

GUIDANCE FOR DELIVERING AND ASSESSING AWARDS AND QUALIFICATIONS

During COVID-19

Version 1.1 June 2020



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Introduction

The following guidance has been created to support Approved Training Centre/ Providers (ATC/Ps) and Training Assessors (TAs) to deliver and assess RLSS UK awards and qualifications, during the period of COVID-19.

For the purpose of this guidance ATC/Ps also relates to Trainer Assessors (TAs) who are delivering non-regulated awards and not operating under an ATC/P.

This guidance is not intended to be exhaustive, RLSS UK advise using other guidance, as well as guidance from the Health and Safety Executive, Resuscitation Council UK, European Resuscitation Council and other relevant bodies (links can be found in section 7).

It is important for employers, employees, volunteers, and members of the public to understand that no PPE or other protective measures can provide 100% protection from infection with, or transmission of, a virus.

Please note this is an everchanging environment and this guidance will be updated regularly following changes to guidance from the government and other relevant sources of information, please ensure you have the most recent version.

This document is intended to be used alongside the qualification/award Guidance and Syllabus, rules within the Guidance and Syllabus must be followed, unless stipulated in this document.

These adaptations should remain in place until the government guidance changes social distancing guidelines, within each devolved administration or regional. Should you have any questions please do not hesitate to contact us by e-mail info@rlss.org.uk or **0300 3230 096**

1. About COVID-19

Coronavirus disease (COVID-19) is an infectious disease caused by a newly discovered coronavirus. The best way to prevent and slow down transmission is to be well informed about the COVID-19 virus, the disease it causes and how it spreads. Protect yourself and others from infection by washing your hands or using an alcohol-based rub frequently and not touching your face.

There are two common routes people could become infected:

1. Secretions can be directly transferred into the mouths or noses of people who are nearby or possibly could be inhaled into the lungs.
2. It is possible that someone may become infected by touching a person, a surface or object that has been contaminated with respiratory secretions and then touching their own mouth, nose, or eyes (such as shaking hands or touching door handles and then touching their own face).

The COVID-19 virus spreads primarily through droplets of saliva or discharge from the nose when an infected person coughs or sneezes, so it's important that you also practice respiratory etiquette (for example, by coughing into a flexed elbow).

With the rapidly changing nature of the COVID-19 outbreak, information and advice from the Government can change quickly. For all the latest Government information on COVID-19 and the measures the Government, and devolved Governments, are taking, please visit the relevant Government's website.

Employers have a responsibility to educate, install and maintain systems of work which reduce the likelihood of infection in the workplace. The provisions of the Health and Safety at Work Act 1974 and the associated regulations require employers to consider COVID-19 as they would any other hazard in their risk assessments and controls. Employers should invest time with lifeguard educators to assist them to understand the risks presented by COVID-19 and ensure they have sufficient knowledge to convey safety information effectively to lifeguards.

2. General Guidance

Training and assessing must only take place where it is permissible in accordance with the UK/local Government and devolved administrations or regional restriction.

Where possible, all contact with members of the public, colleagues and candidates should be carried out while maintaining current distancing guidance.

We understand that in some circumstances this is not possible, this guidance is designed to help you consider the measures (using the hierarchy of risk) you may be able to put in place to help to protect them.

3. Training and Assessment Principles

The following principles must be followed when delivering RLSS UK or IQL UK training or assessments:

General

- Always follow local Government guidance
- Put the health and safety of your staff, customers, and candidates at the forefront
- Ensure a process for preventing those with possible COVID-19 symptoms (fever, a new cough or loss of smell/ taste) from entering the training room is in place.
- Have in place a process to manage instances of people who develop symptoms of COVID-19 during the delivery of any training/ assessment
- Ensure TAs and candidates understand the signs and symptoms of COVID-19

Cleaning and hygiene

- Maintain/ increase hygiene standards within the training environment
- Increase frequency of cleaning particularly in well-used areas
- Provide appropriate hand washing facilities/hand sanitisers for use as candidates enter and exit the training room and throughout their time in the training environment
- Ensure hand washing facilities/hand sanitisers are well equipped and checked regularly
- It is important to remind candidates to sanitise the area they are working at, on a regular basis for example, before breaks, before moving in/out of the area, between sessions.
- It is advised that candidates remain in the same area throughout the course, rather than moving or working at different locations around the training environment, especially if the course is over more than one day.
- All equipment that is used by candidates must be thoroughly cleaned before and after use by another candidate.

Risk Assessment and reducing risk

- Risk assessments for training/ assessment delivery must be completed and where possible all risks of possible spread of COVID-19 should be mitigated
- ATC/Ps and TAs should consider the size of the training environment and available equipment to decide on the number of candidates that can be permitted onto a course/assessment.
- Due to the added safety measures within any swimming pool practical/ rescue training, ATC/Ps and TA may reduce the occupancy levels of the course.
- When training and practising skills, if a candidate demonstrates a skill correctly the TA should limit risk by not requesting to see the skill repeatedly in training.
- When candidates are needed to be used to act as a casualty throughout training or assessment, it is advisable to maintain the same small group or partners to minimise the risk of a spread of infection.

Social distancing

- ATC/Ps and TAs must design training and assessment to ensure that current distancing guidance is maintained between all candidates and TAs (where close contact is absolutely necessary for teaching or assessment purposes it is detailed within this guidance document).

3.1 Before enrolling onto a course

Consideration needs to be given to the following, prior to any candidates enrolling on a course/assessment:

- Discuss and highlight on the enrolment form (which can be sent electronically), any increased risk or close contact with other candidates prior to enrolling on to a course/assessment (see appendix 2 for sample additional information to be added course/assessment enrolment form).
- Check that all candidates and people within candidates' households are not suffering with any symptoms of COVID-19 or are currently self-isolating (refer to NHS COVID-19 symptoms).
- Consider the need for a temperature check.

3.2 Class management

The following points should be highlighted at the beginning and enforced throughout any training/assessment to ensure the risk of spreading any germs including that of COVID-19 are reduced:

- Prior to entering the training/ assessment area, all candidates should wash or sanitise their hands thoroughly following the [NHS guidelines](#) (candidates should be shown the video).
- Before and after any practical training/ assessments and at regular intervals, candidates should wash or sanitise their hands.
- All candidates should be shown how to apply and remove personal protective equipment ([COVID-19 personal protective equipment use](#)).
- If they need to cough or sneeze, candidates should cover their nose and mouth with a tissue and put any used tissues in the bin. Failing this, candidates should cough or sneeze into a bent elbow and immediately wash their hands in all cases.
- Candidates should be reminded not to touch their face.
- Any workstations should be regularly wiped with antibacterial wipes or disinfectant to ensure the environment remains as clean as possible ([COVID-19 cleaning in non-healthcare settings](#)).
- Candidates should be reminded about social distancing measures through the course and highlight any floor markings, if applicable.

3.3 Use of casualties

Throughout training and assessment, a candidate may choose to bring someone from their own household to act as casualty.

Where a casualty (that is not a candidate) is used during practical skills within training or assessment they must be at least 16 years of age. For those that are under 18 years of age, the course organiser MUST obtain parent/guardian consent in writing.

Where a casualty (that is not a candidate) is used for training or assessment within the water, swimming ability must be checked by the Trainer Assessor to ensure safety. Where they are under 18 years of age swimming ability must also be confirmed by the parent/guardian.

4. Equipment

Where equipment is required for training and assessment it is detailed with this document, below details the equipment required, how it should be used and cleaned.

4.1 Equipment for training and assessing

Equipment	How it should be used and cleaned
Candidate manuals/ assessment paperwork	<ul style="list-style-type: none"> Materials should be ordered from RLSS Direct, they should be wiped prior to issuing to candidates to ensure there is no risk of contracting COVID-19 Consider digital manual option rather than a physical copy
Pens and note paper	<ul style="list-style-type: none"> Candidates should be advised to bring their own pens and note paper to training/assessment (to take notes, complete activities, and theory assessments)
First Aid bandages and dressings	<ul style="list-style-type: none"> Bandages and dressing should be clean, ideally, bandages should be new and unused (they can be bandages that have expired but have not been used) Bandages and dressings should be discarded safely once they have been used
Torpedo buoys (rescue tube) and other rescue equipment (reach pole, throw bag)	<ul style="list-style-type: none"> Consideration should be given and where possible candidates should be issued with their own equipment for use throughout training/assessment, this will reduce cross contamination. Where candidates are issued with rescue equipment it should be clearly labelled. Where equipment is shared measures must be put in place to ensure equipment is cleaned after use and prior to another candidate using it.
Submersible manikin	<ul style="list-style-type: none"> A Submersible manikin will be used for some training/assessment. The manikin should have bungs to enable it to be partly filled with water. When the manikin is being used on the surface as a casualty it should be part filled with water, so it is semi buoyant (this will need to be tested to ensure it floats within the water and not on top).
Ruth Lee pool rescue manikin	<ul style="list-style-type: none"> A Ruth Lee swimming pool manikin can be used for some training/assessment, it should be cleaned after use following manufacturer's guidance.
Rescue board/SUP/PXB	<ul style="list-style-type: none"> Rescue board/SUP/PXB may be used throughout training/assessment, they should be cleaned after each use following manufacturer's guidance.
Table, chairs, mats, presentation equipment	<ul style="list-style-type: none"> Equipment should be cleaned thoroughly before sessions, at regular intervals and after use

4.2 CPR manikins

Guidance for training using CPR manikins has been provided from the Resuscitation Council UK
<https://www.resus.org.uk/media/statements/resuscitation-council-uk-statements-on-covid-19-coronavirus-cpr-and-resuscitation/covid-training/>

There is further guidance from Laerdal regarding hygiene and cleaning procedures for CPR manikins
<https://laerdal.force.com/HelpCenter/s/article/Hygiene-and-cleaning-procedures-for-CPR-manikins>

Manikin wipes	<ul style="list-style-type: none"> • Manikin wipes should be available to be used to clean the manikins between use • Wipes should be 70% alcohol content (Operators should risk assess if cultural/religious beliefs/practices or allergies prevent use and obtain a suitable alternative).
Manikins	<ul style="list-style-type: none"> • Consideration should be given and where possible candidates should be issued with their own resuscitation manikin(s) (Adult, Child, Infant) for use throughout the course/assessment, this will help reduce any risk of cross-contamination between other candidates (this will reduce the need to change lungs each session). • The resuscitation manikin should be labelled to identify the individual's equipment during training. • Ensure resuscitation manikins are maintained to the highest level of cleanliness throughout the course and includes, but not limited to: <ul style="list-style-type: none"> ○ Replace and dispose of resuscitation manikin lungs and airways after each session ○ Scrub the whole face and chest with 70% alcohol wipes* after each use and allow the surface to dry naturally before the next use. • After training, all resuscitation manikins should be dismantled and cleaned with suitable and sufficient disinfectant solution.
Manikin faces	<ul style="list-style-type: none"> • Consider providing manikin faces to each candidate if issuing an individual manikin is not possible • If candidates are issued their own face and lungs this could give the same protection as if they had their own manikin • Individual masks should be cleaned with suitable and sufficient disinfectant solution.
Manikin lungs	<ul style="list-style-type: none"> • Adult and child Laerdal lungs contain a 1-way valve so can be used throughout the session and must be changed after each session • Infant Laerdal lungs do not contain a 1-way valve so must be issued to each candidate • If you use alternative manikins, ATC/Ps/TAs must refer to manufacturers guidance for frequency to change lungs
Pocket Masks	<ul style="list-style-type: none"> • Pocket masks used must be fully cleaned or discarded after the session (one - way valves may be removed. If kept in place, it must be discarded at the end of the session). • If using pocket masks, these must be for individual use only and not shared prior to cleaning.

Risk levels for CPR manikins

The following indicates the levels of protection you may choose to adopt during CPR training. Level 1 provides the maximum protection.



