

What are the hazards?	Who might be harmed	Requirement	Materials/ Mitigation/Actions	Action by who?
Preventing the spread of Covid-19 Coronavirus	<ul style="list-style-type: none"> • Staff • Visitors to the College • All employees • Contractors • Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions • Anyone else who physically comes into contact with you in relation to your business 	<p><u>Hygiene Measures</u></p> <p><u>Use of protective items</u></p> <p><u>Administering CPR</u></p> <p><u>Assisting individuals who may have COVID</u></p>	<p>Maintain good personal hygiene, utilise regular hand washing and the use of hand sanitiser as expected of all employees.</p> <p>A personal size alcohol hand sanitizer will be issued to each first aid box, to be used for first aid use only. Before administering first aid the hand sanitizer must be used.</p> <p>After contact with the receiver of First Aid, wash hands or use sanitiser as soon as possible</p> <p>Disposable apron and a fluid repellent surgical mask will be added to the First Aid boxes and should be used where necessary before administering First Aid to anyone.</p> <p>Wash hands or use sanitiser before putting on or taking off PPE Ensure PPE is removed in a safe manner and disposed of in accordance with instructions</p> <p>First aiders will conduct an on the spot risk assessment and adopt appropriate precautions bearing in mind infection control</p> <p>Should you need to give mouth to mouth ventilation, use a resuscitation face shield and monitor yourself for symptoms over the following 14 days. Should you develop symptoms, refer to the NHS website for guidance https://www.nhs.uk/conditions/coronavirus-covid-19/</p> <p>If a person needs help and they are showing signs of COVID, they should be placed away from others, preferably in a separate room or at least 2 metres from other people.</p>	<p>First Aiders</p> <p>First Aiders</p> <p>First Aiders</p>

			<p>Use barriers and screens if necessary</p> <p>If the individual is showing severe symptoms, the first aiders will call 999. If the individual is well enough, they will go home. If they suspect they have COVID, they must remove themselves from College as soon as they are able.</p> <p>Any area which is contaminated by bodily fluids will be cleaned thoroughly by the Housekeeping Team.</p> <p>The first aider will consider what needs to be cleaned specifically looking at the following:</p> <ul style="list-style-type: none">- Surfaces touched by the individual- Surfaces touched by the First Aider- If there are any body fluids, a spill kit will be used- If no spill kit is available, cover with paper towels and ask advice from the emergency services when they arrive <p>Contact anyone who would may have had close contact with the individual and advise them to follow the advice on the NHS website https://www.nhs.uk/conditions/coronavirus-covid-19/</p>	
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