



First Aid Risk Assessment

INSTRUCTIONS FOR COMPLETING PART 1

1. When completed, both parts of assessment will form the First Aid Needs Assessment
2. Start carrying out your assessment of first aid needs by first completing **Part 1** to assist you in documenting that you have comprehensively considered the level and type of provision that you require on your site. Enter your own information in place of the **blue** guidance notes a blank template follows after the first guidance one.

Part 1		ASSESSMENT OF FIRST AID NEEDS (Filled in for your information, use the blank copy)
Name of Premises/Organisation/School		
No.	Aspects to Consider at Your Premises	First Aid Provision Considerations (Insert Your Information)
1	What are the risks of injury and ill-health arising from the work and activities as identified in your risk assessments?	You will need to give serious consideration to the number and training level of first aid staff based upon the general level of risk on your premises
2	Are there any specific risks? (e.g. work with hazardous substances, dangerous tools, dangerous machinery, higher risk activities etc.)	Consider any specific training for first aiders, extra first aid equipment, precise siting of first aid equipment, informing emergency services and the first aid room requirements and location
3	Are large numbers of people employed on site?	You will need to consider the number of staff and a commensurate number of first aiders to deal with the higher probability of accidents
4	What is your record of accidents and cases of ill-health? What type and where did they happen?	You may need to locate your first aid provision in certain areas, review first aid box contents and increase first aid staff proportionately
5	Are there staff/children on site that have disabilities or specific health problems?	First aiders will need to be trained to a suitable level to enable them to address any likely ill-health or medical conditions as well as potential injuries. It is helpful if first aiders are aware of the health problems and any issues staff with disabilities might experience, but personal information can only be provided with the individual's permission
6	Are there clients or service users on the site who may need first aid?	The needs of any clients and service users should be considered in your assessment

7	Is there first aid cover for lunch times and for the beginning and end of the working day?	An adequate level of first aid cover will need to be considered at lunch times and start/end of the day with arrangements made with first aid trained staff to ensure there is adequate cover
8	What is the site layout and will the layout require additional first aid cover for separate buildings or floors of a multi-storey building?	The layout of some larger sites with separate buildings or large multi-storey buildings will need to be considered as to where the first aiders are based, as the distance first aiders have to travel may increase the risk to an injured person
9	Do you have any work experience trainees?	Remember that your first aid provision must extend to cover these trainees
10	Are there a number of inexperienced or young staff/workers/visitors on site?	Young/inexperienced staff/visitors can have higher rates of injuries. If large enough numbers are present this may require additional first aid cover
11	Do the numbers of people on site vary throughout the day? Are extra first aiders needed for peak periods?	The introduction of flexible working and extended working hours should be considered as part of the assessment for first aid cover

12	Do staff work in shift patterns and does each shift have sufficient first aid cover?	Each shift may need to be considered separately to ensure that there is first aid provision when people are at work
13	Do you work on a site occupied by other organisations and share first aid arrangements?	If you share a site or building with one or more other organisations then co-operating on providing first aid cover is acceptable, but it is strongly recommended that this is documented in your own first aid policy and monitored. If the building or site is shared by staff from different departments it is important that the assessment considers the building or site as a whole, and departments share the first aid provision arrangements
14	What is the distance from emergency services and how long are they likely to take to arrive on site?	Sites remote from emergency services such as accident and emergency departments or where emergency services will take time to arrive may need a higher level of first aid provision such as a first aider rather than an emergency first aider
15	Do some staff work alone or remotely (including contracted home workers)?	Staff who work alone and especially those who work alone in remote locations will need access to their own first aid kits so they can self-administer first aid (in accordance with your own lone working policy). Staff who work at home full time will also need to have their own first aid provision
16	Do you have service users aged five years of age or younger?	The Early Years Foundations Stage statutory instrument and Ofsted require organisations to have adequately trained paediatric first aid trained staff always present on site and trips if five year olds or younger children are on site
17	Do members of the public visit your premises?	Where the public access our sites and buildings, this cover needs to be considered
18	Do you have any employees with reading or language difficulties?	You will need to make special arrangements to give them the necessary first aid information

Do not forget that first aid trained staff, paediatric first aid trained staff and appointed persons take 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.

