



**GENERAL HEALTH & SAFETY RISK ASSESSMENT FOR: FIRST AID PROVISION**

**PART 1 : ADMINISTRATIVE DETAILS**

Section/Establishment Name: Charlesworth VC Primary School			
Date of Assessment	03.05.18	Date of Issue	03.05.18
Assessment carried out by	Neil Flint	Signature	

Reviews				
Review Date	Reviewed by	Date	Changes Made	
			Y	N
21.09.20	Neil Flint		✓	

Affected persons: Young People/Clients  Staff  Visitors  Contractor  Others (specify) Parents

Name of Manager confirming and agreeing Assessment:	Neil Flint
Signature:	

The following sections should be completed by all staff who need to be made aware of and abide by the findings of the Risk Assessment. NB: If, as a result of a review, changes are made to the Risk Assessment the relevant box on the attached page should be completed as appropriate by the staff concerned.

## RISK ASSESSMENT

I confirm that I am aware of and understand the findings of the Risk Assessment and agree to ensure that I will work to the stated Control Measures and bring to the attention of Management any deficiencies in the findings of the Assessment.

Print Name	Signature	Date	Print Name	Signature	Date
B Howard					
K Barton					
J Streeter					
R Horner					
E Hampson					
H James					
C Brennan					
J Rayson					
J Davies					
M Medeley					
K Collier					
S Woodworth	<i>Absent due to ill health</i>				
C Kinnersley					
P. Denton	<i>Absent due to ill health</i>				

## RISK ASSESSMENT

What are the hazards?	Generic Control Measures	✓ X	Person to implement	Additional Control Measures needed to reduce risk to an acceptable level	Person to implement	Date to be actioned
<b>Inadequate facilities to deal with injuries and ill health at work</b>	There are an appropriate number of trained personnel taking into account the size of the establishment, split sites, location, cover for absences and off site visits, age of pupils and young people and type of activities in accordance with first aid guidance.	✓	Head SMT SBA	<ul style="list-style-type: none"> <li>➤ All staff trained to Level 3 First Aid with planned refresher training and records kept</li> <li>➤ Additional staff trained in Paediatric First Aid to cover for possible staff absences</li> <li>➤ First aid kit bum bags provided for outdoor supervision</li> <li>➤ As all staff trained, there is no need for an Appointed Person but the Senior Finance Assistant will monitor First Aid stock and replace as required</li> </ul>		
	Certificates of trained employees e.g. First Aiders and Appointed Persons are in date and copies are kept on site.	✓				
	Refresher training is provided before expiry (currently within three years of the training date).	✓				
	Foundation stage learning settings have at least one person who is a qualified paediatric first aider on site and on any trips at all times.	✓				
	All staff have been informed of first aid equipment location, the persons appointed to provide first aid and how to summon them.	✓				
	Appropriate provision is available e.g. appropriate number of first aid kits including for off site visits.	✓				
	An appointed person(s) has been nominated to manage and restock first aid provision.	✓				
	There is an appropriate place available to administer first aid. All first aid kits contain an adequate supply of PPE items	✓ ✓				
<b>Exposure to Biological Hazards</b>	There is appropriate personal protective equipment available for employees who may be exposed to biological hazards e.g. disposable gloves for First Aider's.	✓	SBA	<ul style="list-style-type: none"> <li>➤ See Covid19 Risk Assessment</li> </ul>		
	In the case of vomiting or diarrhoea and when there are symptoms related to suspected Covid 19 infection, full PPE should be worn	✓	All staff			
<b>Bodily fluids and control of waste</b>	Staff are aware and follow the procedure for dealing with and disposal of bodily fluids and waste materials	✓	Head SMT	<ul style="list-style-type: none"> <li>➤ Need to have Safe Working Practice located with First Aid box</li> </ul>		
<b>Aftermath of Incident</b>	First aiders are given suitable support to deal with aftermath of dealing with any serious or upsetting incidents.	✓	Head SMT	<ul style="list-style-type: none"> <li>➤ As needed support given. Access to LA Occupational Health if needed</li> </ul>		

What are the hazards?	Generic Control Measures	✓ X	Person to implement	Additional Control Measures needed to reduce risk to an acceptable level	Person to implement	Date to be actioned
<b>Recording and monitoring of records in order to reduce possibility of recurring incidents</b>	All accidents recorded on provided record forms that are then ripped out of the book and passed on to the office to be processed	✓	Staff Recording Incident	<ul style="list-style-type: none"> <li>➤ Additional staff trained in Paediatric First Aid to cover for possible staff absences</li>         <li>➤ Follow procedure outlined by DfE and consult Covid19 risk assessment</li> </ul>		
	Any injures to the head (however small) are reported by home to parent as soon as possible after injury	✓				
	All reports reviewed and added to central data base/spreadsheet.	✓	Office			
	Incident assessed in light of current risk assessments and any actions to be taken noted	✓	Head SMT			
	If required, RIDDOR report completed and submitted on-line	✓				
	Half Termly review of the accident by analysing the spreadsheet to look for patterns and lessons to be learned	✓				
	Any suspected Covid19 infection is immediately reported to the school office. The person with symptoms isolated and parents informed immediately to collect the child and access arrange test as soon as possible.	✓	All staff All parents			