

# East Meon Church of England (Controlled) Primary School

## First Aid Needs Assessment



Learning inspired by love, hope and courage.

Approved by Full Governors

Date: 14<sup>th</sup> January 2026

Reviewed by: Catherine Olver (Headteacher)

Next review due by: January 2027

<b>Part 1</b>		<b>Assessment of First Aid Needs</b>
<b>Name of School</b>		<b>East Meon Primary School</b>
<b>No.</b>	<b>Aspects to consider at your premises</b>	<b>First aid provision considerations (insert your information here)</b>
<b>1</b>	What are the risks of injury and ill-health arising from the work and activities as identified in your risk assessments?	<ul style="list-style-type: none"> <li><i>The majority of activities taking place at the school are very low-risk. Risk assessments are in place with controls in place to reduce the chances of injuries and ill-health arising.</i></li> <li><i>Almost all staff are First Aid trained at some level to enable them to quickly respond to any incidents with First Aid kits available in all classrooms and the school office.</i></li> </ul>
<b>2</b>	Are there any specific risks (e.g., work with hazardous substances, dangerous tools, dangerous machinery, higher risk activities, HC3S kitchens, etc)?	<ul style="list-style-type: none"> <li><i>Caretaker and cleaner have access to some hazardous substances. These are all COSHH regulated with appropriate PPE and emergency procedures.</i></li> <li><i>Caretaker has access to some dangerous tools. First Aid kit and trained staff available if needed to respond to any accidents.</i></li> <li><i>Chartwells Catering run the kitchen and have their own first aid kit in the kitchen.</i></li> </ul>
<b>3</b>	Are large numbers of people employed on site?	<ul style="list-style-type: none"> <li><i>No – a maximum of 20 members of staff and volunteers on site at once.</i></li> </ul>
<b>4</b>	What is your record of accidents and cases of ill-health? What type and where did they happen?	<ul style="list-style-type: none"> <li><i>The majority of accidents take place during break and lunchtime outside. These are often falls and bumps and therefore a First Aid kit is always available outside on the playground at break and lunchtimes.</i></li> </ul>
<b>5</b>	Are there staff/children on site who have disabilities or specific health problems?	<ul style="list-style-type: none"> <li><i>Yes - there are a few staff and children on site with disabilities and/or specific health problems. All staff are aware of these children and their needs. Details of these children and their needs are available by the school office phone in case this needs to be shared with the emergency services.</i></li> </ul>
<b>6</b>	Are there clients or service users on the site who may need first aid?	<ul style="list-style-type: none"> <li><i>Yes – contractors, visitors, volunteers and external agencies sometimes visit and use our site. First Aid provision is always available for these people as well.</i></li> </ul>
<b>7</b>	Is there first aid cover for lunch times and at the beginning and end of the working day?	<ul style="list-style-type: none"> <li><i>Yes – there are always First Aid trained staff on site when pupils and/or staff are in.</i></li> </ul>
<b>8</b>	Have you considered staff and others who suffer from or may be	<ul style="list-style-type: none"> <li><i>Yes – staff are signposted to available support and guidance. This includes the HCC occupational health and wellbeing</i></li> </ul>