Part 1		ASSESSMENT OF FIRST AID NEEDS
Name of Premises/Organisation/School		TOWNHILL INFANT SCHOOL
No.	Aspects to Consider at Your Premises	First Aid Provision Considerations (Insert Your Information)
1	What are the risks of injury and ill-health arising from the work and activities as identified in your risk assessments?	Risks of injury are low following risk assessment carried out by the school. Health surveillance is carried out to protect staff and pupils. Contractors / visitors carry slightly higher risk depending on functions carried out.
2	Are there any specific risks? (eg. work with hazardous substances, dangerous tools, dangerous machinery, higher risk activities etc)	Specific risks are contractors/site manager working with tools and or substances hazardous to health. A small proportion of machinery could be deemed dangerous but is risk assessed to reduce risk.
3	Are large numbers of people employed on site?	Over fifty members of staff are employed on site
4	What is your record of accidents and cases of ill-health? What type and where did they happen?	Accidents to staff are rare, accidents to children occur daily. Ill health to staff is good. Most accidents occur in the playground or during sports sessions.
5	Are there staff/children on site who have disabilities or specific health problems?	Yes First Aiders are trained to deal with all specific health problems including diabetes.
6	Are there clients or service users on the site who may need first aid?	Contractors/ visitors and kitchen staff are all catered for under our First Aid Policy
7	Is there first aid cover for lunch times and for the beginning and end of the working day?	Adequate cover is maintained throughout the day
8	What is the site layout and will the layout require additional first aid cover for separate buildings or floors of a multi-storey building?	Site layout is predominately one single building with two satellite buildings. All buildings are in radio contact with a first aider.
9	Do you have any work experience trainees?	Yes, covered by First Aiders
10	Are there a number of inexperienced or young staff/workers/visitors on site?	Small number at any one time of young staff etc
11	Do the numbers of people on site vary throughout the day? Are extra first aiders needed for peak periods?	Numbers predominantly stay the same subject to outside visitors.

12	Do staff work in shift patterns and does each shift have sufficient first aid cover?	Lunchtime / after school/ lone working cover is always in place.
13	Do you work on a site occupied by other organisations and share first aid arrangements?	No
14	What is the distance from emergency services and how long are they likely to take to arrive on site?	Emergency services are approx. 6 mins away. Currently arrival time is subjective.
15	Do some staff work alone or remotely (including contracted home workers)?	YES...site manager/ cleaners
16	Do you have service users aged five years of age or younger?	Yes...cover is provided by Paediatric Trained First Aiders
17	Do members of the public visit your premises?	YES....cover is provided by 3 day trained First Aiders
18	Do you have any employees with reading or language difficulties?	NO

Do not forget that first aid trained staff, paediatric first aid trained staff and appointed persons take 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.

INSTRUCTIONS FOR COMPLETING PART 2

3. Complete **Part 2** using information considered in Part 1. The actual numbers of each type of **first aid staff that you require on site at any one time** during the working day should be identified in the first column Numbers of Staff Required to be on Site at Any Time

4. The second column Numbers to be trained to Meet On-Site Requirement should be based on your consideration of **how many staff need to be trained to ensure that you always meet your own requirement** as detailed in column 1. For example – if you decided that you required one qualified first aider on site at any time, it may be that because of rotas or planned absences that you need to train four staff to reasonably meet this requirement.

Part 2	SUMMARY OF REQUIRED FIRST AID PROVISION		
Name of Premises/Organisation/School	TOWNHILL INFANT SCHOOL		
Level of First Aid Staff (Type of Provision)	Numbers of Staff Required to be on Site at Any Time	Numbers to be Trained to Meet On-Site Requirement	
Qualified First Aider	1	2	
Emergency First Aider		2	

	0	
School First Aid Trained	5	8
Paediatric First Aid Trained	1	6
Appointed Person	0	1
Other: (Please specify) <i>(Note: This is not to include any training requirements for medicine administration)</i>		
First Aid Kits	Quantity Required	Locations of First Aid Kits
Yes / No	2	Medical Room / site managers room
Travel First Aid Kits	Quantity Required	Locations of Travel Kits
Yes / No	3	Medical room
First Aid Rooms/Areas	Quantity Required	Locations of Rooms
Yes / No	1	Outside main office

First Aid Needs Assessment Completion

Manager's comments	Insert comments relevant to assessment as appropriate
<p>All First Aid trained staff are readily accessible and training is updated as and when required by risk assessment. Specialist training is provided for diabetes / epilepsy / cystic fibrosis and any other medical condition deemed necessary.</p> <p>Medicines / Epi-pens/ Inhalers etc are stored in the main office.</p> <p>The school has two AED (defibrillators)</p>	

Name of manager	Signature of manager	Date
S Gibbs	<i>S Gibbs</i>	10th May 2016

Assessment reviews	Review should be carried out annually or sooner if required
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Review date	Reviewed by	Reviewer signature	Remarks
10 th May 2017	S Gibbs	<i>S Gibbs</i>	No changes to this risk assessment
10 th May 2018	S Gibbs	<i>S Gibbs</i>	No detail changes to this RA
22 nd May 2019	S Gibbs	<i>S Gibbs</i>	No significant changes to this risk assessment
20 th May 2020	S Gibbs	<i>S Gibbs</i>	No changes since last review
27 th May 2021	S Gibbs	<i>S Gibbs</i>	Fogging to medical room no other changes
20 th May 2022	S Gibbs	<i>S Gibbs</i>	No significant changes since the last review
29 th May 2023	S Gibbs	<i>S Gibbs</i>	New AED situated outside of the hall otherwise no significant changes to this risk assessment
25/09/2024	S Gibbs	<i>S Gibbs</i>	No significant changes since the last review