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| **COVID-19** [WorkWell](http://workwell.ie/) | | |
|  | **Risk Assessment Prompt Sheet** | **cid:image003.jpg@01D2FB20.B009E750** |
| **PS: 037:01** | **RE: COVID 19 – Manual Handling Training** | |
| **Issue date:** | April 2020 | |
| **Author(s):** | National Health and Safety Function | |
| **Rationale** | Manual Handling and People Handling training is a statutory requirement. The Health and Safety Authority has confirmed that there are no exemptions with respect to this training.1 | |
| **Note:**  **Legislation** | Exposure to COVID-19 may present a health risk to staff and others at our places of work.2 It is essential that we follow the latest public health advice and identify and implement suitable control measures to mitigate the risk of COVID-19 infection3. These public health measures should be communicated to all relevant employees and others at the place of work. Robust risk assessment, as required by the Safety, Health and Welfare at Work Act, 2005 is the starting point when deciding on necessary control measures.  When conducting your risk assessments consideration should be paid to risk presented by manual and people handling activity and the means of avoiding and mitigating any such risk so far as is reasonably practicable. Training is an important control in terms of manual handling risk and a statutory requirement. The Health and Safety Authority have just published updated guidance in relation to Manual Handling Training during the Covid-19 pandemic1. See “Situation” below.  Applicable Legislation includes (non-exhaustive):   * Safety, Health and Welfare at Work Act 2005 * Safety, Health and Welfare at Work (General Application) Regulations 2007-2016 * Safety, Health and Welfare at Work (Biological Agents) Regulations 2013 | |
| **Definitions** | ***Statutory Occupational Safety and Health Training*** - Training that is required by law or where a statutory body (e.g. Health and Safety Authority) has instructed an organisation to provide training on the basis of specific legislation e.g. Safety, Health and Welfare at Work Act, 2005. Statutory training may be explicitly required by legislation or, through a process of risk assessment and/or needs assessment, deemed by the organisation to be necessary to ensure, so far as is reasonably practicable, the safety, health and welfare at work of employees and others. Statutory training is mandatory for all identified employees.  ***Social Distancing*** - Social distancing aims, through a variety of means, to decrease or interrupt the spread of COVID-19. It does this by minimising contact between potentially infected individuals and healthy individuals. Social distancing is keeping a 2 metre (6 feet) space between you and other people. You should not shake hands or make close contact where possible. See ‘*HR Circular 014/2020: Social Distancing in the Health Sector’.*  ***Training Needs Assessment*** - A TNA is the process of gathering, assessing and analysing information to determine the training needs of an employee. Undertaking a TNA is recognised as the starting point for any successful training intervention. In order to determine what training is necessary, the line manager is required to undertake a systematic TNA in accordance with HSE policy. This will assist managers in ensuring their employees have the necessary skills and knowledge to carry out their roles safely. See NHSF FAQ 14 for Further information. | |
| **Scope** | The document provides a non-exhaustive list of prompts to be considered when:   * Conducting a Statutory OSH training needs assessment and risk assessment for new or returning staff and where training refreshers are required for existing staff, and * Planning/organising and delivering Manual Handling and People Handling practical training.   Risk evaluation and control measures must be documented on the appropriate risk assessment form. | |
| **Situation** | Adapted from Health and Safety Authority (HSA) (see reference 1):   * The HSA has confirmed that no exemptions or relaxation of legislative requirements under the Safety, Health & Welfare at Work Act 2005 or associated Regulations are in place at this current time. * Employers need to take appropriate organisational measures or use the appropriate means to avoid the need for manual handling which involves risk. * Where manual handling involves risk that cannot be avoided, employers need to take appropriate organisational measures, use appropriate means or provide employees with such means to reduce the risk involved. * Every effort should be made so far as reasonably practicable to continue to provide manual handling and people handling training for employees as necessary with particular consideration to be given to prioritising the delivery of training for those staff who are most at risk. * Up to date public health advice on preventing the spread of COVID-19 will need to be taken account of when providing training.   In line with the above, Managers should ensure:   * That they complete a training needs assessment for manual handling and people handling training. * That all new staff or returning staff undertake manual handling and people handling before taking up duties. * All staff whose Manual Handling or People Handling training is due to expire should make every effort to undertake the theory module on-line to limit time spent in the classroom and minimise risk of exposure. * All staff should complete manual handling or people handling practical training within the recommended time scales, so far as is reasonably practicable given the circumstances during the Covid-19 pandemic. * Practical training should be subject to risk assessment and identification of controls. A template risk assessment has been developed for this purpose. * The following prompts will assist managers in undertaking this risk assessment and deciding on appropriate controls. | |

