

AAACE Restrictive Interventions Training Implementation and Quality Assurance Guidance

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1. Introduction

The Association of Ambulance Chief Executives (AACE) is increasing its commitment to preventing and reducing violence and abuse to ensure the safety and security of all staff in their work. This is being led by a newly established violence prevention and reduction hub.

Training needs are identified by the National Education Network for Ambulance Services with guidance and standards being given to each UK Ambulance Service. Each Service is required to have a relevant and appropriate conflict resolution package on offer for all employees and volunteers which may include disengagement, assault avoidance, breakaway techniques, however this will vary in content and delivery across each Service and for each job role.

There has been a gap in the provision of an evidence-based training package on restrictive interventions within an ambulance setting. Restrictive interventions/restraint had been discussed in the ambulance sector previously within various national forums, but a specific training package had never been formally recognised or delivered.

Restrictive Interventions are defined by AACE as:

Deliberate actions taken by ambulance personnel that restrict a person's movement, liberty, or freedom to act independently.

Restrictive Interventions and practices have the potential to violate a person's human rights and may constitute an assault/offence unless justified. At times, however, they are necessary to facilitate immediate and necessary clinical intervention, protect a vulnerable person from imminent harm and/or create safety for staff and others in a dangerous situation.

Anecdotally, ambulance service VPR teams were aware that restrictive interventions are undertaken by operational colleagues but could not confirm with any degree of certainty the legitimacy, safety, or effectiveness to which this restrictive intervention is applied. This could prove problematic should an adverse event occur as a result of a restrictive intervention. Data on the number of incidents requiring restrictive interventions was applied inconsistently and was unobtainable at a sector-wide level.

In 2022 AACE, following a tender procurement process, engaged experienced provider of conflict resolution, disengagement, and physical intervention training, Maybo Limited, to assist with the development of a risk-assessed, comprehensive, accessible, and innovative training and learning program.

The outcome is the new 'AACE Restrictive Interventions Training' programme which is evidence based and adopts a human rights and restraint reduction approach and has been developed exclusively to meet the unique needs of the national ambulance sector.

The programme will be launched in January 2024 and is available to all NHS Ambulance Services in the United Kingdom.

This document presents guidelines formulated by AACE and Maybo for NHS Ambulance Services on the implementation of the programme. It outlines the necessary steps for the successful deployment of the programme, along with delineating the roles and responsibilities of various stakeholders in ensuring the safe and effective delivery of this essential training to ambulance personnel. It should be noted that NHS Ambulance Services that opt not to follow these recommendations do so at their own discretion and risk.

2. The Programme

The programme consists of two trainer-led classroom modules; Guiding Skills, and Restrictive Skills:



AACE Restrictive Interventions Programme



2 hours



4 hours

Guiding Skills Module	
Pre-requisite	Suitable Conflict Resolution & Breakaway Training
Staff Training Duration	2 hours trainer-led classroom workshop
Trainer to Participant Ratio	1:12
Recommended Refresher Period	12 months
Refresher Training Duration	Not less than a 1 hour trainer-led classroom workshop
Learning Outcomes & Objectives	<ol style="list-style-type: none"> 1. Understand the Considerations for the use of physical skills. <ol style="list-style-type: none"> 1.1. Recognise the risks of physical skills. 1.2. Identify the authority for the use of physical skills. 1.3. Recognise individual and team responsibilities. 1.4. Recognise the importance of primary and secondary strategies to reduce the need for physical skills. 2. Be able to use physical intervention to guide and redirect a person. <ol style="list-style-type: none"> 2.1. Identify training and operational risks using redirection and guiding skills. 2.2. Demonstrate skills to prompt or guide a patient. 2.3. Demonstrate skills to redirect a patient.

Restrictive Skills Module	
Pre-requisite	AACE Guiding Skills Module
Staff Training Duration	4 hours trainer-led classroom workshop
Trainer to Participant Ratio	1:12
Recommended Refresher Period	12 months
Refresher Training Duration	Not less than a 2 hour trainer-led classroom workshop
Learning Outcomes & Objectives	<ol style="list-style-type: none"> 1. Understand how to reduce the risks of restrictive physical interventions. <ol style="list-style-type: none"> 1.1. Identify restrictive practices and capacity. 1.2. Recognise key risk factors of restrictive physical interventions. 1.3. Recognise individual and team responsibilities to reduce risks and respond to medical emergencies. 2. Be able to hold/restrict a patient to facilitate urgent essential treatment. <ol style="list-style-type: none"> 2.1. Identify training and operational risks using restrictive interventions. 2.2. Demonstrate how to use interrupters to restrict movement of a supine patient. 2.3. Demonstrate how to use interrupters to restrict movement of a seated patient. 2.4. Demonstrate applications of restrictive interventions to enable procedures or treatment.

3. Programme Delivery

The Programme is designed to be delivered over six contact learning hours in a classroom environment and an operational ambulance or ambulance simulation facility to groups of up to 12 people at a time and by a Trainer who has successfully completed the associated Train-the-Trainer Programme.

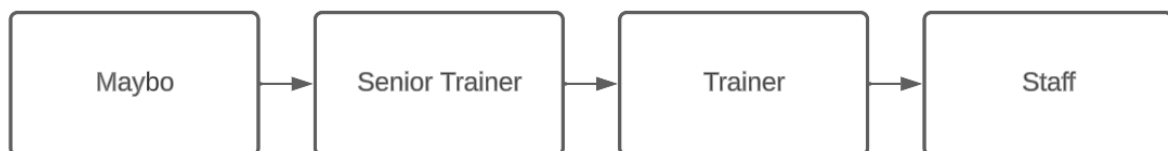
Train-the-Trainer Programme

The trainer development pathway consists of 2 hours of online self-study followed by a 3 day course delivered in a classroom environment by a Certified Senior Trainer.

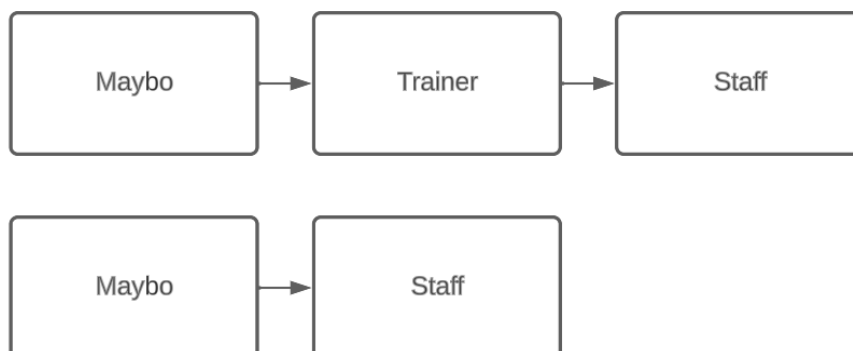
Certified Senior Trainers

Certified Senior Trainers are individuals from Ambulance Services who have successfully completed the Trainer Development Programme with Maybo.

Once certified by Maybo, a Senior Trainer can lead the Trainer Development Programme in their Ambulance Service to train colleagues to deliver the Programme to staff.



Alternatively, Services can choose to engage Maybo to provide training direct to their Trainers and/or Staff:



4. Programme Guidance

4.1. Service Commitment to Restraint Reduction

In response to increasing rates of violence in NHS services, NHS England and Improvement published the NHS Violence Prevention and Reduction (VPR) Standard. The Standard is a risk-based framework to establish a systematic approach to protecting staff. The new NHS standard contract requires that all trusts must now have due regard for the standard.

The NHS violence prevention and reduction standard requires providers to take a public health approach to prevention. In doing so, providers are required to ensure a training needs analysis on violence (informed by the VPR standard risk assessment) has been undertaken, and suitable and sufficient training and support are accessible and provided to all staff.

Ambulance Services adopting the AACE Restrictive Intervention Training should have measures in place to meet the VPR Standard and a service-wide commitment to restraint reduction. Services need to be aware of current best practice, emerging guidance and future requirements in relation to the reduction of restraint and other restrictive practices, such as the [Restraint Reduction Network \(RRN\) Training Standards](#).

4.2. Prior to Training Delivery

4.2.1. Policy

- Services accessing the Programme should be committed to the principles set out in the AACE Consensus Statement.
- Services accessing the Programme accept their responsibilities as set out in the AACE Implementation and Quality Assurance Guidance.
- Services should assess and document how the AACE Programme fits within existing training arrangements in related areas such as CRT, Safeguarding, etc. AACE have developed a mapping tool to support this process: [AACE Restrictive Interventions Training- Pre-requisites Learning Outcomes Mapping Tool v1.0](#).
- All incidents that involve the use of restrictive physical intervention should be reported and reviewed by participating Services to monitor trends and/or areas of concern.
- There should be a named person within each Service, who takes overall responsibility for the approval and oversight of the restrictive physical intervention skills in the Programme being taught and used.

4.2.2. Training Needs Analysis

The programme has been developed using a 'risk & needs' methodology and organisations will need to review their existing Training Needs Analysis to select the roles for whom restrictive intervention training is required/appropriate. The physical skills included in the programme have been designed to apply across patient populations.

4.2.3. Prior Learning

It is the responsibility of Services to ensure staff have completed appropriate training in Conflict Resolution and Disengagement/ Breakaway skills prior to undertaking the AACE Programme. The content and frequency of Conflict Resolution training should be aligned with the Core Skills Training Framework (CSTF) requirements for Conflict Resolution.

4.2.4. Course Information

It is the responsibility of Services to ensure staff receive information regarding the course prior to attending. This information should specifically outline that the training will include the teaching of physical skills and consequent implications. (See [Appendix A](#) for a sample template).

4.2.5. Trainer Briefing

Prior to delivering a course, Trainers should ensure that they liaise with their local Security/Violence Prevention Lead for up-to-date information at their Service regarding incident data, incident reviews, relevant policies, and the training needs analysis relevant to the group.

4.2.6. Venue Suitability

It is the responsibility of Services to ensure they review the suitability and safety of training venues & availability of equipment. The AACE Programme focuses on the practical application of physical skills in context for ambulance staff and requires the availability of equipment such as Trolley bed, walking aids, chair/wheelchair/carry chair and an operational ambulance or ambulance simulation facility for use in practical training.

A venue risk assessment should be completed for all training areas, held on file, and regularly reviewed as per other practical activity based training. (See [Appendix B](#) for a sample template venue risk assessment).

4.3. During Training Delivery

4.3.1. Trainer Conduct

Trainers must ensure the AACE Programme is delivered in a safe, professional manner, mindful that the delivery of the programme to operational staff should not exceed the maximum trainer to participant ratio of 1:12 to support effective supervision and assessment of competence.

In addition, trainers will;

- Be mindful of the emotional impact of training.
- Cover all content within the programme.
- Only teach techniques authorised by their Service.
- Only teach the AACE risk assessed techniques when delivering the AACE programme.
- Not permit a person to participate if there are concerns as to their health or fitness.
- Ensure participant safety during training.
- Manage and support the participation of learners during the delivery of the programme.
- Gather evaluations.

4.3.2. Course Documentation

- **Venue Risk Assessment:** The Trainer should conduct a Venue Risk Assessment at the start of each course. This should identify the size of the space available, any hazards, amenities and first aid support available. (See [Appendix B](#) for a sample template).
- **Record of Attendance and Completion:** Attendance and completion should be recorded on the relevant Trust learning management system (e.g. ESR).
- **Health Declarations** Each staff member should complete a pre-course health declaration prior to the commencement of training and a post-course declaration at the end of the course. (See [Appendix C](#) for a sample template).
- **Incident Reports** Any incidents/accidents/near misses that occur during training that result or almost result in actual or potential physical harm need to be recorded and reported through

the service's standard incident reporting process. Incident Reports should be complete and accurate. (See [Appendix D](#) for a checklist of information to include in incident reports).

4.3.3. Trainer Resources

Trainers should display the Presentation that supports each module throughout the course and use them as instructed in the supporting Session Plans. It is the responsibility of each Trainer to ensure they are using up to date versions of the AACE training modules, including the supporting risk assessments and guidance.

4.3.4. Participant Resources

An interactive, online aide-memoire supports each of the two modules in the AACE Programme. It is important that all training participants are given access to these resources during their course. Access is via a QR code within the Trainer Presentations that support the Programme. Access is not time-limited, so staff can continue to access these resources after their training to refresh their knowledge.

