health issues in the context of a first aider, focusing on the limitations of the role and the importance of getting support following on from dealing with these incidents.

**Content of First Aid Kits:** All first aid kits should contain a minimum of: disposable gloves, moist wipes, triangular bandage, conforming bandages, non-adhesive dressings, adhesive tape, plasters, tubes of saline solution, pair of scissors, ice packs.

The Onsite Manager holds the responsibility for ensuring that there are spares of each item accessible whilst activities are carried out. Onsite Manager's First Aid kits will also include items which will support with emergency evacuation procedures for higher level incidents, including splints and materials which can be used to make a stretcher.

**Responsibility for Reporting:** Where first aid is administered, the YP or Staff's medical and dietary needs should be checked before taking any action to ensure staff are aware of any pre-existing medical conditions. Where staff do not have immediate access to medical info due to a reduced level of sensitive data in leader packs this year due to GDPR, they should call the assigned Manager who has immediate access to medical records.

In the case of a level 4 incident, staff are encouraged to handle this independently and report the incident to their manager.

In the case of level 3 incidents and above, or when the staff member does not feel that they have the qualification or experience to administer first aid, staff are encouraged to call for support from either a Programme Manager or departmental Manager whilst ensuring that they are doing what is necessary before help arrives. The individual administering first aid should then be the individual to report the incident.



**Emergency Evacuation:**

In case of emergency where a participants or staff member requires emergency evacuation due to a first aid incident, an ambulance will be called and parents will be informed. If the injury occurs in a location which is inaccessible to the ambulance, Management will assess whether there is a way of transporting the patient to a location which can be reached by the ambulance, in-line with Outdoor First Aid training.

In the case of a non-emergency first-aid incident which still requires referral, the Programme Manager may decide that it is more appropriate for the YP or staff member to be transported in the PM’s onsite vehicle. The PM will ensure that parents are informed and that safeguarding protocol is followed in all cases.

**Ratios:**

HGCT will ensure that ratio and contractual requirements are fostered into practice. In the event of participation of 13 plus 2 members of staff will be assigned to manage young people and activity, with one holding the qualification of emergency First Aid. A senior leader will be onsite who has undertaken the 3-day course First Aid at work, and each department head is responsible for reporting and recording incidents, managing First Aid effectively and issuing correct training to staff including kit and equipment.

**Covid- 19**

In the event of carrying out First Aid during the pandemic, staff who hold responsibilities of a first aider have been trained and briefed on adaptations to practice. This information has been taken directly from the HSE guidelines. First aid kits will be stocked with overall aprons and gloves to act as extra protection when social distancing measures may be breached. And training around increased washing of hands, and areas will be provided. Please do refer to our HGCT business action plan for more information regarding an employee’s duties for administering First Aid during the pandemic.

<p><b>Ongoing Monitoring/Management Required:</b></p>
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Weekly check in of risk assessment progress  
 Annual review of risk assessment



**Action Plan:**

Issue	Further Action Required	Action by Whom	Action by When	Initials & Dates completed

**Record of review:**

First Aid Risk Assessment- Huddersfield Giants Community Trust



Assessed by: Katy Stockdale	Signature 	Name:	Date:
Checked by:	Signature 	Name:	Date:
Reviewed by:	Signature	Name:	Date: