

Training Proposal: Firefighting and First Aid for Instituto Ribeira do Louro

To implement a Workplace Risk Prevention Programme for an education facility such as the *Instituto Ribeira do Louro*, we consider that it is necessary to review and document all procedures to be followed in the event of a fire or other evacuation of the buildings: how to perform an evacuation, how to use an extinguisher correctly, how to deal with any casualties, etc.

Description of the programmes

- I. Firefighting course
- II. First Aid course
- III. Preventative Organisation and simulations

Each of these training programmes will be given by training experts in the fields of firefighting, simulations and first aid. The proposed time-line of training is as follows:

- 1 Firefighting training for staff
- 2 First aid training for staff
- 3 Preventative Organisation training for staff
- 4 Simulations to be carried out at the school.

We consider this to be the most advantageous manner to carry out the training as, when the “students” have to take part in the simulation, they will have all the information and skills needed to use the extinguishers correctly, to give first aid and will know all the schools prevention procedures to follow.

Objectives and content of each programme follow:

Firefighting Course

This course is designed to inform the student of the correct procedures to follow when tackling a fire and of those limited circumstances in which they should do so.

Objectives

- I Increase their knowledge of Workplace Risk Prevention.
- II Train the student how to tackle a fire.
- III Improve the individual's reaction to a fire

Content

- I Fire: Definition
- II Combustion: How, Why, different types
- III Classes of fire
- IV Extinction / Control of fires: Methods, different extinguishers, first response measures.
- V Safety signage.

First Aid Course

The seriousness and effect of any injuries caused by an accident depend, to a large extent, on how the speed and quality of first aid given.

The Workplace Risk Prevention legislation (Law 31/1995, 8th November) states the obligation of considering and planning for any possible emergency situation and implementing the necessary first aid measures.

Objectives

- I Understanding the basic concepts of first aid
- II How to act in each case
- III Understanding the limits of first aid.

Contents

- I Introduction
- II General Principles
- III Vital Functions: Consciousness, Breathing, Circulation, Recovery position
- IV Loss of consciousness
- V Obstruction of the airways: Partial and total; Opening of the airways; Presence of Foreign Bodies; Artificial Respiration.
- VI Cardio-Pulmonary Massage
- VII Haemorrhaging and Shock: Identifying symptoms

- VIII Trauma: Eye injuries; Concussion; Injuries; Amputations
- IX Burns: Classification, depth and Extent
- X Intoxication / Poisoning: Routes of entry and action plan.

Self-Protection and Simulation

By "Self-protection" we mean that branch of civil protection which has the aim of planning - both autonomously and co-operatively, and subject to the principles set out by *Protección Civil* - the prevention of any type of incident, and, if these measures fail, protection against their effects by using the measures available *in sitio*.

Objectives

- I Ensure all documentation for analysis and evacuation procedures complies with:
 - The proposed plan for Risk Prevention
 - Inspection plan for the different activities of the Administration Services
 - Emergency Plan
 - Evacuation plan
- II Facilitate the assistance of the external emergency services
- III Ensure compliance with current legislation governing safety
- IV Distribution of the Emergency Plan to all employees to ensure correct operation
- V Make the personnel of IES RIBEIRA DO LOURO aware of the risks that are present in their work and how to avoid / eliminate them
- VI Evaluate and monitor the firefighting apparatus available in the buildings.

Contents

- I Risk analysis: Evaluate the risks and the measures available to prevent them
- II Preventative measures: Determine the material and human resources available, defining of teams and their functions, other data of interest to guarantee Risk Prevention and Initial Emergency Response
- III Emergency Plan: Consider the possible scenarios and the suitable response
- IV Implementation of the plan:
 - o publication of the plan;
 - o establishing the training programmes for the personnel included in the plan;
 - o performing the simulation;
 - o regulate revisions as needed.