4.4. Post-Training Delivery

4.4.1. Course Documentation

Documentation completed by the Trainer and participants should be reviewed to ensure completion and stored securely according to Service policy.

4.4.2. Participant Feedback

There should be a mechanism in place that provides participants with the opportunity to provide anonymous feedback on their experience of the training. This could be completed at the end of the course or in the days that follow. Feedback should be reviewed on a course-by-course basis and collated for periodic review over time (e.g., quarterly). (See [Appendix E](#) for a sample template).

4.4.3. Trainer Feedback

There should be a mechanism in place that provides Trainers with the opportunity to provide feedback on their experience of delivering each course. This could be completed at the end of the course or in the days that follow. Feedback should be reviewed on a course-by-course basis and collated for periodic review over time (e.g., quarterly).

4.4.4. Incident Management

Any incidents reported during a Training session need to be reviewed and investigated according to the Service's incident management policy. Incident data should be reviewed periodically by the participating Service to identify any emerging trends. Services are asked to feedback any areas of concern to AACE.

5. Trainer Guidance

Trainer selection, development, assessment, supervision, support, and quality assurance are the responsibility of their employer.

5.1. Trainer Selection

Staff selected by their Service to become Trainers to deliver the AACE Programme should meet the requirements of the organisation in relation to professional qualifications in delivering training or education to adults and have the personal credibility to deliver the AACE Programme to operational staff.

5.2. Trainer Development & Assessment

Prior to delivering the AACE Programme nominated Trainers must successfully complete the AACE Train-the-Trainer Programme.

The trainer development pathway consists of 2 hours of self-study followed by a 3 day course delivered in a classroom environment by a Certified Senior Trainer. The maximum ratio of Senior Trainer to Trainee Trainers is 1:8 to support effective supervision and assessment of competence.

Services without a Certified Senior Trainer have the option of engaging Maybo to deliver the course to their Trainers.

Trainers should complete appropriate CPD relating to the training and use of restrictive physical intervention on an annual basis, which should include completing a formal refresher session with a Certified Senior Trainer in which their competency in the physical skills will be reassessed and they will be informed of any changes or updates to the AACE Programme. Trainers who are not regularly delivering the programme may require additional training and support as part of their ongoing CPD.

5.3. Trainer Resources

All the Trainer resources that support the AACE Programme are contained within the Trainer Presentation for each module. These include:

- Slide-deck
- Session Plans
- Trainer self-study content
- QR code for Participant Resources

The two Trainer Presentations are available via a URL where they can be downloaded to a PC or Mac. It is the responsibility of each Trainer to ensure they are using up to date versions of the AACE training modules, including the supporting risk assessments and guidance.

Senior Trainers will issue Trainee Trainers with the URL prior to the 3-day Train-the-Trainer course with instructions to review the Slide-deck, Session Plans and Participant Resources and to complete the Trainer Self-Study content prior to attending the workshop.

5.4. Service-based Trainer Support

Services should have a mechanism in place to provide Trainers with access to the Senior Trainers in their Service for support and guidance.

5.5. Trainer Monitoring and Evaluation

The conduct and competence of Trainers is the responsibility of their employer. Their Service should ensure the same monitoring and evaluation controls are in place for Trainers delivering the AACE Programme as are standard for Trainers of other subjects in their Service.

6. Senior Trainer Guidance

Senior Trainer selection and supervision is the responsibility of each Ambulance Service. Senior Trainer development, assessment, support, and quality assurance are the responsibility of Maybo.

6.1. Senior Trainer Selection

Staff selected by their Service to become Senior Trainers to deliver the AACE Train-the-Trainer Programme should meet the requirements of the organisation in relation to professional qualifications in delivering training or education to adults and have the personal credibility to deliver the AACE Programme to Trainers. They should have prior experience of training trainers.

6.2. Senior Trainer Development & Assessment

Prior to delivering the AACE Train-the-Trainer Programme nominated Senior Trainers must successfully complete the Senior Trainer development pathway with Maybo.

The Senior Trainer development pathway consists of 2 hours of self-study followed by a 3 day course delivered in a classroom environment by a Maybo Senior Trainer. The maximum ratio of Maybo Senior Trainer to Trainee Senior Trainers is 1:8.