- Level 1- issue manikins to each candidate
- Level 2- issue face and lungs to each candidate
- Level 3- issue face shield/pocket mask to each candidate (issue infant lungs for each candidate)
- Level 4- thoroughly clean manikins between use (issue infant lungs for each candidate)

4.3 RLSS Direct

The equipment listed below will help to follow the guidance outlined in this document. RLSS Direct* working with multiple suppliers to provide the best quality and value products to the industry during this period. This includes both existing and new products such as:

- Manikin wipes
- Surface cleaner
- Spare manikin lungs
- Gloves of various sizes
- Face masks
- Face shields
- Aprons / gowns
- Pocket masks
- Submersible manikins
- Ruth Lee manikins
- Torpedo buoys
- First Aid Candidate Training Kit

*Please remember all profits from RLSS Direct are gifted to RLSS UK for water safety education and charitable work, your support is appreciated.

5. Personal Protective Equipment (PPE)

RLSS UK recommends the use of FFP2 or surgical mask when a face mask is required.

ATC/Ps and TAs should refer to PPE manufacturers guidance for length of time that PPE can be worn and may if the PPE is designed for single use. ATC/Ps and TAs may consider reusable masks can be washed and used again.

Training and assessment that required PPE should be planned and delivered together to prevent the need for PPE to be taken off and put back on. Where PPE is required during training and assessment, it is important that candidates have it immediately available.

PPE must be fit for purpose and stored so it is protected and will need to be checked prior to any training or assessment, to ensure it has not degraded or torn.

Safe removal of the PPE is critical to avoid self-contamination. Guidance can be found from the NHS and Public Health.

ATC/Ps will need to provide training for use and dispose of all PPE according to the instructions and training provided by your employer or organisation.

6. Delivering Training and Assessment

All training and assessment must be delivered following guidance in section 3 - Training and Assessment Principles.

6.1 Design of training

When delivering training, TAs must design the practical elements to reduce contact wherever possible.

TAs should use the candidate manual, PowerPoint presentation and videos to introduce the practical skills before the candidate attempts the skill. This will help the candidate to understand the skills and reduce the attempts they may need to make when practising the skill.

TAs may consider using technology (such as a tablet next to the water to allow the candidate to watch RLSS UK videos of skills).

To enhance learning further and where possible, candidates can demonstrate practical skills on themselves, equipment (such as a manikin or simulated training aids) or a person from the same household.

When a candidate does practice the skill using a candidate on the course (with use of PPE), TAs can ask the candidates to stop once they have demonstrated the skill correctly once/twice.

6.2 Theory assessment (multiple-choice question papers)

It is now permitted for the Trainer to organise and invigilate the theory assessment for qualifications that have theory assessment papers. The Trainer will follow the guidance within the qualification guidance and syllabus with relation to:

- Assessment area
- Paperwork
- Other considerations
- Briefing
- Marking

6.3 Cardiopulmonary resuscitation (CPR)

Guidance from [The Resuscitation Council \(UK\)](#) must be followed when delivering CPR during a formal training course (not regular ongoing training).

Rescue breaths

The skill of providing rescue breaths must still be included in CPR training and assessment, however, adjustments to protocols during the current COVID-19 outbreak should also be taught as per the Resuscitation Council UK

6.4 First Aid practical

Where close contact is absolutely necessary and the teaching is related to a situation where a first aider/ lifeguard would be expected to wear PPE, PPE must be used as detailed in the following pages.

6.5 Adjustments to be made to CPR and First Aid practical

The following table details adjustments that are required to be made during training or assessment of skills within RLSS UK Awards and Qualifications. It also details the PPE that must be worn to protect the candidates, Trainer Assessor, and others.

Where a skill is not listed there are no adjustments to be made.

Skill	Qualification	Casualty type	PPE required	Adjustments for training during COVID-19	Adjustments for assessments during COVID-19
CPR	ALL qualifications and awards	CPR manikins		Follow section 6.3 Cardiopulmonary resuscitation (CPR) training	As per training
CPR- More Than One Rescuer	AED, NPLQ, OWL, NVBLQ, NRASTC, ER Pool,	CPR manikins		Candidates should work opposite each other, on separate manikins following current distancing guidance. Individual pocket masks must be issued. Candidates should not share a manikin during this skill.	As per training and a professional discussion should follow to ensure the assessor is confident that the candidate has the knowledge and skill contained within the assessment requirements.
CPR – Casualty with suspected Upper Spinal Cord Injury	NPLQ, NVBLQ, FAW	CPR manikins		When practising this skill, candidates should work opposite each other, on separate manikins maintaining current distancing guidance. Candidates should not share a manikin during this skill.	As per training and a professional discussion should follow to ensure the assessor is confident that the candidate has the knowledge and skill contained within the assessment requirements.
Choking	ALL qualifications and awards	CPR manikins		A manikin must be used (a choking vest can be used, however must be applied over the manikin). No simulation should take place on a candidate.	As per training

Skill	Qualification	Casualty type	PPE required	Adjustments for training during COVID-19	Adjustments for assessments during COVID-19
Recovery Position	AED, Anaphylaxis, NPLQ, NVBLQ, OWL, all First Aid, ER Pool, NRASTC, ATSPRA, NWSMP	Another candidate Or Same household casualty	Casualty (if a candidate) and candidate to wear face mask and gloves		
External Bleeding and Shock	ATSPRA, NPLQ, NRASTC, EFAW, EPFA, OWL, NVBLQ, ER Pool	Another candidate Or Same household casualty	Casualty (if a candidate) and candidate to wear face mask and gloves	Candidates can demonstrate some injuries on a manikin (head injury or nosebleed), simulated training aid or on themselves (leg injury).	As per training
Head to Toe (secondary) Survey	NPLQ, FAW, PFA, NPLQ, NVBLQ,	Another candidate Or Same household casualty Or Ruth Lee manikin	Casualty (if a candidate) and candidate to wear face mask and gloves		
Support and Elevation Sling	FAW, PFA, NPLQ, OWL, NVBLQ, ER Pool,	Another candidate Or Same household casualty	Casualty (if a candidate) and candidate to wear face mask and gloves		
Suspected Spinal Injury/ Head Injury	FAW, PFA, NVBLQ, NPLQ	Manikin			A professional discussion should follow to ensure the assessor is confident that the candidate has the knowledge and skill contained within the assessment requirements.