	experiencing/showing signs of mental health illness whilst at work?	<i>supports.</i>
<b>9</b>	What is the site layout, and will the layout require additional first aid cover and equipment/kits for separate buildings or floors of a multi-storey building?	<ul style="list-style-type: none"> <li>• <i>There is one main building and within this, a First Aid kit is provided in every classroom and the school office.</i></li> <li>• <i>There is one external classroom (known as The Lodge) and there is a First Aid kit available in this building as well.</i></li> </ul>
<b>10</b>	Do you have any work experience trainees?	<ul style="list-style-type: none"> <li>• <i>Sometimes there are volunteers, work experience trainees and student teachers onsite. First Aid provision is available for these persons as well.</i></li> </ul>
<b>11</b>	Are there a number of inexperienced or young staff/workers/visitors on site?	<ul style="list-style-type: none"> <li>• <i>There are very few inexperienced or young staff/workers/visitors on site. However, when there are, there is always First Aid provision available for these people.</i></li> </ul>
<b>12</b>	Do the numbers of people on site vary throughout the day? Are extra first aiders needed for peak periods?	<ul style="list-style-type: none"> <li>• <i>There are lower numbers of people on site before 8.30am and after 3.30pm. During peak periods, there are more First Aid trained staff onsite.</i></li> </ul>
<b>13</b>	Do staff work in shift patterns and does each shift have sufficient first aid cover?	<ul style="list-style-type: none"> <li>• <i>There are no shift patterns at our school.</i></li> </ul>
<b>14</b>	Do you work on a site occupied by other organisations and share first aid arrangements?	<ul style="list-style-type: none"> <li>• <i>Chartwells Catering share our site. Our First Aid provision is suitable for covering both school staff and Chartwells staff.</i></li> </ul>
<b>15</b>	What is the distance from emergency services and how long are they likely to take to arrive on site?	<ul style="list-style-type: none"> <li>• <i>Our school site is quite remote – nearest emergency services are at Petersfield and are able to get to site in around 15-20 minutes.</i></li> </ul>
<b>16</b>	Do some staff work alone or remotely (including contracted home workers)?	<ul style="list-style-type: none"> <li>• <i>Yes – there are sometimes lone workers on the premises. These have to follow the Lone Working Policy and have access to First Aid kits at all times.</i></li> </ul>
<b>17</b>	Do you have service users aged five years of age or younger?	<ul style="list-style-type: none"> <li>• <i>Yes – there are children under five in Year R. We have at least one paediatric trained First Aider on site when these children are in.</i></li> </ul>
<b>18</b>	Do members of the public visit your premises?	<ul style="list-style-type: none"> <li>• <i>Yes – for special occasions, such as performances, church services and Sports Day, there are members of the public on site. When this is the case, we ensure there are enough First Aiders on site and additional First Aid resources as appropriate.</i></li> </ul>
<b>19</b>	Do you have any employees with reading or language difficulties?	<ul style="list-style-type: none"> <li>• <i>No – there are currently no employees at school with reading or language difficulties.</i></li> </ul>

Do not forget that first aid trained staff, paediatric first aid trained staff and appointed persons take annual leave and/or are often absent from the premises for other unscheduled reasons. You must appoint sufficient people to cover these absences to enable first aid personnel to be available at all times when people are at work.

<b>Part 2</b>	<b>Summary of required first aid provision</b>	
<b>Name of School</b>	<b>East Meon Primary School</b>	
<b>Level of First Aid staff (type of provision)</b>	<b>Numbers of staff required to be on site at any time</b>	<b>Numbers to be trained to meet on site requirement</b>
<b>Emergency First Aider</b>	<b>1</b>	<b>0</b>
<b>School First Aid Trained</b>	<b>1</b>	<b>0</b>
<b>Paediatric First Aid Trained</b>	<b>1</b>	<b>0</b>
<b>Appointed Person</b>	<b>1</b>	<b>0</b>
<b>Other: (Please specify)</b>	<b>N/A</b>	<b>N/A</b>
<i>(Note: This is not to include any training requirements for medicine administration.)</i>		
<b>First Aid Kits</b>	<b>Quantity required</b>	<b>Locations of First Aid kits</b>
<b>Yes</b>	<b>7</b>	<b>One in every classroom, one in school office, one for playground, one for Lodge</b>
<b>Travel First Aid Kits</b>	<b>Quantity required</b>	<b>Locations of Travel First Aid kits</b>
<b>Yes</b>	<b>2</b>	<b>School office ready for trips</b>
<b>First Aid Rooms/Areas</b>	<b>Quantity required</b>	<b>Location of rooms</b>
<b>Yes</b>	<b>1</b>	<b>School office</b>
<b>Defibrillator/Additional equipment</b>	<b>Quantity required</b>	<b>Location of rooms</b>
<b>Yes</b>	<b>1</b>	<b>School office</b>

## First Aid Needs Assessment Completion

**Manager's comments**

I am confident that this First Aid Needs Assessment is appropriate for our school and that we have the correct training and provisions in place.

**Name of manager**

**Signature of manager**

**Date**

Cat Olver

C Olver

14/01/2026

**Assessment reviews**

Set future review dates and sign/comment upon completion

**Review date**

**Reviewed by**

**Reviewer's signature**

**Remarks**

January 2027