AACE and Maybo have a schedule of open Train-the-Trainer courses that Trainee Senior Trainers from multiple Ambulance Services can attend. More information is available from Maybo.

Maybo will enrol Trainee Senior Trainers on the Programme and they will be issued with an online self-study course to complete prior to attending the course.

Upon successful completion of the Programme Maybo will issue a Senior Trainer Certificate which will permit the individual to deliver the Train-the-Trainer programme (and staff programme) within their organisation.

Senior Trainer certification is valid for 12 months, at which time the individual must attend and successfully complete a formal recertification workshop delivered by Maybo at the cost of their Trust in which their competency in the physical skills will be reassessed and they will be informed of any changes or updates to the AACE Programme. Senior Trainers may also be required by Maybo to complete short online self-study courses from time to time.

6.3. Senior Trainer Resources

The Senior Trainer resources that support the AACE Train-the-Trainer Programme are contained within the Trainer Presentation for each module. These include:

- Slide-deck
- Session Plans
- Trainer self-study content
- QR code for Participant Resources
- Trainer Assessment Records
- Train-the-Trainer Programme Guide

The two Trainer Presentations are available to Senior Trainers via a URL where they can be downloaded to a PC or Mac, and via the Maybo Resource Centre (www.maybo.com/resources).

Maybo will issue Trainee Senior Trainers with the URL and their unique access to the Maybo Resource Centre on their 3-day Train-the-Trainer course.

6.4. Senior Trainer Support

Maybo will provide direct support to Senior Trainers upon request. This can include 1-2-1 coaching and support from a Maybo Senior Trainer if requested. Where support is provided remotely there will be no costs to the respective Ambulance Service. Onsite support from a Maybo Senior Trainer is also available.

Senior Trainers are strongly encouraged to be active members of the AACE Hub Senior Trainer Network for ongoing support and shared learning.

6.5. Senior Trainer Monitoring and Evaluation

The conduct of Senior Trainers is the responsibility of their employer, as is their supervision. Their Service should ensure the same monitoring and evaluation controls are in place for Senior Trainers as are for Trainers delivering the AACE Programme.

Maybo is responsible for certification of Senior Trainers through the annual recertification programme and online self-study exercises it will issue from time to time. The right to award, suspend and terminate Senior Trainer Certification sits solely with Maybo.

7. Programme Maintenance & Evaluation

AACE is responsible for maintaining and evaluating the Programme while the VPR hub is in post, following that the responsibility will pass to participating UK Ambulance Services.

The scope of AACE's responsibilities for the Programme include:

- Programme requirements (this document)
- Theory content
- Physical intervention skills
- Skill risk assessments
- Skill video content
- Trainer resources
- Staff resources

To ensure the Programme content remains current and fit for purpose, AACE will monitor and analyse:

- Feedback from Ambulance Services
- Feedback from Participants and Trainers shared with it by Ambulance Services
- Feedback from Senior Trainers shared with it by Maybo
- Incident data shared with it by Ambulance Services
- Training evaluation data and findings shared with it by Ambulance Services
- NHS guidance and standards
- Industry best practice

When AACE identifies aspects of the Programme to be reviewed it will engage Maybo to support with the review and subsequently make any changes to the Programme and its supporting resources.

Maybo will communicate any changes to Senior Trainers on their annual recertification workshop and will issue the new resources. It will be the responsibility of Senior Trainers to communicate the changes and issue the new resources to the trainers in their Service during their annual refresher session.

8. Summary of Responsibilities

AACE		
Programme effectiveness	Skill risk assessments	Staff resources
Programme requirements	Skill videos	Programme evaluation
Theory content	Trainer resources	Programme maintenance
Physical skills		

Maybo		
Senior Trainer development	Senior Trainer certification	Senior Trainer feedback
Senior Trainer assessment	Senior Trainer support	

Ambulance Services		
Policy	Senior Trainer selection	Staff selection for training
Training Needs Analysis	Senior Trainer conduct	Staff prior learning
Approval of skills	Senior Trainer supervision	Pre-course information
Operational use of skills	Senior Trainer compliance	Venue risk assessments
Monitoring and analysing use of the skills	Trainer selection	Staff training courses
Recording and investigating related incidents/injuries	Trainer development	Staff certification
Training evaluation	Trainer assessment	Staff feedback
	Trainer certification	
	Trainer support	
	Trainer conduct	
	Trainer supervision	
	Trainer compliance	
	Trainer feedback	

9. Conditions

NHS Ambulance Services choosing to adopt the AACE Restrictive Interventions Training Programme agree to do so in accordance with the following conditions:

1. The Service is committed to the principles set out in the AACE Consensus Statement.
2. The Service supports the training and operational use of methods contained within the AACE Programme in its Service.
3. The Service accepts its responsibilities as set out in the AACE Implementation and Quality Assurance Guidance and its responsibilities for oversight of delivery of the Programme and its operational application, including but not limited to:
 - a. The assessment of role-based risks and training needs;
 - b. Ensuring staff complete the pre-requisite training specified by AACE;
 - c. Reporting and review of training and operational incidents that involve the use of restrictive physical interventions;
 - d. Selection and supervision of Service based Senior Trainer/s and Trainers in their delivery of the AACE Programme;
 - e. Ensuring staff are fit to attend training and do so in a safe and appropriate environment as set out in AACE guidance and Trainer Resources;
 - f. Following relevant national guidelines on violence reduction and reducing restrictive practices.
4. The Service accepts that neither AACE nor Maybo are responsible for individual interpretation and application of the knowledge and methods contained in this programme.
5. The Service may only use the Programme materials for administering and delivering the Programme and may not use any part of the Programme Content for any other purpose without the prior written consent from AACE.
6. The Service acknowledges that all Programme content remains the property of Maybo Limited (Maybo Limited, Redlands Barn, Redlands Lane, Robertsbridge, East Sussex, TN32 5NA, United Kingdom) and all Intellectual Property Rights in and to the Programme content are provided via AACE under a revocable licence to the Service, and that the Service and Trainers have no rights in, or to, the Programme Content other than in accordance with the terms of the AACE Implementation and Quality Assurance Guidance.
7. The Service agrees:
 - a. not to copy, rent, lease, sub-licence, loan, translate, merge, adapt, vary or modify the Programme content;
 - b. not to make alterations to, or modifications of, the whole or any part of the Programme content, nor permit the Programme content or any part of it to be combined with, or become incorporated in, any other programmes;
 - c. not to disassemble, decompile, reverse engineer or create derivative works based on the whole or any part of the Programme content;
 - d. to supervise and control the use of the Programme content and ensure it is used by its employees and representatives in accordance with the AACE Implementation and Quality Assurance Guidance;
 - e. not to provide or otherwise make available the Programme content in whole or in part (including but not limited to programme listings, object and source programme listings, object code and source code), in any form to any person other than its employees without prior written consent from AACE;
 - f. not to use the Programme content via any communications network or by means of remote access outside of the Service.

- g. not to use the Programme content outside of the United Kingdom without express written permission to do so from AACE.
- 8. The Service acknowledges that the Programme has not been developed to meet its individual requirements, and that it is therefore the Service's responsibility to ensure the Programme content meet its requirements.
- 9. Except as expressly stated in the AACE Implementation and Quality Assurance Guidance, there are no conditions, warranties, representations or other terms, express or implied, that are binding on AACE or Maybo. Any condition, warranty, representation or other term concerning the supply of the Programme which might otherwise be implied into, or incorporated in, the AACE Implementation and Quality Assurance Guidance, whether by statute, common law or otherwise, is excluded to the fullest extent permitted by law.
- 10. References to liability in this clause include every kind of liability arising under or in connection with this document including but not limited to liability in contract, tort (including negligence), misrepresentation, restitution or otherwise.
 - a. Neither Party limits or excludes liability:
 - i. for fraud;
 - ii. for death or personal injury caused by its negligence; or
 - iii. which and to the extent that it cannot be limited or excluded by law.
 - b. Subject to clause 10.a, AACE and Maybo shall not be liable for:
 - i. loss of operation (whether direct or indirect);
 - ii. loss of income (whether direct or indirect);
 - iii. loss of contracts (whether direct or indirect);
 - iv. loss of goodwill (whether direct or indirect);
 - v. wasted expenditure or anticipated savings (whether direct or indirect);
 - vi. loss or corruption of Data or information (whether direct or indirect); or
 - vii. indirect or consequential losses, damages, costs or expenses, howsoever arising under this document.
 - c. Clause 10.b shall apply even where AACE or Maybo have been advised of the possibility of such losses.
 - d. AACE and Maybo exclude all warranties, conditions and other terms implied by statute or common law to the fullest extent permitted by law.
 - e. Subject to clause 10.a, AACE and Maybo's respective total aggregate liability arising out of or in connection with this document shall be limited to the value of any fees paid by the Service to the respective party specifically in related to the Programme.
- 11. This document constitutes the entire agreement between the Parties and supersedes and extinguishes all previous agreements, promises, assurances, warranties, representations and understandings between them, whether written or oral, relating to its subject matter.