Skill	Qualification	Casualty type	PPE required	Adjustments for training during COVID-19	Adjustments for assessments during COVID-19
Treatment of Anaphylaxis – Use of a ‘training device’ adrenaline auto-injector	Anaphylaxis, PFA	Themselves		Each training adrenaline auto-injector (Jext, EpiPen, Emerade) should be discussed and demonstrated using candidates own thigh. Any training devices which are shared, must be thoroughly cleaned (and allowed to dry) before its next use.	As per training
Injury to Bones, Muscle & Joints	ATSPRA, PFA, NPLQ, NPLQ, ER Pool, FAW	Another candidate Or Same household casualty	Casualty (if a candidate) and candidate to wear face mask and gloves		
Turning a casualty face up and action for vomit	All qualifications and awards	Another candidate Or Same household casualty	Casualty (if a candidate) and candidate to wear face mask and gloves		

6.6 Swimming pool practical/rescue

When delivering swimming pool practical training or assessment, close contact with other candidates may be unavoidable, however, candidates should only have close contact when absolutely necessary and only if other measures are not possible.

Swimming pool practical/rescue training and assessment falls into 2 risk categories and high risk should be limited and not be used for all skills:

High Risk	<ul style="list-style-type: none"> Candidates working closely and not able to maintain current distancing guidance Candidates working with the same candidate or same group throughout the course
Reduced Risk	<ul style="list-style-type: none"> Candidate working within someone from the same household Candidate using a submersible manikin or Ruth Lee swimming pool manikin

Swimming pool rule/guidelines

Rules/guidance set out by the pool operator when using the pool facilities during COVID-19 must be followed. This may include, pre-swim hygiene, how to enter and exit the swimming pool, along with the use of the changing room facilities.

Teaching of skills within the classroom before entering the swimming pool

To aid prompt learning and reduce risk of excessive contact in the swimming pool, RLSS UK advise all TAs to introduce practical swimming pool skills within the classroom using PowerPoint presentation and candidate manuals (TAs may consider also using technology, such as a tablet on poolside).

PPE

PPE is required for training and assessment of some skills; this is where current distancing guidance cannot be achieved. TAs should ensure a candidate is competent before moving to the next candidate and PPE is applied by the next candidate.

Where candidates are required to wear PPE (face mask) during practical skills in the pool, candidates must thoroughly dry themselves (hands/head) prior to application and ensure the PPE (face mask) remains dry throughout (hair should dry enough that water will not run/drip onto face and mask).

The Trainer Assessor should stop the training or assessment at any point, if they feel the safety of candidates is in jeopardy.

6.7 Adjustments to be made to Swimming pool practical/rescue

The following table details adjustments that are required to be made during training or assessment of skills within RLSS UK Awards and Qualifications. It also details the PPE that must be worn to protect the candidates, Trainer Assessor, and others.

Where a skill is not listed there are no adjustments to be made.

Skill	Qualification	Casualty type	PPE required	Adjustments for training during COVID-19	Adjustments for assessments during COVID-19
Supervision and Immediate Response - Shallow Water (Reach, Throw and Wade)	ATSPRA, ER Pool, NPLQ, NRASTC LIGHT, NRASTC	Another candidate Or Same household casualty		Candidate should be able to demonstrate the skill whilst maintaining current distancing guidance from the casualty.	As per training and the candidate will need to include a description of how they will support the casualty and recover from the water to ensure the assessor is confident that the candidate has the knowledge and skill contained within the assessment requirements.
Defensive Block	NPLQ	Same household casualty Or No casualty		As this skill requires close contact, it is strongly recommended that this skill is performed with a member of the same household as the candidate. If this is not possible, candidates should demonstrate the skill without physical contact and with a description.	As per training
Contact Rescue – Deep water (Hip, Shoulder and Arm support)	NPLQ, NRASTC LIGHT, NRASTC, ATSPRA	Same household casualty Or Submersible manikin		A submersible manikin will be used for this skill. Only the hip and shoulder support tow will be included.	As per training

Skill	Qualification	Casualty type	PPE required	Adjustments for training during COVID-19	Adjustments for assessments during COVID-19
Fitness Test – Timed Swim with Conscious Casualty	NPLQ	Another candidate Or Same household casualty		Torpedo buoy must be used. Casualty must be facing away from the candidate and the torpedo buoy used at full reach to maintain current distancing guidance.	As per training
Fitness Test – Timed Swim with Unconscious Casualty	NPLQ	Another candidate Or Same household casualty		<p>Candidate to:</p> <ul style="list-style-type: none"> • swim 20m (the casualty will be positioned beyond to comply with distancing guidance) • simulate turning the casualty over • pass the casualty the torpedo buoy • swim back holding the strap in the extended arm position • stop when they (the candidate) reaches the 10m mark <p>The casualty will lie on their back and hold the torpedo buoy across their chest when being towed. Current distancing guidance should be maintained throughout.</p>	As per training
Deep Water Recovery (recovering a casualty, turning a casualty from face down, extended arm tow, assisted lift)	ATSPRA, ER Pool, NPLQ, NRASTC LIGHT, NRASTC	Another candidate Or Same household casualty And Submersible manikin Or Ruth Lee manikin	All involved to wear a face mask	<p>TAs will need to pause throughout at various intervals to enforce safety and exchange casualties/ manikins.</p> <p>A submersible manikin/Ruth Lee manikin should be used for recovery of casualty, turning from face down to face up, extended arm tow and simulated rescue breathing.</p> <p>For the lift out and treatment on the side of the pool, all involved must apply PPE</p>	As per training