**Prompt Sheet**

**Element 1- Governance**

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| **No. 1** | **Governance** | **Yes** | **No** | **N/A** |
| **1.1** | Has the manager or their nominee ensured compliance with the items listed in this prompt sheet? |  |  |  |

**Element 2 – Training Needs Assessment**

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| **No. 2** | **Training Needs Assessment (TNA)** | **Yes** | **No** | **N/A** |
| **2.1** | Has a TNA been undertaken for each employee to identify the most suitable form of training and the specific MH and PMH work activities that must be included in the practical? |  |  |  |
| **2.2** | Has the TNA taken into account employees most at risk of contracting COVID-19 and those most at risk of serious illness if they catch COVID-19 such as those who:   * are 60 years of age and over * have a long-term medical condition - for example, heart disease, lung disease, diabetes, cancer or high blood pressure * have a weak immune system (immune-suppressed) |  |  |  |
| **2.3** | Are the results of the TNA documented and communicated via the Locally Coordinated Training Request Form (LCTRF) to the appropriate training provider/Instructor/MH Coordinator/Advisor? |  |  |  |

**Element 3 – Training Pre-requisites**

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| **No.** | **Training Pre-Requites/ Pre-Training Check** | **Yes** | **No** | **N/A** |
| **3.1** | Are local instructors being utilised where possible to provide practical training |  |  |  |
| **3.2** | Prior to attending training, have employees completed courses and/or received instruction and information as applicable specifically related to stopping the spread of COVID-19 including: hand hygiene, infection control, personal protective equipment (PPE)?[[1]](#footnote-1) |  |  |  |
| **3.3** | Have employees been advised that if they have any symptoms or feel unwell (or suspect they have been exposed to COVID-19) they **must not** attend training? |  |  |  |
| **3.4** | Are employees aware of:   * Hand hygiene, respiratory hygiene, cough etiquette and social distancing requirements? * The location of welfare facilities, hand sanitizer and waste bins?   Always reiterate these guidelines at the start of each session |  |  |  |
| **3.5** | Do employees adhere to respiratory hygiene, cough etiquette and social distancing? |  |  |  |
| **3.6** | Are employees instructed to bring minimal personal belongings into the training room to avoid risk of contamination? |  |  |  |
| **3.7** | Are employees aware of the need to bring a change of clothes if attending training immediately after leaving a clinical environment? |  |  |  |

