



HEARTSTART

Saving Lives Together

HEALTH AND SAFETY GUIDELINES

Health and safety is important to everyone involved in a Heartstart scheme. As a Scheme Coordinator, you should make sure that health and safety issues and the wellbeing of your Instructors and trainees are always taken into account.

The University of Edinburgh who insures Heartstart has fuller policy information online which can be accessed at <https://www.ed.ac.uk/health-safety/policy-cop/policy>

The following guidelines are written with the Heartstart course in mind to help keep you and everyone who attends safe and well. Please contact heartstart@savealife.scot for any further information.

Have fun, save lives, be safe!

Awareness

Make sure that all your Instructors are aware of the health and safety procedures detailed in these guidelines. You must also provide all instructors with a copy when recruited, or when they attend instructor training. A record should be kept to confirm that the Heartstart health and safety guidelines have been issued to all instructors.

Where possible, Instructors should be observed while teaching a Heartstart course and given feedback which should include on health and safety.

These guidelines contain procedures and good practice guidance on:

- the teaching environment and the Heartstart training venue health and safety checklist
- trainees' and instructors' personal health and safety
- personal hygiene
- infection
- manikin hygiene and maintenance
- risks to the rescuer
- reporting incidents

Where there's a health and safety issue, your instructor must discuss it with their scheme coordinator and training supervisor.

The teaching environment

We all know that a good teaching environment really helps support good learning.

Wherever instructors are delivering a Heartstart course, they must make sure that the environment is safe for themselves and those who are attending the course.

Where possible they should:

- visit a new venue before a training session to check its suitability and to make sure the layout, access, lighting and heating are adequate
- make sure that the venue has clearly marked emergency/fire exits
- confirm the fire evacuation/emergency plans for the building including out of hours procedures
- make sure that furnishings and layouts present minimal hazards
- make sure that they and those attending the session know what to do in an emergency
- make sure that there's nothing else that could be a potential safety hazard
- confirm all available first aid and welfare facilities on site

Personal health and safety for everyone

People attending the course

Instructors are responsible for the wellbeing of those they are teaching.

Instructors should:

- advise their everyone at the beginning of the session that life saving skills training involves practising on each other, e.g. the recovery position, and on resuscitation training manikins
- not allow those attending the course to practise cardiopulmonary resuscitation (CPR), or the techniques for dealing with choking, on each other. This can only be taught in theory or by practising on manikins
- advise everyone at the beginning of the session that they should not take part in any of the training which may put them at risk, e.g. by aggravating a known injury or health condition

- let everyone work with someone they know when undertaking practical skills, e.g. the recovery position, where possible
- encourage those who do not know each other to work together in same-gender pairs, where possible
- not force those attending to practise if they do not want to

Instructors

Instructors are also responsible for the wellbeing of themselves and their colleagues.

When they're travelling to and from a training session, they should:

- consider any potential risks, e.g. weather and traffic conditions
- tell a family member, friend or colleague where the training is taking place, give them contact numbers and give them an expected return time when travelling alone
- make sure there's enough fuel for their return journey
- choose a safe place to park their vehicle (instructors are often the last person to leave the venue)
- travel (and teach) in pairs, especially when the training takes place in a stranger's home or in rural areas and/or at night, where possible
- carry a mobile phone
- carry a warning triangle, high visibility vest, torch and blanket in their vehicle in case of breakdown
- report any incident that occurs while they're travelling, to the scheme coordinator

When they're moving and/or handling equipment, they should:

- consider how much equipment they'll need for the session and check what's already available on site, before any training session
- make sure there's adequate help to move or handle heavier items, especially if they're carrying them up and down stairs or check if a lift is available. It may be necessary for a lightweight trolley to be provided to transport heavier items over longer distances
- report any incident involving moving and / or handling equipment to their scheme coordinator and complete a Heartstart health and safety incident reporting form.

When they're using training and other equipment they should:

- make sure that all equipment is maintained in a good state of repair and is safe to use at all times
- check training and other equipment regularly to ensure the above
- make sure any equipment that is in a poor state of repair, faulty or unsafe, particularly electrical (such as projectors, TVs or monitors), is withdrawn from use
- report any equipment-related incident to their scheme coordinator and the owner of the equipment, if it's not owned by the scheme

When transporting equipment in a vehicle, they should:

- make every effort to store the equipment safely and securely in a place where the driver's visibility isn't obstructed in any way
- store manikins and other equipment securely, in the boot where possible
- store manikins and other equipment securely, on the floor in the back of the vehicle if necessary
- stack manikins and other equipment so that the risk of accident or injury to the driver and passengers is minimised

Clothing

Instructors will be in close proximity to their trainees so things to think about are:

- wearing appropriate clothing for demonstrating practical skills

Outbreak of infection

Instructors must adhere to local and national guidance regarding infectious disease including COVID 19 guidelines and regulations. Teaching should also adhere to guidance issued from The Resuscitation Council (UK) regarding risk of infection.

Manikin hygiene and maintenance

Resuscitation training manikins and other training equipment should be clean and in a suitable state of repair.

Instructors and any others involved in the maintenance of training manikins:

- should make sure that the manikins and their clothing are clean
- should make sure that manikin faces are cleaned with alcohol wipes as per the Scheme's recommended cleaning protocol
- must follow the manufacturer's recommendations and provisions for their hygienic use, maintenance and storage

This includes making sure that the equipment is in good condition, and replacing consumable items as necessary, (These items may crack or tear, making cleaning difficult or impossible).

If trainees share a manikin, it should be cleaned after each trainee has used it. Any face-piece that may have become contaminated during training, should not be used by another trainee during that session.

The face-piece should either be replaced or cleaned as per the Scheme's recommended cleaning protocol. Spare manikin faces should always be available.

Risks to the rescuer

Trainees may ask about risks to the rescuer. Instructors should be prepared to answer their questions to reduce any fears and anxieties they may have.

Potential danger to a rescuer must never be ignored. A rescuer should never place themselves or others at risk.

The transmission of infection during CPR may be a concern to some of your trainees during a training session. During the COVID-19 pandemic, BLS Guidelines (COVID version) from the Resuscitation Council (UK) should be taught.

With regard to other potentially transmissible infections, the indications are that the chance of infection from rescue breathing is minimal. The majority of all out-of hospital cardiac arrests occur in the home setting where the person is likely to know the rescuer.

The Resuscitation Council (UK) guidelines recommend that members of the public should be offered training (if they request it) in the use of simple and effective mouth-to-barrier devices. Although barrier devices are not part of the Heartstart course, Instructors may need to discuss these devices and demonstrate their use. However, the issue should not be over emphasised.

Members of the public should never leave a training session afraid of performing resuscitation.

Instructors may be requested to advise trainees on legal liabilities of rescuers delivering first aid. Further information is available on the Resuscitation Council (UK) website at <https://www.resus.org.uk/library/publications/publication-cpr-aeds-and-law>

Reporting incidents

Your scheme is responsible for health and safety in the course of your Heartstart activities.

All accidents and incidents should be reported on the Heartstart health and safety incident reporting form and sent to heartstart@savealife.scot

You should remember that there's a statutory duty to notify certain types of accidents to the Health and Safety Executive under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR). Find out more at www.HSE.gov.uk/riddor