10. Appendices

10.1. Appendix A – Pre-course Information Sample Template

Dear Training Participant,

You have been allocated a place on a training course that involves practicing low-level physical skills that have been identified by your employer as providing appropriate safety strategies necessary for your role.

Benefits

The course is intended to help reduce risks to you and others in your work. It will explore strategies and skills for reducing conflict and improving personal safety.

This training covers the use of restrictive interventions which may be necessary as a last resort, when acting in the best interests of a patient while maintaining staff safety. It focuses on skills for:

- Facilitating urgent clinical intervention
- Protecting a vulnerable patient from immediate risk of harm

The methods that will be taught are intended for use with patients who may be medically unwell and who may be confused and vulnerable.

This course focuses on reducing the need to use force and, when used, structuring force in safer, ethical, and lawful ways.

Training Safety

Please note that while this training method is to help improve your safety and the safety of others, there is always a possibility of injury when physical techniques are practiced. It is important that your employer has determined that you need and can perform the techniques within the scope of your regular duties.

By participating in this training course, you confirm that you are able to engage in light to moderate physical activity.

Pregnant colleagues should not teach or participate in restrictive physical intervention training. They can however participate in non-restrictive physical skills training when pregnant provided their employer is aware and supportive, and they are confident they are able to safely participate and want to. They should have a risk assessment completed, follow their employer's policy and/or consult Occupational Health.

You need not participate in any training activity you feel is unsafe or makes you feel uncomfortable.

Please participate at a level you are comfortable with in consultation with the trainer.

Clothing: Comfortable loose-fitting clothing and stable closed-toe shoes should be worn for the practice of physical skills. Please keep jewellery to a minimum as it may need to be removed.

Behaviour: You are expected to behave professionally at all times during the training and are to show respect for each other and follow the trainer's safety instructions. If at any time during the training (or in its operational use) you observe any disruptive or unprofessional behaviour, please report it immediately to your trainer or your line manager as appropriate.

If you have any further questions or concerns, please speak to your line manager. We hope you enjoy the course and find it beneficial in making your work safer.

10.2. Appendix B - Venue Risk Assessment Sample Template

Checklist	Suitable / Safe
Handwashing facilities available	
Adherence to employer/venue infection control measures	
Floor surface clean, free from obstruction, no defects	
Walls projections/hanging objects	
Lighting	
Pillars and corners	
Electrical sockets undamaged and secure	
Doors/windows undamaged and secure	
Adequate clear floor area (for PI training, 4sq metres per person)	
Trip hazards	
Ceiling condition/hanging objects	
Room Temperature	
Access to first aid equipment	
Nominated first aider accessible	
Access to drinking fluids	
Fire Safety and Response Plan	
Hazards Identified and Control Measures	

Trainer Declaration

The training environment is suitable for the activities being undertaken.

