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| **OPS13** | **Anaphylaxis Kit Risk Assessment** |
| **Unit Name** |  | **Unit Number** |  |
| **Risk Assessment Completed** | Date | By | Signed |
| **1st review** | Date | By | Signed |
| **2nd review** | Date | By | Signed |
| **3rd review** | Date | By | Signed |

**Note** – This Risk Assessments must be reviewed every 3 years, whenever there is a significant change in the activity, and following any incident involving the activity. Risk Assessments must be retained for a period of 6 years.

The purpose of the anaphylaxis kit risk assessment it supplementary to the First Aid Needs Assessment and only needs to be completed if there are anaphylaxis kits in venue maintained by Compass Group UK & Ireland.

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| **SECTION 1** |
| **Matters to Consider** | **Yes/No** | **Possible Management Action if ‘No’** | **Actions/ Comments** |
| **1.1 Incorrect use of auto injector pens prevented** |
| Are the kits kept in the designated locked holder?  |  | Ensure kits are placed into the holder and secured.  |  |
| Have staff completed the CPD accredited training via the provider? |  | All potential users of the kits must have completed the CPD accredited training via the provider.  |  |
| **1.2 Delay in use or failure to administer** |
| Have staff completed the CPD accredited training via the provider and any annual refreshers issued? |  | Monitor the training portal from the provider and ensure refresher training is completed on an annual basis.  |  |
| Is there a clear process for staff trained in use of the auto injector pens to call the emergency services immediately, whether directly or via client?  |  | Users are reminded that emergency services must be called and any process on site followed to notify security/client to allow for access to area. Details of the process are included within training. |  |

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| **Matters to Consider** | **Yes/No** | **Possible Management Action if ‘No’** | **Actions/ Comments** |
| Are kits in an easy to access area, which is not locked away? |  | Kits should be placed in areas accessible without access restrictions. If located in an area where locked away, access must be confirmed with client and the process to enter in an emergency. |  |
| **1.3 Accidental injection** |
| Are staff trained in the correct use of the auto injector pens, via the CPD accredited training to ensure they know how to hold the pen, where to inject and to prevent injury to themselves? |  | All potential users of the kits must have training in the correct use of the auto injector pens. |  |
| Are the auto injector pens supplied within the tubes with lids, and caps provided on the end of the auto injector pen inside to prevent injection? |  | If no, contact the provider to have the auto injector pens replaced and do not use them |  |
| **1.4 Expired or faulty kits** |
| Have the auto injector pens been logged on receipt on the provider portal and expiry dates checked and logged to prevent expired auto injector pens being used?  |  | If no, ensure the kits are checked for expiry and logged on the portal.  |  |
| Have the auto injector pens been inspected on receipt to ensure they are intact, not visibly damaged and meet the requirements issued by the provider?  |  | If no, review the auto injector pens in line with the providers’ instructions and follow the process for replacements if needed.  |  |
| **1.5 Cross-contamination/infection** |
| Are the auto injector pens supplied within the tubes and caps intact with no visible damage?  |  | If no, contact supplier and arrange for replacements.  |  |
| Are staff aware of our company’s support via AXA Be Supported, through communications within the unit?  |  | If no, AXA be supported should be promoted within the venue and details shared.  |  |
| Have staff completed the CPD accredited training via the provider?  |  | If no, staff should be issued with the training to be aware of when and how to use the kits.  |  |

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| **SECTION 2 – Regulations (UK ONLY)** |
| **2.1 Regulation which covers the sale of the anaphylaxis kits (adrenaline pens)** |
| To sell adrenaline pens, which are prescription only medicine in the anaphylaxis kits, the provider is granted a Wholesaler Dealers License by the Medicines Health and Regulations Agency (MHRA).  |
| **2.2 Regulation which covers the holding of the anaphylaxis kits (adrenaline pens)** |
| Under Section 6 of the Human Medicines Regulations Amendment Part 2, prescription only medicines can be sold or supplied to those operating an occupational health scheme, in this case, adrenaline pens. Compass Uk & Ireland operates an occupational health scheme.  |
| **2.3 Regulation which covers the use of the anaphylaxis kits (adrenaline pens)** |
| Regulation 238 states that adrenaline pens can be administered on people without a prescription for the purpose of saving a life in an emergency.  |

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| **SECTION 3 – Location of kits** |
| **Date of placement to location** | **Area****(i.e. building, location, floor)** | **Access controls****(if any)** |
| *Example: 14/10/2025* | *SEC, Hydro, L1, Main Kitchen* | *Pass entry into building* |
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