

Children First Learning Partnership



Inspiring Excellence Together



First Aid Policy & Risk Assessment 2020

The First Policy in respect of the Children First Learning Partnership has been discussed and adopted by the Local Advisory Board

Chair of Local Advisory Board:

Mr. C Clulow

Responsible Officer:

Kingsfield Headteacher- Mrs R Butler

Agreed and ratified by the Local Advisory Board on:

01.07.2020

To be reviewed:

June 2021 or earlier if required

HSF 16

Staffordshire County Council – First Aid Policy

Assessment of First Aid Provision

Establishment/Location: Kingsfield First School

Name of Assessor(s): Mrs R Butler & Mrs Berrisford & Mr Bailey

Assessment of First Aid Factors

In order to assess the first aid requirements you should identify whether any of the following factors apply to the workplace or employees by ticking Yes or No in all cases: -

Table 1

Assessment Factor		Apply?		Impact on First Aid Provision
		Yes	No	
1	Have your risk assessments identified significant risks of injury and/or ill health?	*		With numbers of staff between 5-49 over 250 pupils and pupils aged below 5 demand will be higher
2	Are there any specific risks such as working with hazardous substances, dangerous tools or machinery, and dangerous loads or animals?		*	
3	Are there parts of the establishment with different levels of risk?	*		EYFS Requirements
4	Have you had any accidents or cases of ill-health in the past 12 months?	*		Regular small incidents which are recorded and trends analysed.
5	Are there inexperienced workers on site, or employees with disabilities or special health problems?	*		Full health and safety induction completed. Additional risk assessment would be completed if a pupil or member of staff had a special health requirement.
6	Are the premises spread out, e.g. are there several buildings on the site or multi-floor buildings?	*		The school is organised into 3 buildings. EYFS staff are fully trained as required via the EYFS Welfare requirements. Both KS1 & 2 buildings have first aiders on site.
7	Is there shift work or out-of-hours working?	*		Care club staff are trained which can be provided for site staff too.

8	Is your workplace remote from emergency medical services?		*	
9	Do you have employees who travel a lot or work alone?	*		Follow lone working policy ensure MF/DP is clear as to where first aid kit is and use of mobile phone if working on site alone
10	Do any of your employees work at sites occupied by other employers or is your site used by other occupiers?		*	
11	Do you have any work experience or other trainees?	*		Any students /work experience students would be inducted- including where first aid is provided.
12	Do members of the public visit your premises?	*		Paediatric First aiders on site and at least one First Aider when events including parents
13	How many people are employed on site: - less than 5? - 5 to 49? - 50 to 100? - more than 100?	5-49		Ensure at least 1 First Aid at Work First Aider is provided and a number of Paediatric first aiders, especially in EYFS
14	Is a first aid room required?		*	

The following table offers suggestions on how many first aiders or appointed persons might be needed in relation to levels of risk and number of employees on site. Increased provision will be necessary to cover for absences. The table does not take into consideration any non employees who may be affected so an allowance will need to be made in such circumstances.

Table 2

	Type of Workplace	Numbers of First Aid Personnel Required
Lower Risk	Shops, offices, libraries, schools and similar workplaces	<p>Fewer than 50 employed at any location: at least one appointed person. (It may be appropriate to provide an Emergency First Aider (EFAW) if large numbers of the public visit the workplace.)</p> <p>50-100: at least one first aider.</p> <p>More than 100: one additional first aider for every 100 employed.</p>
Higher Risk	Light engineering and assembly work, food processing, warehousing extensive work with dangerous machinery or sharp instruments construction, chemical manufacture, work involving special hazards* such as hydrofluoric acid or confined spaces..	<p>Fewer than 5: at least one appointed person.</p> <p>5-100: At least one first aider (FAW) per 50 employees or part thereof.</p> <p>*Additional training may be needed to deal with injuries resulting from special hazards.</p>

The minimum first aid provision on any work site is:

- a suitably stocked first aid box
- an appointed person to take charge of first aid arrangements, at all times whilst people are at work

Assessment of First Aid Requirements

Having regard to the factors identified in table 1 and advice contained in table 2 above, the following first aid equipment/facilities/personnel are required to be provided (includes sufficient personnel necessary to cover for absences).

	No.		No.
Qualified First Aiders	9	Qualified Emergency First Aiders	2
Appointed Persons	2	First Aid Boxes	11
First Aid Room	0	Eye Wash Bottles	1
Travelling First Aid Kits	5		

Have arrangements been made to appoint/train the necessary appointed persons/first aid personnel and for the required amount of first aid equipment to be supplied? **Yes/No**

Informing Employees

Have arrangements been made to inform employees of the first aid arrangements (ideally at their induction) and notices posted to inform staff who and where the first aid personnel or appointed persons are and where the first aid box is? **Yes/No**

Signature of Assessor(s):