Trainer Name:

Signature:

Date:

10.3. Appendix C – Pre- & Post-Course Declaration Form Sample Template

Participant Name:

PRE-COURSE DECLARATION	
<ul style="list-style-type: none"> ✓ I received my trainer's safety briefing and have been advised of environmental risks present during this course. ✓ I am fully aware that there are both risks and benefits associated with the training, practice, and application of physical skills in the context of my workplace. ✓ I am fit for normal work duties and by participating in this course I confirm that I am able to engage in light to moderate physical activity. ✓ I understand that I should only use the methods taught in a work setting that supports their use. ✓ I understand it is my responsibility to inform the trainer if I experience any injuries or physical discomfort during the course. ✓ I understand that I must act in accordance with legislation, local laws, and guidance for my area of work. ✓ I understand that I do not have to participate in any activity that I believe may place myself or others at risk of harm, and that I can participate at a level I am comfortable with in consultation with the trainer. ✓ I understand that I need to practice techniques responsibly and not use high levels of resistance or force. ✓ I understand the importance of disclosing pre-existing injuries, relevant health conditions and pregnancy. <p>Tick the following as appropriate and discuss privately with your trainer</p> <p><input type="checkbox"/> I <u>do not</u> have any pre-existing injuries or health conditions, or</p> <p><input type="checkbox"/> I <u>do</u> have pre-existing injuries or health conditions, listed below.</p>	
Pre-existing injuries, relevant health conditions or pregnancy, if applicable	
Participant signature	Date
Trainer notes on declarations and controls	

POST COURSE DECLARATION	
<ul style="list-style-type: none"> ✓ I fully participated in the training, understood the content, and demonstrated the skills covered by the trainer. ✓ I was shown a video of every physical skill covered on the course. ✓ I understand physical skills should only be used as a last resort. ✓ I understand I must attend a refresher course every 12 months to continue to use the physical skills. ✓ I understand I have a legal duty to declare if I experienced any injuries or physical discomfort during the course. <p>Tick the following as appropriate and discuss privately with your trainer</p> <p><input type="checkbox"/> I <u>did not</u> experience any injury or physical discomfort during the course, or</p> <p><input type="checkbox"/> I <u>did</u> experience injury or physical discomfort during the course, described below.</p>	
Injuries or physical discomfort experienced during the course, if applicable	
Participant signature	Date

10.4. Appendix D - Incident Report Checklist

The following information should be included in incident reports:

- Date and time of occurrence
- Name of the affected person
- Name of the trainer
- Incident type / Injury type (bruise, sprain, etc.)
- Injured area (arm, leg, etc.) (if applicable)
- Whether it is related to a known previous/pre-existing condition (if applicable)
- Previous condition(s) disclosed at the start of course? (if applicable)
- Module when incident/injury occurred (if applicable)
- Technique when incident/injury occurred (if applicable)
- Details of any first aid administered (if applicable)
- Factual description of the incident and the relevant circumstances before, during and after its occurrence

10.5. Appendix E - Participant Evaluation Form Sample Template

Date:

TRAINER	Poor	Fair	Good	Excellent
Knowledge of the subject matter being delivered?				
Ability to relate the subject matter to your workplace?				
Skill at facilitating and engaging to create a positive learning experience?				
Overall, how would you rate your trainer?				
PROGRAMME	Poor	Fair	Good	Excellent
Relevance to your work and the people you interact with?				
Structure and pace of learning?				
Theme and key messages?				
Overall, how would you rate this training programme?				
OUTCOMES	Poor	Fair	Good	Excellent
Impact on my ability to influence positive and safer outcomes				
OVERALL	Poor	Fair	Good	Excellent
How do you rate this course?				
Describe the key learning you will take from this course and how you will apply it in your workplace				
Please add any further feedback or comments regarding this training, including any unmet training needs				
If you have any concerns over this training or the way it has been delivered or applied in your workplace, it is important you contact your line manager.				

10.6. Appendix F – Physical Skills Checklist

This is an example of a checklist that could be used as part of individual's training records:

Participant Name:

Trainer Name:

The participant accurately demonstrated the following skills:

Guiding Skills	Y / N	Restrictive Skills	Y / N
Non-contact guiding		Ground narrow supine	
Assessment touch		Trolley narrow supine	
Single cradle guide		Seated hooks	
Double cradle guide		Seated hook & cradle	
Paired cradle guide		Seated interrupters	
Hook and cradle guide		Seated wraps	
Hook and cradle turn		Interrupters Trolley Bed	
Elbow turn		Interrupters Ambulance	
		Interrupters Essential Treatment	

Comments

Participant Signature:

Date:

Trainer Signature:

Date: