

East Meon Church of England (Controlled) Primary School

First Aid Needs Assessment



Learning inspired by love, hope and courage.

Approved by Full Governors

Date: 20th March 2024

Reviewed by: Catherine Olver (Headteacher)

Next review due by: March 2025

The aim of first aid is to reduce the effects of injury or illness suffered at work, whether caused by the work itself or not. First-aid provision must be 'adequate and appropriate in the circumstances'. This means that sufficient first-aid equipment, facilities and personnel should be available at all times.

How much first-aid provision is required depends on the circumstances, i.e. the hazards and risks of each workplace. For example, a first aid needs assessment should consider:

- the nature of the work and workplace hazards and risks
- the nature of the workplace
- the organisation's accident history
- the size of the organisation
- the needs of travelling, remote and lone workers
- work patterns
- the distribution of the workforce
- the remoteness of the site from emergency medical services
- employees working on shared or multi-occupied sites
- annual leave and other absences of first-aiders and appointed persons
- first-aid provision for non-employees

Headteachers are well placed to determine the level of hazard and risk as they will be familiar with the exact circumstances of their workplace or school including the buildings, the activities taking place, staffing and working arrangements. This knowledge can be used to assess the first-aid equipment, facilities and personnel that are appropriate and to demonstrate how the level of provision was decided.

The assessment will be carried out in reference to:

The Health & Safety Executive (HSE) document 'First aid at work Guidance on Regulations':

<https://www.hse.gov.uk/pubns/priced/l174.pdf> and the information located at

<https://www.hse.gov.uk/firstaid/index.htm>

The EYFS statutory guidance located at: <https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2>

The Assessment Process

The assessment consists of the completion of six steps:

Step 1 – Background Information

This step requires background information to be entered.

Step 2 – Details of Existing First Aid Provision

This requires entering the full details of existing first-aid provision, including numbers, names, certificate details, confirmation of the availability and willingness of the individual to fulfil the role and details of existing first aid equipment and facilities.

Step 3 – Determination of First Aid Provision

This forms the major part of the process and seeks to determine the necessary first aid provision based on the types of activities and hazards that could be carried out and encountered.

A number of questions are posed under the heading 'Factors to Consider' which the assessor must work through whilst guided by the information contained in the column headed 'First Aid Provisions' as well as the HSE document and website referred to above.

Step 4 – Basic Minimum Number of First Aid Provision

This provides an indication of the basic minimum first-aid provision that must be available. However, it is very important to note that this basic minimum provision may need to be increased if any of the Additional Factors listed in the fourth column apply.

Referring to the answers obtained in Section 2 the assessor should answer the questions in the first two columns. This will give an indication of the basic minimum provision in the third column.

The assessor must then consider the Additional Factors listed in the fourth column. Irrespective of whether your workplace risk is low, medium or high ticking any of the factors in the list may require you to increase your first-aid provision from the basic minimum.

Step 5 – Details of Additional First Aid Requirements

Using the information from Steps 2, 3 & 4 enter the details of any additional first-aid requirements.

Step 6 – Action Plan

The Head teacher will record the actions required to put the identified first-aid provisions in place, e.g. arrange training, purchase equipment, put up signage, etc, the name of the person responsible and the date they were actioned.

Assessment Form

Step 1 – Background Information

Premises Name & Location

East Meon Church of England Primary
School

Name of Assessor

Catherine Olver (Headteacher)

Date of this Assessment

March 1st 2024

Date of Review
(min 12 months)

