

First Aid Needs Risk Assessment

Definitions

First Aid at Work covers the provisions made for **employees** if they suffer injuries or fall ill at work. The Health and Safety (First-Aid) Regulations 1981 do not require employers to provide first aid for anyone other than their own employees.

However, it is strongly recommended that the risks to non-employees, such as pupils, visitors and contractors, are considered when assessing the first aid provisions at Company premises.

A First Aider is someone who has undergone a training course in administering first aid at work delivered by a training organisation approved by the HSE and holds a current first aid at work certificate.

Emergency First Aid at Work (EFAW) training enables a first-aider to give emergency first aid to someone who is injured or becomes ill while at work.

First Aid at Work (FAW) training includes **EFAW** and also equips the first-aider to apply first aid to a range of specific injuries and illness

An Appointed Person is someone chosen or nominated to:

- Take charge when someone is injured or falls ill, including calling an ambulance if required; and
- Look after the first-aid equipment, e.g. restocking the first-aid kit.

First Aid Kits.

First Aid Kits are classified in four different sizes: “Large”, “Medium”, “Small” or “Travel”.

The size and number of First Aid Kits will be largely dictated by the Hazard Category for the relevant premises, and the number of employees present.

However, other factors, such as remoteness from emergency medical services, shift work or the presence of specific hazards, may necessitate additional First Aid Kits.

Recommended Size and Number of BS 8599 First Aid Kits at Workplaces.

Category of Hazard	Number of Employees	Number and Size of First Aid Kits
Low Hazard e.g. Offices	Fewer than 25	1 Small Kit
	25 – 100	1 Medium Kit
	More than 100	1 Large Kit per 100 Employees
High Hazard e.g. Warehouses, Workshops, Engineering, Areas with Dangerous Machinery.	Fewer than 5	1 Small Kit
	5-25	1 Medium Kit
	More than 25	1 Large Kit per 25 Employees

Recommended Number of First Aiders at Workplaces.

Category of Hazard	Number of Employees	Number of First Aid Personnel.
Low Hazard e.g. Offices	Fewer than 25	At least 1 Appointed Person.
	25 – 50	At least one First Aider trained in EFAW
	More than 50	At least one First Aider trained in FAW for every 100 employed (or part thereof)
High Hazard e.g. Warehouses, Workshops, Engineering, Areas with Dangerous Machinery.	Fewer than 5	At least 1 Appointed Person.
	5-50	At least one First Aider trained in EFAW or FAW depending on the type of injuries that might occur
	More than 50	At least one First Aider trained in FAW for every 50 employed (or part thereof)

Note: Other factors may increase the required number of First Aid Personnel, such as:

- Inexperienced workers or employees with disabilities or particular health problems,
- Employees who travel a lot, work remotely or work alone,
- Employees who work shifts or out of hours,
- Premises spread out across buildings/floors,
- Workplace remote from emergency medical services,
- Employees working at sites occupied by other employers,
- Planned and unplanned absences of first-aiders/ appointed persons,
- Members of the public who visit the workplace.

Due to staff holidays, absences and rotation, it will often be necessary to have sufficient appointed or trained personnel at each premise to ensure that continual cover is provided

FAW and EFAW certificates are valid for three years. It is strongly recommended that First Aiders undertake annual refresher training to maintain their skills and keep up to date with any changes to first aid procedures

Although there is no strict legal duty to provide first aid for non-employees, the HSE strongly recommends that they are included in the first-aid provision.

Information for Employees

It is important that employees are aware of the first aid at work arrangements at their place of work. This is normally achieved by providing notices indicating who the first aid personnel are; how they can be located; and the location(s) of the First Aid Kit(s)

Company Vehicles – First Aid Kits

Staff who travel long distances or are continuously mobile should carry a personal first-aid kit in their vehicle.

First Aid Risk Assessment

Date: 31/08/2016

Review Date: 30/08/2017

General Risk Factors and Controls

Risk Factor	Risk Factors	Risk Assessment & Controls
Description of Location	Primary educational establishment – One main academy building ranging from both single-story buildings to multi-story. Establishment has two distinct playground areas and large sports field.	Premises generally maintained in good condition – Major construction work recently completed by external contractors.
Nature of work activities	Educational activities including sports activities. Maintenance and housekeeping activities. Catering Office / administration activities. Off-site visits and trips. Occasional drama performances and similar events. Before and after school club for Academy children. Lettings and other on-site activities organised by 3 rd parties.	Generally low risk, although some medium risk areas / activities. Inform lettings and 3 rd parties arranging on-site activities that they are responsible for making their own provisions for first aid.
Main Hazards and likely injuries?	Cuts and abrasions Slips & trips, minor accidents. Injuries from machinery and work equipment. Chemicals and substances. Falls from height. Sports injuries (Students).	Generally low risk, although some medium risk areas / activities.
Any high-risk hazards? (Machinery, chemicals, work at height, confined spaces etc.)	Minimal hazardous machinery, equipment and substances used within the academy. Some hazardous equipment used by Site Supervisor. Hazardous substances used by Site Supervisor and cleaning staff.	Some medium risk areas.
Maximum number of employees on site?	Approx. 100	Minimum recommended provision for 100 staff in a low risk environment would be 1 First Aider trained in FAW.

Risk Factor	Risk Factors	Risk Assessment & Controls
Maximum number of visitors / public on site?	<p>Approx. 570 students</p> <p>Approx. 100 Staff</p> <p>Approx. 20 visitors during normal teaching hours</p> <p>Occasionally up to 300 visitors for specific events (Drama Performances etc.)</p>	<p>Consider First Aid provision for drama performances, parent's evenings and other events on an event-by-event basis.</p>
Distance to nearest A&E hospital	<p>Nearest A&E Hospital - Kettering General Hospital. Approx. 10 miles - 15 minutes</p>	<p>Journey time to local A&E hospital is not excessive</p>
Is the site spread out over a large area or multi-floored etc.?	<p>Yes. One main academy building ranging from both single-story buildings to multi-story.</p> <p>Contact details for first aiders are currently displayed throughout the Academy.</p> <p>All buildings are able to contact reception via telephone to request first aid assistance.</p>	<p>Ensure that contact details for first aiders are reviewed and updated as necessary.</p> <p>Ensure contact details for all first aid trained members of staff are displayed throughout the new building as well as the existing building.</p>
Inexperienced workers/disabilities or special health problems?	<p>The Academy accommodates some students with disabilities and particular health issues.</p> <p>First Aiders at the Academy are made aware of these individuals and any specific needs.</p>	<p>Ensure that first aid arrangements for pupils with disabilities and health issues are periodically reviewed.</p>
Accident history?	<p>Accident reports largely consist of slips, trips and other such accidents.</p> <p>Some incidents recorded involving slip/ trip.</p> <p>No trends of significant accidents, injuries or ill health outside those normally expected for the environment and occupants.</p>	<p>Continue to monitor accident and incident reports, and review first aid risk assessment as necessary.</p> <p>Consider further analysis of accident data to identify trends and hotspots.</p>
Is there out of hours work/shift work on site?	<p>Site Supervisor and Cleaners work outside normal academy hours.</p> <p>Teaching staff are occasionally on site outside normal Academy hours.</p> <p>Lettings and other on-site activities organised by 3rd parties.</p>	<p>Ensure first aid provision is available for Cleaning and that lettings are made aware that they are responsible for making their own provisions for first aid.</p>
Remote / lone workers?	<p>Site Supervisor often works alone.</p> <p>Occasional travel during work.</p> <p>First Aid Kits are carried on Mini Buses.</p>	<p>Carry out Lone Working Risk Assessment.</p> <p>Encourage staff using their own vehicles for work purposes to carry a travel first aid kit.</p>

Specific Risk Factors and Controls

Area / Activity	Risk Factors	Risk Assessment & Controls
General Activities	<p>Approximately 670 persons on site between the hours of 08:00 and 15:30.</p> <p>Mainly low risk activities</p> <p>Majority of locations are able to summon first aid assistance via telephone and/or mobile radio.</p> <p>The Academy currently has:</p> <ul style="list-style-type: none"> 3 First Aid at Work (FAW) 2 Emergency First Aid at Work (EFAW) 2 Paediatric & Early Years First Aid 2 Level 3 Paediatric & Early Years 10 Epi Pen <p>First aid kits are located throughout the Academy.</p> <p>First aiders generally arrive and depart the site in proportion to pupils. First aiders are distributed amongst teaching and non-teaching staff.</p> <p>All first aiders are contactable by telephone within a reasonable period.</p> <p>As a result of timetable structures, teaching staff would be available at times when pupils are moving around the site (Lunch, breaks etc.)</p>	<p>Review provisions to ensure that at least 1 first aider is available for every 100 students on site whilst fully occupied. Ensure that adequate personnel are trained to provide cover for holidays and sickness etc.</p> <p>Review provision of first aid kits to ensure that at least one large first aid kit is available for each 100 persons accommodated on each floor of each building. If any floor or area accommodates less than 100 persons at any time, then a medium first aid kit is sufficient.</p>
Sports activities (Sports Field)	<p>The sports field is a large area, and activities may take place away from the main Academy buildings.</p>	<p>Likelihood of sporting injuries, possibly requiring A&E.</p> <p>Ensure that a mobile phone is carried at all times to summon further assistance / A&E if necessary.</p> <p>Ensure that a medium first aid kit is readily available for all sports activities and is taken onto the sports field.</p>
Sports Activities (Sports Hall.)	<p>Sports activities take place internally within the sports hall.</p>	<p>Likelihood of sporting injuries, possibly requiring A&E.</p>

Area / Activity	Risk Factors	Risk Assessment & Controls
Site Staff	<p>Site Supervisor works throughout the academy premises.</p> <p>Site Supervisor carried a mobile radio at all times.</p> <p>Some hazardous activities such as work at height and use of tools, machinery, equipment and substances.</p> <p>Lone working.</p>	<p>Some risk of injuries, although generally minor.</p> <p>Site staff are able to request first aid assistance from staff located throughout the Academy via mobile radio and/or phone during normal working hours.</p> <p>Additional First Aid cover required during holiday periods.</p>
Catering	Catering staff are employed by a 3 rd party.	Catering provider to make their own First Aid provision.
Trips and Excursions	<p>Specific risk assessments are carried out for all trips and excursions, which include consideration of first aid needs.</p> <p>All minibuses carry a first aid kit.</p>	Ensure via risk assessment that adequate first aid personnel and equipment are provided for all trips and excursions.
Lettings and on-site activities organized by 3 rd parties	External groups hire facilities, outside normal Academy hours.	Inform lettings that they are responsible for making their own provisions for first aid.
Travelling to Meetings etc.	Staff occasionally travel to other sites/premises to attend meetings etc.	<p>Medium risk</p> <p>Occasional activity. Staff generally only travel short distances during the course of their work.</p> <p>Encourage staff using their own vehicles for work purposes to carry a travel first aid kit.</p>
Drama Performances etc.	The Academy occasionally host drama performances etc. with up to 300 persons attending.	Consider First Aid provision for drama performances, parent's evenings and other events on an event-by-event basis.

First Aid at Work – August 2016

First Aiders	Department	Exp
Miss L Marriott	Site Supervisor	16/12/2018
Miss N Redden		16/12/2016
Mrs J Trotter	W.A.C	21/05/2017

Emergency 1st Aid at Work – August 2016

First Aiders	Department	Exp
Miss K Merry		22/06/2019
Miss R Owen		22/06/2019

Paediatric First Aid – August 2016

First Aiders	Department	Exp
Mrs K Betts		16/03/2018
Miss C Hyman		16/03/2018
Miss J Trotter		16/03/2018

Level 3 Paediatric & Early Years First Aid – August 2016

First Aiders	Department	Exp
Miss S Leon		17/06/2019
Miss J Parr		17/06/2019

Epi Pen Training

Epi Pen Training	Department	Exp
Miss C Chapman		
Mrs M Evans		
Mr S Gough		
Mrs M Grainger		
Mrs H Hyde		
Mrs M Langham		
Mrs J Liddington		
Mr M Molloy		
Miss S Smith		
Mrs G Watson		