Skill	Qualification	Casualty type	PPE required	Adjustments for training during COVID-19	Adjustments for assessments during COVID-19
Spinal Injury – Deep Water (Vice Grip)	NPLQ, NRASTC LIGHT, NRASTC	Same household casualty Or Submersible manikin		<p>As this skill requires close contact, it is strongly recommended that this skill is performed with a member of the same household as the casualty. If this is not possible, candidates can perform the skill with a submersible manikin.</p> <p>Training only - Candidate can practice the position of the arms and hands, dry side using a CPR manikin. Skills can progress further, to a shallow area of the pool where the candidate can practice on a submersible manikin.</p>	As per training
Spinal Injury – Shallow Water (head splint)	ER Pool, NPLQ, NRASTC LIGHT, NRASTC, ATSPRA	Another candidate Or Same household casualty Or Ruth Lee manikin	Rescuer to wear a face mask	If a candidate within the group is being used for this skill, the rescuers face must remain dry and they must wear PPE.	As per training
Spinal Injury – Stabilisation	ER Pool, NPLQ, NRASTC LIGHT, NRASTC, ATSPRA	Another candidate Or Ruth Lee manikin	All candidates to wear a face mask	<p>As other candidates within the group will be required for this skill, all candidates must remain dry from the neck up and wear PPE.</p> <p>A Ruth Lee manikin can be used as the casualty, PPE will still be required by all candidate as they will be in close contact.</p>	As per training

Skill	Qualification	Casualty type	PPE required	Adjustments for training during COVID-19	Adjustments for assessments during COVID-19
Spinal Injury – Recovery of a casualty using Horizontal Lift	ATSPRA, ER Pool, NPLQ, NRASTC LIGHT, NRASTC	Another candidate Or Ruth Lee manikin	All candidates to wear a face mask	<p>As other candidates within the group will be required for this skill, all candidates must remain dry from the neck up and wear PPE.</p> <p>A Ruth Lee manikin can be used as the casualty, PPE will still be required by all candidate as they will be in close contact.</p>	As per training
Spinal Injury – Recovery of a Casualty Using Rescue Board/ PXB	NPLQ, ER Pool NRASTC LIGHT, NRASTC (optional)	Another candidate Or Ruth Lee manikin Or Submersible manikin	All candidates to wear a face mask	<p>As other candidates within the group will be required for this skill, all candidates must remain dry from the neck up and wear PPE.</p> <p>A Ruth Lee manikin can be used as the casualty, PPE will still be required by all candidate as they will be in close contact.</p>	As per training
Assisted Walk/ Pull ashore/ Stirrup lift	NPLQ, ER Pool, NRASTC LIGHT, NRASTC, ATSPRA	Another candidate Or Same household casualty	All involved to wear a face mask	If a candidate within the group is being used for this skill, both candidates must remain dry above the neck and must wear PPE.	As per training

6.8 Beach and open water practical/rescue training

When delivering beach and open water practical training or assessment, close contact with other candidates may be unavoidable, however, candidates should only have close contact when absolutely necessary and only if other measures are not possible.

Beach and open water practical/rescue training and assessment falls into 2 risk categories and high risk should be limited and not be used for all skills:

High Risk	<ul style="list-style-type: none"> Candidates working closely and not able to maintain current distancing guidance Candidates working with the same candidate or same group throughout the course
Reduced Risk	<ul style="list-style-type: none"> Candidate working within someone from the same household Candidate using a submersible manikin

Beach and open water venue guidelines

Rules/guidance set out by the operator when using the venue facilities during COVID-19 must be followed. This may include, how to enter and exit the water, along with the use of the changing room facilities.

Teaching of skills within the classroom before entering the water

To aid prompt learning and reduce risk of excessive contact in the water, RLSS UK advises all TAs to introduce practical beach and open water skills within the classroom using PowerPoint presentation and candidate manuals (TAs may consider also using technology, such as a tablet at waterside).

PPE

PPE is required for training and assessment of some skills; this is where current distancing guidance cannot be achieved. TAs should ensure a candidate is competent before moving to the next candidate and PPE is applied by the next candidate.

Where candidates are required to wear PPE (face mask) during practical skills in the pool, candidates must thoroughly dry themselves (hands/head) prior to application and ensure the PPE (face mask) remains dry throughout (hair should dry enough that water will not run/drip onto face and mask).

The Trainer Assessor should stop the training or assessment at any point, if they feel the safety of candidates is in jeopardy.

6.9 Adjustments to be made to beach and open water practical/ rescue training

The following table details adjustments that are required to be made during training or assessment of skills within RLSS UK Awards and Qualifications. It also details the PPE that must be worn to protect the candidates, Trainer Assessor, and others.

Where a skill is not listed there are no adjustments to be made.

Skill	Qualification	Casualty type	PPE	Adjustment for training during COVID-19	Adjustments for assessments during COVID-19
Reach Rescue	OWL	Another candidate		Candidate should be able to demonstrate the skill whilst maintaining current distancing guidance from the casualty.	As per training and the candidate will need to include a description of how they will support the casualty and recover from the water to ensure the assessor is confident that the candidate has the knowledge and skill contained within the assessment requirements.
Throw Rescue	OWL	Another candidate		Candidate should be able to demonstrate the skill whilst maintaining current distancing guidance from the casualty.	As per training and the candidate will need to include a description of how they will support the casualty and recover from the water to ensure the assessor is confident that the candidate has the knowledge and skill contained within the assessment requirements.
More than one casualty	NVBLQ OWL	Another candidate		Candidates should demonstrate the skill without physical contact and with a description.	As per training

Skill	Qualification	Casualty type	PPE	Adjustment for training during COVID-19	Adjustments for assessments during COVID-19
Wading with a rescue tube	NVBLQ OWL	Another candidate	LG2 Rescuer to wear a face mask	<p>Adapt the skill to use 2 Lifeguards, LG1 to perform the rescue, LG2 to recover the casualty.</p> <p>LG1 enters the water with rescue tube, maintaining distance as per guidance and passes the rescue tube to the casualty. They then recover the casualty to the shore, maintaining distance.</p> <p>LG2 takes over in PPE to assist the casualty ashore and perform First Aid where required, following social distancing guidance. (face masks MUST not get wet).</p>	As per training
Escaping from the casualty	NVBLQ OWL			Candidates should demonstrate the skill without physical contact of another person and with a description.	As per training
Defensive Block using a rescue tube	NVBLQ OWL			Candidates should demonstrate the skill without physical contact and with a description.	As per training
Lifting casualty from the bottom/seabed	NVBLQ OWL	Submersible manikin		Use a location at the venue where the manikin can be positioned, and each candidate can demonstrate the skill. Fill manikin completely.	As per training
Searching for a casualty underwater	NVBLQ OWL	Submersible manikin		Use a location at the venue where the manikin can be positioned, and each candidate can demonstrate the skill. Fill manikin completely.	As per training
Turning a casualty	NVBLQ OWL	Submersible manikin			

Skill	Qualification	Casualty type	PPE	Adjustment for training during COVID-19	Adjustments for assessments during COVID-19
Catching a wave – with a casualty	NVBLQ	No casualty needed		<p>The casualty must be facing away from the candidate as much as possible through the skill.</p> <p>As this skill requires close contact, it is strongly recommended that this skill is performed with a member from the same household as the candidate.</p> <p>If this is not possible, candidates should demonstrate the skill without physical contact and with a description.</p>	As per training
Board rescues – conscious casualty	NVBLQ	Another candidate	All candidates to wear a face mask	The rescue board technique should be taught in chest height water that has no risk that water will come close to/above the neck (face masks MUST not get wet).	As per training
Board rescues – unconscious casualty	NVBLQ	Another candidate	All candidates to wear a face mask	The rescue board technique should be taught in chest height water that has no risk that water will come close to/above the neck (face masks MUST not get wet).	As per training
Rescuing a conscious casualty with a rescue tube (Method 1)	NVBLQ OWL	Another candidate		Candidate should be able to demonstrate the skill whilst maintaining current distancing guidance from the casualty.	As per training and the candidate will need to include a description of how they will support the casualty and recover from the water to ensure the assessor is confident that the candidate has the knowledge and skill contained within the assessment requirements.

Skill	Qualification	Casualty type	PPE	Adjustment for training during COVID-19	Adjustments for assessments during COVID-19
Rescuing a conscious casualty with a rescue tube (Method 2 – putting the rescue tube around the casualty's waist)	NVBLQ OWL	Another candidate	All candidates to wear a face mask	This technique should be taught in chest height water that has no risk that water will come close to/above the neck (face masks MUST not get wet).	As per training
Rescuing more than 1 conscious casualty with rescue tube	NVBLQ OWL	Other candidates	All candidates to wear a face mask	This technique should be taught in chest height water that has no risk that water will come close to/above the neck (face masks MUST not get wet).	As per training
Rescuing an unconscious casualty with a rescue tube	NVBLQ OWL	Submersible manikin		In water rescue breaths must be simulated	As per training
Bringing a casualty back to the shore using a rescue tube	NVBLQ	Submersible manikin			
Extended arm tow and cross-chest tow	NVBLQ OWL	Submersible manikin			
Timed swim 20m/20m	OWL	Another candidate		Torpedo buoy must be used. Casualty must be facing away from the candidate and the torpedo buoy used at full reach to maintain current distancing guidance.	As per training

Skill	Qualification	Casualty type	PPE	Adjustment for training during COVID-19	Adjustments for assessments during COVID-19
Timed swim 20m/10m	OWL	Another candidate		<p>Candidate to:</p> <ul style="list-style-type: none"> • swim 20m (the casualty will be positioned beyond to comply with distancing guidance) • simulate turning the casualty over • pass the casualty the torpedo buoy • swim back holding the strap in the extended arm position • stop when they (the candidate) reaches the 10m mark <p>The casualty will lie on their back and hold the torpedo buoy across their chest when being towed. Current distancing guidance should be maintained throughout.</p>	As per training
Fitness test	NVBLQ			During COVID-19 the fitness test will be: 200m run, 200m swim, 200m run	
Moving a casualty who can walk/Assisted walk out	NVBLQ OWL	Another candidate	All candidates to wear a face mask		
1 or 2 person drag/Pull Ashore	NVBLQ OWL	Another candidate	All candidates to wear a face mask		
2 Person carry	NVBLQ OWL	Another candidate	All candidates to wear a face mask		

7. References and Sources of Information

1. RLSS UK Guidance for Swimming Pool Operators Managing Lifeguards During COVID-19
<https://www.rlss.org.uk/pages/category/rlss-uk-guidance-for-operating-during-covid-19>
2. UK Government (putting on and taking off standard PPE) <https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures>
3. UK Government (cleaning of non-healthcare settings) <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings>
4. Health and Safety Executive Northern Ireland <https://www.hseni.gov.uk/>
5. Resuscitation Council UK <https://www.resus.org.uk/media/statements/resuscitation-council-uk-statements-on-covid-19-coronavirus-cpr-and-resuscitation/covid-training/>
6. Resuscitation Council UK CPR and resuscitation in first aid and community settings (COVID-19)
<https://www.resus.org.uk/media/statements/resuscitation-council-uk-statements-on-covid-19-coronavirus-cpr-and-resuscitation/covid-community/>
7. European Resuscitation Council <https://erc.edu/covid>
8. First Aid Awarding Organisation Forum <http://www.firstaidqualifications.org.uk/>
9. Public Health England -Cleaning in non-healthcare setting <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>
10. NHS – COVID Symptoms <https://www.nhs.uk/conditions/coronavirus-covid-19/check-if-you-have-coronavirus-symptoms/>
11. NHS inform Scotland - <https://www.nhsinform.scot/illnesses-and-conditions/infections-and-poisoning/coronavirus-covid-19/coronavirus-covid-19-general-advice>
12. RLSS Direct COVID Essentials <https://www.rlssdirect.co.uk/categories/COVID%20Essentials/>
13. RIDDOR Reportable <https://www.hse.gov.uk/news/riddor-reporting-coronavirus.htm>
14. World Health Organisation (WHO) <https://www.who.int/emergencies/diseases/novel-coronavirus-2019>

SAMPLE Risk Assessment for training and assessment

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further actions do you need to take to control the risks?	Who needs to carry out the actions	When is the action needed by?	Completed
Pre-session equipment such as chairs, tables and surface which the virus can be contracted from.	Trainer Assessor Candidates Employees contracting COVID-19 from contact with surfaces or inhaled		<ul style="list-style-type: none"> Initial cleaning of all surfaces by following the PHE guidance on cleaning and disinfection prior to use Employees involved in cleaning should wash hands and face masks. After hand washing gloves are to be worn in line with COSHH and or COVID-19 protection Training on new guidelines for the employees involved in cleaning 			
External equipment being brought into the facility	Trainer Assessor Candidates Employees contracting COVID-19 from contact with surfaces or inhaled		<ul style="list-style-type: none"> Equipment should be disinfected prior to the journey to the venue and then again after the equipment is brought into the venue Equipment should be left at the venue if possible and then disinfected on a daily basis prior to use Ensure that cables and chargers are not forgotten 			
Cross contamination from stationery such as pens, pencils, manuals etc	Trainer Assessor Candidates Employees contracting COVID-19 from contact with surfaces or inhaled		<ul style="list-style-type: none"> Trainers, Assessors and Candidates should supply their own equipment for training and assessment. Paperwork where possible should be issued electronically e.g. enrolment forms, evaluation forms etc Any stationery issued by the trainer should be cleaned e.g. candidate manual Individual registers should be issued to candidates to complete 			

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further actions do you need to take to control the risks?	Who needs to carry out the actions	When is the action needed by?	Completed
Pre symptoms check of Trainers, Assessors and Candidates prior to training and assessing	Trainer Assessor Candidates Employees contracting COVID-19 from contact with surfaces or inhaled		<ul style="list-style-type: none"> • Prior to arrival at the venue pre questions should be sent out to the Trainer, Assessor and Candidates. This will include if anyone is showing signs of COVID-19 • All candidates must be screened prior to the training or assessment. Training and assessments should not be provided to anyone with the following: <ul style="list-style-type: none"> • high temperature • new, continuous cough • loss or change to your sense of smell or taste • In addition, those who are having to self-isolate due to coming into contact with someone with COVID-19 symptoms should not attend • Consider a temperature check • Trainers, Assessors and Candidates should use the trace and track app (within 2 weeks of attending any training) 			

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further actions do you need to take to control the risks?	Who needs to carry out the actions	When is the action needed by?	Completed
Classroom set up and layout to ensure adequate social distancing during training or assessing.	Trainer Assessor Candidates Employees contracting COVID-19 from contact with surfaces or inhaled		<ul style="list-style-type: none"> Tables and chairs should be set out at a distance that allows social distancing but also movement around the classroom area Distance should follow distancing guidelines Adequate fresh air should be introduced to the training environment e.g. windows open or mechanical ventilation Floor plan to include desk layout (U-shaped) practical equipment layout/ area Where the room doesn't allow distancing limit the numbers in the room to ensure distancing guidelines can be followed Floor markings to ensure that social distancing can be maintained Candidates should remain in the same working area throughout the course/ assessment Alcohol gel or hand sanitizer station to be placed in the room for use via the Trainer, Assessor or Candidates 			
Coughing or sneezing during the course or assessment	Trainer Assessor Candidates Employees contracting COVID-19 from contact with surfaces or inhaled		<ul style="list-style-type: none"> Trainer to remind all candidates to use a tissue or their elbow at the start of each day After a sneeze or cough, the tissue should be disposed of and the individual wash their hands 			
The wearing of 'personal' face masks and gloves causing cross-contamination	Trainer Assessor Candidates Employees contracting COVID-19 from contact with surfaces or inhaled		<ul style="list-style-type: none"> Request that the individual is renewing (if disposable) or washing the face mask each day Advise that candidates follow the world health organisation (WHO) guidance on regular hand washing rather than personal gloves Individuals with such items are still subject to the same level of hand washing as all other individuals 			

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further actions do you need to take to control the risks?	Who needs to carry out the actions	When is the action needed by?	Completed
Infrequent hand washing causing cross-contamination	Trainer Assessor Candidates Employees contracting COVID-19 from contact with surfaces or inhaled		<ul style="list-style-type: none"> The Trainer, Candidates and Assessor will be required to wash their hands on the following occasions <ul style="list-style-type: none"> - Leaving and re-entering the room - Toilet breaks - After a break in the course - Coughing or sneezing - Before and after practical sessions <p>The list above is not exhausted of all occasions</p>			
Demonstrating and assessing the secondary survey	Trainer Assessor Candidates Employees contracting COVID-19 from contact with surfaces or inhaled		<ul style="list-style-type: none"> Trainer must use a visual aid via a video to demonstrate the correct technique During training, verbal descriptions can be used Trainers and Candidates can complete a recovery position on a member from the same household Face mask and gloves must be worn when demonstrating the treatment on a non-household casualty (another candidate) 			
CPR manikins being shared between candidates or the trainer and candidates	Trainer Assessor Candidates Employees contracting COVID-19 from contact with surfaces or inhaled		<ul style="list-style-type: none"> Candidates and the Trainer to be issued an individual manikin for the duration of the course/ assessment and manikin lungs to be changed after each session Face shields/pocket masks will be issued to each candidate on the course/ assessment Where the manikins are shared the manikin must be fully disinfected and lungs changed prior to next persons use Scrub the whole face and chest with 70% alcohol wipes after each use and allow the surface to dry naturally before the next use. After training, all resuscitation manikin should be cleaned with suitable and sufficient disinfectant solution 			

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further actions do you need to take to control the risks?	Who needs to carry out the actions	When is the action needed by?	Completed
Demonstrating the recovery position	Trainer Assessor Candidates Employees contracting COVID-19 from contact with surfaces or inhaled		<ul style="list-style-type: none"> The Trainer must use visual aids to demonstrate the correct techniques via video or candidate manual Trainers and Candidates can complete a recovery position on a member from the same household Face mask and gloves must be worn when demonstrating the treatment on a non-household casualty (another candidate) Trainer and candidates must wash their hands after demonstration Individual sections of floor space should be allocated to each candidate/ floor must be disinfected between use 			
Use of bandages causing cross-contamination	Trainer Assessor Candidates Employees contracting COVID-19 from contact with surfaces or inhaled		<ul style="list-style-type: none"> Trainer demonstrations should be conducted on themselves where possible or casualty manikins with limbs Bandages should be sealed new or expired and should only be used for one candidate and will be issued for the course/ assessment duration Bandages must be disposed of after the length of a course or use (candidates can retain for future use i.e. staff training) Nose bleed treatment to be demonstrated on an adult manikin on a chair Treatment of bleeds to a limb can be demonstrated on a casualty manikin or a section of pre-cut 2-inch waste pipe which has been disinfected prior to use. Demonstration of treatments on a live casualty can be demonstrated on a member of the same household Face mask must be worn when demonstrating the treatment on a non-household casualty (another candidate) 			

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further actions do you need to take to control the risks?	Who needs to carry out the actions	When is the action needed by?	Completed
Cross-contamination from the use of poolside rescue equipment	Trainer Assessor Candidates Employees contracting COVID-19 from contact with surfaces or inhaled		<ul style="list-style-type: none"> All equipment should be disinfected prior to use and after and again the end of the session or assessment in line with PHE guidance Candidates should be issued equipment ideally, where this is not possible equipment will need to be cleaned before the next candidate uses it Arrange the training/assessment to allow a candidate to demonstrate all skills using that piece of equipment before handing over to the next candidate 			
Cross contamination from changing room facilities or entering/ exiting the pool	Trainer Assessor Candidates Employees contracting COVID-19 from contact with surfaces or inhaled		<ul style="list-style-type: none"> Candidates should wear swimming kit under their everyday clothing Ensure all candidates follow rules and guidelines set by the pool operator Where possible limit the number of pool sessions each day and plan session at the end of the day 			
Poolside social distancing and/or tracking contamination onto poolside	Trainer Assessor Candidates Employees contracting COVID-19 from contact with surfaces or inhaled		<ul style="list-style-type: none"> Floor markings should be set out as a visual aid to social distancing Pre swim showering is essential for all candidates for at least 30 seconds along with handwashing with soap Trainer and Assessors should use separate poolside shoes Follow any guidance set out by the pool operator, such as one-way systems for entering and exiting the pools 			

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further actions do you need to take to control the risks?	Who needs to carry out the actions	When is the action needed by?	Completed
Use of casualties in the water within the two metres	Trainer Assessor Candidates Employees contracting COVID-19 from contact with surfaces or inhaled		<ul style="list-style-type: none"> • Use four-stage approach <ul style="list-style-type: none"> ○ Use of a casualty from the same household ○ Deep water manikin or Ruth Lee manikin ○ Use of no casualty just simulation ○ Paired with the same person throughout the course or assessment • If PPE is worn, candidates should be shown how to use correctly and must write their name on the PPE issued • If PPE is worn, candidate must dry their face prior to application • No face masks should be used wet as they may cause an obstruction to breathing 			
PXB and spinal board	Trainer Assessor Candidates Employees contracting COVID-19 from contact with surfaces or inhaled		<ul style="list-style-type: none"> • PXB and spinal board should be disinfected prior to use and after use • All candidates should wear a dry face mask • The casualty should be subsisted for a submersible manikin or Ruth Lee manikin • Candidates should be kept in groups to minimise contact with too many individuals 			
Demonstrating the head splint technique	Trainer Assessor Candidates Employees contracting COVID-19 from contact with surfaces or inhaled		<ul style="list-style-type: none"> • The candidate should wear face mask 			

SAMPLE Additional information to be added to Course or Assessment Enrolment Form(s) during COVID-19

Attending a training course or assessment during COVID-19

It is important for candidates enrolling on training courses and assessments to understand that no PPE or other protective measures can provide 100% protection from infection with, or transmission of, COVID-19. Whilst the awarding organisation (RLSS UK and IQL UK) have provided guidance to training provider to mitigate risk so far as reasonably practicable, there will still be an element of risk involved in attending the training course and assessment.

The training course contains practical skills where PPE may be required, it is your responsibility to follow the Trainer and Assessor instructions and wear the required PPE. There are some skills where PPE is not suitable and other measures have been put in place.

Equipment required

In addition to equipment required for the training course/assessment, you will also be requested to make the following arrangements to help manage the risks associated with COVID-19:

- Bring pens and note paper you can use throughout the training and assessment
- Wear swimwear under your clothes for sessions in the water
- Bring food and drink to be consumed

COVID-19 Checklist

It is important that candidates attending training course/assessments do not increase the risk of a spread of COVID-19. Please complete the below checklist by reading each statement and confirming if you agree.

All candidates must meet the following criteria before starting the course (please tick)	Agree insert ✓
I do not have/will not attend if I have a high temperature (you feel hot to touch on your chest or back - you do not need to measure your temperature)	
I do not have/will not attend if I have a new, continuous cough (coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours)	
I do not have/will not attend if I have loss or change to my sense of smell or taste (you cannot smell or taste anything, or things smell or taste different to normal)	
I will not attend if I am having to self-isolate due to coming into contact with someone with COVID-19 symptoms	
I will not attend if someone from my household had COVID-19 symptoms or is having to self-isolate	

Declaration

I declare that all of the information I have provided on this enrolment form (during COVID-19) is true and accurate. I understand that there are levels of risk of contracting COVID-19 by attending this training course/assessment.

Candidate Signature:		Date:	
Parent/Guardian Signature (if under 18):		Date:	



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