March 1st 2025

Step 2 – Details of Existing First Aid Provision

| Name of First Aider | Qualification Completed | Date of Completion | Date of Renewal |
|-------------------------|-------------------------------|--------------------|---|
| Catharine Taylor | First Aid at Work | 23/06/21 | 23/06/24 (training booked for 25/03/24) |
| Nina Smith | Advanced Paediatric First Aid | 06/10/23 | 06/10/26 |
| Rudi Bettles-Hall | Emergency Aid in Schools | 01/09/23 | 01/09/26 |
| Suezi Bloor | Emergency Aid in Schools | 01/09/23 | 01/09/26 |
| Becky Farndell | Emergency Aid in Schools | 01/09/23 | 01/09/26 |
| Angie Flood | Emergency Aid in Schools | 01/09/23 | 01/09/26 |
| Tarryn Flood | Emergency Aid in Schools | 01/09/23 | 01/09/26 |
| Steve Grier | Emergency Aid in Schools | 01/09/23 | 01/09/26 |
| Sarah Horrocks (Martin) | Emergency Aid in Schools | 01/09/23 | 01/09/26 |
| Pam Kerley | Emergency Aid in Schools | 01/09/23 | 01/09/26 |
| Kezia Lambton | Emergency Aid in Schools | 01/09/23 | 01/09/26 |
| Steph Perkins | Emergency Aid in Schools | 01/09/23 | 01/09/26 |
| Jane Sims | Emergency Aid in Schools | 01/09/23 | 01/09/26 |
| Julie Slamaker | Emergency Aid in Schools | 01/09/23 | 01/09/26 |
| Nina Smith | Emergency Aid in Schools | 01/09/23 | 01/09/26 |
| Sam Stephens | Emergency Aid in Schools | 01/09/23 | 01/09/26 |
| Julie Trew | Emergency Aid in Schools | 01/09/23 | 01/09/26 |

| First Aid Equipment | Number on Site | Details/Extra Information |
|---|-----------------|--|
| First Aid Kits with appropriate equipment | 6 | Must include the HSE's 'Basic Advice on First Aid at Work' Leaflet INDG 347. |
| Additional First Aid Resources | 1 lunchtime bag | |
| Defibrillator | 1 | |

Step 3 – Determination of First Aid Provision

| Factors to Consider | Yes/No | First Aid Provision | Notes |
|---|------------|---|---|
| Does the workplace have low level hazards e.g. those found in an office? | Yes | The minimum provision is: <ul style="list-style-type: none"> • An appointed person to take charge of first aid-arrangements; • A suitably stocked first-aid box | Before/after school club run outside normal school hours. Caretaker and headteacher sometimes lone working. |
| Does the workplace have higher-level hazards e.g. Covid-19; or chemicals or dangerous machinery such as those found in a laboratory or mechanical workshop? | No | | |
| Do your work activities involve special hazards e.g. confined spaces; explosives; high voltages; hydrofluoric acid; lone working; machinery; manual handling; pathogens; toxic substances; work in remote areas, etc. | No | | |
| Employees | | Where there are small numbers of employees, the minimum provision is: <ul style="list-style-type: none"> • An appointed person to take charge of first-aid arrangements; • A suitably stocked first-aid box. | Appointed person onsite at all times as a minimum expectation. |
| Are there staff on site that may be at higher risk? | Yes | You should consider: <ul style="list-style-type: none"> • Providing additional training for first-aiders; • Providing additional first-aid equipment; • Local siting of first-aid equipment; • Providing a first aid room; • Informing the emergency services of specific hazards etc. in advance. | Some newer to role, some with disabilities. |
| Do members of the public or non-employees, e.g. visitors; contractors; children; students visit your premises? | Yes | Under the Health and Safety (First-Aid) Regulations 1981, you have no legal duty to provide first-aid for non-employees but HSE strongly recommends that you include them in your first-aid provision. | Wider school community often in and around the school – particularly at drop off and pick up times. |

| | | | |
|---|------------|---|--|
| Consider your record of accidents and ill health. Consider the types of accidents; injuries and illnesses that have previously occurred and where they happened. | | Ensure your first-aid provision will cater for the types of accidents; injuries and illnesses that have occurred in the past in addition to those that are foreseeable. Monitor accidents and ill health and review your first-aid provision as appropriate. | Appropriate first aid and recording forms used. |
| Do any staff work alone? | Yes | Ensure access to first-aid kits; Consider issuing personal first-aid kits; Ensure communications lines | Lone working policy in place, signed and understood by all staff. |
| Do any staff work remotely? | Yes | | Provision for checking in on these staff. |
| Do any staff travel a lot? | No | | |
| Do any staff work shifts or out- of- hours? | Yes | Ensure there is sufficient first-aid provision at all times people are at work. | Caretaker and sometimes headteacher. |
| Are the premises spread out? Do you occupy more than one building on the site | Yes | | Consider First-Aid provisions in each building. |
| Do you work across multiple floors? | No | | |
| Do any staff work at other employers' site? | No | | |
| Are there times when the First Aider might be on leave or absent? | Yes | You should consider: <ul style="list-style-type: none"> • What cover is needed for annual leave and other planned staff absences; • What cover is needed for unplanned and exceptional absences. | |
| Do any staff travel i.e. drive as part of work commitments? | Yes | Ensure mobile First-Aid kits are provided Consider providing additional specialist First-Aid | |
| Do any staff conduct work off site, e.g. fieldwork, where specialist First Aid may be required? | No | | |
| Is your workplace remote from emergency medical services? | Yes | If 'Yes' you should: <ul style="list-style-type: none"> • Inform the emergency services of your location; • Consider special arrangements with the emergency services; • Consider emergency transport requirements, | Nearest hospital is: Queen Alexandra Hospital Cosham, Portsmouth PO6 3LY |