**Element 4 – Training Venue Setup and Hygiene**

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| **No.** | **Training Venue Setup and Hygiene** | **Yes** | **No** | **N/A** |
| **4.1** | Is the training room remote from the clinical/care environment? |  |  |  |
| **4.2** | Are there adequate hand washing facilities available so that the instructor and participant can wash hands frequently, i.e. start and end of training session, before and after lunch break? |  |  |  |
| **4.3** | Is there an adequate supply of alcohol based hand rub to allow the instructor and participant to clean hands between each practical demonstration? |  |  |  |
| **4.4** | Are covid-19 posters displayed, covering hand hygiene, social distancing and respiratory hygiene and cough etiquette? |  |  |  |
| **4.5** | Are there enough pens supplied for sign in to prevent cross contamination? |  |  |  |
| **4.6** | With respect to people handling training, is there appropriate PPE available, e.g. nitrile gloves, long-sleeved gown, surgical face-mask, Tyvek overall   * Note that the trainer must provide a briefing in the use of the PPE/RPE (e.g. donning and doffing of mask, gown and overalls as applicable) |  |  |  |
| **4.7** | Are cleaning products and disinfectant available within the facility for preventing spread of COVID-19? |  |  |  |
| **4.8** | Is there a comprehensive cleaning schedule in place for preventing spread of COVID-19? |  |  |  |
| **4.9** | Have all surfaces (e.g hoist, table tops, bed, door handles) been cleaned and disinfected:   * Prior to use? * Between each participant use? |  |  |  |
| **4.10** | Is there a nominated person responsible for supplying/ restocking cleaning products, ppe and alcohol gel when required |  |  |  |
| **4.11** | Has the room been set up to allow for social distancing e.g. chairs 2 meter apart and floor markings around the demo area |  |  |  |
| **4.12** | Are pedal waste bins available? |  |  |  |

**Element 5 – Room Suitability**

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| **No.** | **Room Suitability**  Please note the below requirements are in addition to those stipulated in the NHSF venue checklist (**CF:014:03)** | **Yes** | **No** | **N/A** |
| **5.1** | Does the training room size and layout of furniture allow participant’s to maintain social distance requirements when not participating in a practical demonstration with the instructor? |  |  |  |
| **5.2** | Does the training room allow for adequate ventilation? |  |  |  |
| **5.3** | Has all obsolete/unnecessary equipment, furniture and stationary been removed to create space and ensure adequate cleaning of the room and all surfaces? |  |  |  |
| **5.4** | Does the area in which breaks are taken also allow social distancing guidelines to be applied? |  |  |  |
| **5.5** | Is access restricted so that once cleaning post training has taken place, it is not in use by anyone until the next training session? |  |  |  |

**Element 6 Response Plan**

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| **No.** | **Response Plan** | **Yes** | **No** | **N/A** |
| **6.1** | Has a response plan been developed in case someone at training becomes ill with symptoms? The below prompts are adapted from WHO document re; meetings4:   * Is there an identified room or area where the employee who is feeling unwell or has symptoms can be safely isolated? * Is the Instructor aware of the protocol/ plan for how the employee can be safely transferred from the facility to a health facility/ home (external transfer guidelines – HSPC)[[2]](#footnote-2)? * Are the instructor and attendees aware of the procedure if an employee/instructor develops symptoms of COVID 19 within 2 days of the training (HSE2 and HSPC5 Close Contact guidelines)?   + See HSPC guidelines for Occupational Health on Contact Tracing. The person conducting the Contact Tracing must be given the Instructor’s contact details. The person conducting the contact tracing in this case will then contact the Instructor, who will release the attendance sheet to the contact tracer for contract tracing purposes only.   + The attendance sheet will also constitute the close contact log required of local management2   + Attendees must be informed that their information (name and contact details) may be used for this purpose.   + Staff who are subject to contact tracing must notify their Line Manager as per HSE guidelines2. |  |  |  |

1<https://www.hsa.ie/eng/news_events_media/news/news_and_articles/covid-19_additonal_hsa_faqs.html>

2 <https://www2.hse.ie/conditions/coronavirus/protect-yourself.html>

3<https://www.hpsc.ie/a-z/respiratory/coronavirus/novelcoronavirus/guidance/infectionpreventionandcontrolguidance/Infection%20Prevention%20and%20Control%20Guidance%20for%20novel%20coronavirus%20MERS%20and%20Avian%20Influenza%20V2.0.pdf>

4<https://www.who.int/docs/default-source/coronaviruse/getting-workplace-ready-for-covid-19.pdf>

5<https://www.hpsc.ie/a-z/respiratory/coronavirus/novelcoronavirus/guidance/contacttracingguidance/>

1. [↑](#footnote-ref-1)
2. [↑](#footnote-ref-2)