



**Approved by: FGB**

**Date: 1<sup>st</sup> July 2020**

**Status and Review Cycle** 3 yearly

**Person(s) responsible** KLU

**Last reviewed on:** 1<sup>st</sup> July 2020

**Next review due by:** 1<sup>st</sup> July 2023

Part 1		ASSESSMENT OF FIRST AID NEEDS
Name of Premises/Organisation/School		Kings International College
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?	Generally the school is considered a low risk environment but with certain medium risk activities being undertaken.
2	Are there any specific risks? (eg. work with hazardous substances, dangerous tools, dangerous machinery, higher risk activities etc)	Specific risks exist in the areas of Science, Technology, Art, PE and Performing Arts All staff are required to do a pre-employment health check
3	Are large numbers of people employed on site?	The School currently has approx. 670 students on site and up to 80 staff
4	What is your record of accidents and cases of ill-health? What type and where did they happen?	Most students are able to report to reception themselves for injuries or ill health. This is marked on SIMs to flag to reception and attendance. Most calls where a first aider has to attend come from PE
5	Are there staff/children on site who have disabilities or specific health problems?	Students with allergies requiring them to carry an Epipen Diabetes Epilipsey Asthma Students requiring daily medication for ADHD. Student requiring medication for Spina Bifida
6	Are there clients or service users on the site who may need first aid?	Students, Parents, Contractors, Governors and other external agencies.
7	Is there first aid cover for lunch times and for the beginning and end of the working day?	Reception staff are first aid trained and one is available at all breaks. The Site Manager is first aid trained and available before school and after school.
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 school consists of several building – all can be reached in a reasonable time from the schools reception. The school is set in large grounds a large portion of which is not accessible to students unsupervised.
9	Do you have any work experience trainees?	The school at times has a small number of teacher trainees.
10	Are there a number of inexperienced or young staff/workers/visitors on site?	Students aged 11+. On occasion a parent may visit with a younger sibling. Year 5 & Year 6 Transition Days
11	Do the numbers of people on site vary throughout the day. Are extra first aiders needed for peak periods?	The school day runs from 8.40 -3pm
12	Do staff work in shift patterns and does each shift have sufficient first aid cover?	N/A

13	Do you work on a site occupied by other organisations and share first aid arrangements?	The swimming pool is operated by the Fins Swimming Club who provide their own first aiders. Camberley Youth for Christ have a trained first aider Aspens (catering) – have a basic first aid kit but use our first aiders
14	What is the distance from emergency services and how long are they likely to take to arrive on site?	The ambulance and hospital are about 1 mile away (approx. 5 minutes) The Fire station is about 3 miles away (approx. 9 minutes) The Police station is about 3.5 miles away (approx. 10 minutes)
15	Do some staff work alone or remotely (including contracted home workers)?	There is limited lone working on site. Staff identified as lone workers must adhere to procedures laid out in accordance with the lone working risk assessment.
16	Do you have service users aged five years of age or younger?	NA
17	Do members of the public visit your premises?	Members of the public may visit during the school day or for Open evenings, parent evening etc. External users of the facilities in the evening & weekends are required to provide their own first aid arrangements.
18	Do you have any employees with reading or language difficulties?	No employees. Some students – Teaching Assistants with EAL experience available
<b>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.</b>		

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	Kings International College	
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	80	1
Emergency First Aider		
School First Aid Trained	740	7(School or Emergency First Aid)
Paediatric First Aid Trained		0
Appointed Person		0
Other: (Please specify) Science PE Technology <i>(Note: This is not to include any training requirements for medicine administration)</i>		1 1 1
First Aid Kits	Quantity Required	Locations of First Aid Kits
Yes / No	6	Reception Science Prep Room PE Office Food Technology x 2 Design Technology Workshop
Travel First Aid Kits	Quantity Required	Locations of Travel Kits
Yes / No	2	Reception
First Aid Rooms/Areas	Quantity Required	Locations of Rooms
Yes / No	1	Reception

## First Aid Needs Assessment Completion

**Manager's comments**

Insert comments relevant to assessment as appropriate

**Name of manager**

**Signature of manager**

**Date**

**Assessment reviews**

Set future review dates & sign/comment upon completion

**Review date**

**Reviewed by**

**Reviewer signature**

**Remarks**
