

FCAT RISK ASSESSMENT

Name of academy:	GARSTANG COMMUNITY ACADEMY	How communicated to Staff, Students, Contractors, Visitors	GCA Website
Activity:	FIRST AID	DATE / REVIEW	13th April 2021 / 13th April 2022
Risk Assessment carried out by:	<i>Steven Baker – Site Operations Manager</i>		

What could go wrong?	Who is at risk?	Type of Harm	What Control Measures are already in place?
Inadequate Emergency Response	Employees, Students, Agency or Casual Staff Visitors, Contractors	Serious injury	<ul style="list-style-type: none"> Establishment is situated within 8 miles of Preston Royal Hospital and the estimated time for an ambulance to arrive on site is approximately 15 minutes.
Inadequate provision of first aid	Employees, Students, Agency or Casual Staff Visitors, Contractors	Serious injury	<ul style="list-style-type: none"> In general terms the school is classed as low risk but with science, DT, PE and some off-site activities judged as medium risk. Art has some medium risk activities. The numbers of first aiders within the establishment are monitored by the Appointed Person to ensure adequate provision is retained during the normal working hours of 08:00-16:30 hours; Managers are responsible for ensuring employees working outside these hours have adequate provision; The Head teacher is responsible for assessing whether the current arrangements within the establishment are adequate and, if not, for taking action to fill any gaps in local arrangements e.g. arrange specialist first aider training. Current First Aider numbers are as follows* <ul style="list-style-type: none"> 2 day qualified: 1 (3 once renews competed) 1 day qualified: 14 (17 once renews completed)

			<ul style="list-style-type: none"> • Contractors on site have own first aid cover or are informed of the establishments first aid provision • Kitchen staff, when working outside core hours or in holidays, have been informed what the process for first aid provision is whilst on site • There are a number of students with special health needs and the first aid provision or additional training accounts for these specific needs.
Inadequate first aid treatment	Employees, Students, Agency or Casual Staff Visitors, Contractors	Serious injury	<ul style="list-style-type: none"> • All first aiders included on the list for the establishment have successfully completed a 2-day qualification course or 1-day Emergency First Aid at Work, if considered sufficient. All training providers operate to the level required by the Health and Safety Executive; • Three yearly refresher training is attended, to ensure certificates and knowledge is kept up-to-date.
Unaware of how to summon first aid provision or an ambulance	Employees, Students, Agency or Casual Staff Visitors, Contractors	Serious injury	<ul style="list-style-type: none"> ○ Managers are responsible for ensuring all employees including new employees are made aware of first aid arrangements. New employees are made aware as part of their local induction; ○ The First Aid Policy including risk assessment and procedures is located on the Policies page on the school website; ○ Adequate information is provided to contractors and visitors for whom managers are responsible; ○ The Head teacher, is responsible for a list of first aiders being prominently displayed in each work area; ○ Employees' Responsibilities: <ul style="list-style-type: none"> ○ CHECK For Danger! Ensure electricity is NOT involved. Move objects and people away and keep yourself safe ○ Send the casualty to reception immediately, accompanied by another student or adult ○ If the casualty is NOT fit to walk contact reception immediately for help. ○ Stay with the casualty. ○ Where Immediate Remedial Measures (IRM) are appropriate, these should be carried out without delay whilst sending for help to reception ○ Give the location and symptoms if known to the first aider.

			<ul style="list-style-type: none"> ○ Keep the casualty warm, comfortable and above all as still as possible. ○ On arrival, the first aider will take control and issue instructions accordingly. ○ In a life-threatening emergency, first aid techniques should be carried out by a qualified first aider at the scene. ○ In a life-threatening emergency locate the nearest qualified first aider (from Reception). In all cases reception should still be contacted. ○ In the event of someone being injured, if it is considered serious and that an ambulance is required, you must ring for an ambulance using the procedure laid out below. ○ Ambulance Procedure: <ul style="list-style-type: none"> ○ Dial 9(999) ask for ambulance service, give brief details of type of casualty and ask for the ambulance to attend main entrance. ○ Ensure that reception staff are made of the incident, advising them that an ambulance has been called to the incident at the establishment. ○ Someone is responsible for meeting the ambulance at the main reception and escorting the ambulance crew to the location of the incident.
<p>Insufficient first aid supplies</p>	<p>Employees, Students, Agency or Casual Staff Visitors, Contractors</p>	<p>Serious injury</p>	<ul style="list-style-type: none"> ● The Head teacher supported by the Appointed Person is responsible for providing all areas of the school with an appropriately stocked kit to enable the first aiders to undertake their role. The supplies must be suitable to deal with the type of injuries likely to be received within that work area; ● The Appointed Person is responsible for keeping check on the stock levels and expiry dates on supplies within kits and for requesting any replenishment via their line manager or local ordering procedure; ● First aid kits are stocked with the contents of a protection kit as standard e.g. gloves etc, to reduce the risk of transfer of contaminated bodily fluids; ● First aid supplies are available at nominated location within the school.

Employees working alone	Employees, Students, Agency or Casual Staff Visitors, Contractors	Serious injury	<ul style="list-style-type: none"> • The provision of radios/personal mobile phones are used when working alone; • Students should never be left to work alone, unsupervised; • Agency, casual staff visitors and contractors should always sign in and out of the academy and should notify reception/site team of their location whilst on the premises.
Insufficient first aid provision for off-site activities or out of hours activities e.g. sports fixtures/school trips	Employees, Students, Agency or Casual Staff Visitors, Contractors	Serious injury	<ul style="list-style-type: none"> • The trip leader is responsible for carrying out a risk assessment and obtaining medical information for students or staff with known medical conditions for the trip and it is necessary to have a first aider on the trip, or a first aider at the destination; • Any incidents are recorded on a post trip evaluation report and serious accidents reported immediately to the school to the Principal's PA; • Sports coaches are all first aid trained and follow a pitch side first aid procedure respecting a head injury protocol. Parents are informed of any incidents and reception is informed on return to school/school hours.
Staff or students attending school with pre-existing injuries	Employees, Students	Further injury	<ul style="list-style-type: none"> • Back to work risk assessments are carried out by either the Head teacher or the Site Operations Manager to assess suitability to return and address any adjustments to the work environment that may be required. • Student risk assessments are carried out by the Progress Leader or if they are not available the first aid team at reception. Details are then circulated to all staff.