Step 4 – Basic Minimum Number of First Aid Provision

| From your risk assessment, what degree of hazard is associated with your work activities? | How many employees do you have? | Basic Minimum Provision | Additional Factors | Additional Comments |
|---|---------------------------------|------------------------------------|---|--|
| <p>Low-hazard</p> <p>Examples:</p> <ul style="list-style-type: none"> • offices, • libraries, • schools (generally) | Less than 25 | At least 1 Appointed Person | <p>Irrespective of whether your workplace risk is low, medium or high, any of the factors in the list below may require you to increase your first-aid provision from the basic minimum.</p> <p>Low risk environment with low number of staff*</p> <p>Proximity to hospital, doctors, fire brigade</p> <p>Proximity to an Automated External Defibrillator</p> <p>Proximity to other building with first aid personnel/ based in shared buildings</p> <p>Size, scale and layout of site</p> <p>Remoteness of location</p> <p>Distribution of workforce within the building</p> <p>Members of the public accessing the building**</p> <p>Visitors to building**</p> <p>Number and dispersal of visitors on site</p> <p>Potential for burns, scalds, eye injury, chemical injury, anaphylactic shock, fracture injuries, falls from height.</p> <p>Lone working, working away from the main premises</p> <p>Shift work</p> <p>Pupils on premises / working with children</p> <p>School provision for lunchtimes and breaks</p> <p>Out of school hours' arrangements e.g. lettings/parents evening</p> <p>School off-site activities/trips</p> <p>Working with foundation stage children***</p> <p>Contractors working</p> <p>Construction work</p> <p>Employees and/or visitors with disabilities</p> <p>Employees with existing health problems</p> <p>New and expectant mothers</p> | East Meon is likely to be a low hazard environment because of staffing numbers. However, due to its remote location it may be a medium hazard work place and this should be considered annually at the review of this risk assessment along with the activities that take place in the school. |

| | | | | |
|---|-------------|------------------------------------|---|--|
| | | | Young workers/ inexperienced workers | |
| Medium – Higher hazard Examples: • Catering • Using chemicals | Less than 5 | At least 1 Appointed Person | | |

* In exceptional circumstances there may be some workplaces that are low risk with low number of staff whereby the Manager / Head teacher may deem a trained first aider as not being required. In these instances, an Appointed Person may be appointed. However, this should be minuted and agreed by the governing body and appropriate advice sought with the LA health and safety team.

** The HSE strongly advise that arrangements for First-Aid provisions also take into account non-employees that may be on the premises.

*** Paediatric first aid is a requirement of the Early Years Statutory Framework: foundation stage classes in nursery, infant and primary schools must have at least one person with a current paediatric first aid certificate on the premises at all times when children under the age of five years are present. They must also accompany children on any off site visits/trips.

Step 5 – Details of Additional First Aid Requirements

None identified

Step 6 – Action Plan

| Item Number | Action(s) Required | Name of Person Responsible | Date to be Actioned By |
|-------------|--|----------------------------|------------------------|
| 1 | To compile a list of all first-aid trained staff with dates of qualifications. | Admin Officer | 01/03/24 |
| 2 | To ensure any gaps in training are addressed. | Headteacher | 01/03/24 |
| 3 | To audit first aid equipment within the school and check that all first aid equipment is in date and appropriate for the school setting. | Admin Officer | 01/03/24 |
| 4 | To check controlled substances and medication on site to ensure that: A) It is in date | Headteacher | 01/03/24 |

| | | | |
|---|--|-------------|----------|
| | <p>B) That appropriate signed permission is held.</p> <p>C) That administration records are kept</p> <p>D) That it is stored safely</p> | | |
| 5 | Develop a lone working policy that is agreed by staff and references first aid needs during these periods. Limit lone working during this period where possible. | Headteacher | 01/03/24 |
| 6 | Monitor first aid records and accidents and where appropriate link this to CP records and staff conduct records. | Headteacher | 01/04/24 |

This assessment will be reviewed annually.