

## First Aid Needs Risk Assessment

Site / school name:	Kings International College		
Name(s) of person(s) covered by this assessment:	<ul style="list-style-type: none"> <li>▪ Staff</li> <li>▪ Students</li> <li>▪ Visitors</li> <li>▪ Event attendees</li> </ul>		
Numbers of persons covered by this assessment:	<ul style="list-style-type: none"> <li>▪ 115 staff + 832 students</li> </ul>		
Tasks and activities covered by this risk assessment:	<ul style="list-style-type: none"> <li>▪ Provision of emergency first aid to relevant persons in connection with work related activities.</li> </ul>		
Equipment and materials used:	<ul style="list-style-type: none"> <li>▪ First aid equipment i.e. first aid kit, defibrillators</li> </ul>		
Location(s) covered by this risk assessment:	<ul style="list-style-type: none"> <li>▪ All areas of the school</li> <li>▪ First aid / medical / welfare room</li> </ul>		
Name of person completing this risk assessment:	KLU/CHA	Date of completion:	15.09.2023
Risk assessment approved by:		Date of approval:	
Date risk assessment to be reviewed by:		Risk assessment no:	

## Record of risk assessment reviews

Date of review:		Reviewed by:		Comments / date of next review:	<ul style="list-style-type: none"> <li>▪</li> </ul>
Date of review:		Reviewed by:		Comments / date of next review:	<ul style="list-style-type: none"> <li>▪</li> </ul>
Date of review:		Reviewed by:		Comments / date of next review:	<ul style="list-style-type: none"> <li>▪</li> </ul>

What are the aspects to consider?	What are the management considerations?	What are you already doing?	Do you need to do anything else to manage this risk?	Who will do this?	When must this be done?	Completed on:
<b>Hazards</b>						
Does your workplace have low-level hazards such as those that might be found in offices and shops?	<p>The minimum provision is:</p> <ul style="list-style-type: none"> <li>▪ An appointed person to take charge of first-aid arrangements</li> <li>▪ A suitably stocked first-aid box.</li> </ul>	<ul style="list-style-type: none"> <li>▪ H&amp;S Coordinator appointed</li> <li>▪ Reception staff first aid trained</li> <li>▪ First Aid supplies at key locations checked regularly</li> </ul>	<ul style="list-style-type: none"> <li>▪</li> </ul>			
Does your workplace have higher-level hazards such as chemicals or dangerous machinery?	<p>You should consider:</p> <ul style="list-style-type: none"> <li>▪ Providing first-aiders</li> <li>▪ Providing additional training for first-aiders to deal with injuries resulting from special hazards</li> <li>▪ Providing a suitably stocked first-aid box</li> <li>▪ Providing additional first aid equipment</li> <li>▪ Precise location of first-aid equipment</li> <li>▪ Providing a first-aid room</li> <li>▪ Informing the emergency services of specific hazards etc. in advance.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Increased risk in practical subjects</li> <li>▪ First Aid Kits in key locations stocked with suitable supplies</li> </ul>	<ul style="list-style-type: none"> <li>▪</li> </ul>			

What are the aspects to consider?	What are the management considerations?	What are you already doing?	Do you need to do anything else to manage this risk?	Who will do this?	When must this be done?	Completed on:
<b>Employees</b>						
How many people are employed on site?	<p>Where there are small numbers of employees, the minimum provision is:</p> <ul style="list-style-type: none"> <li>▪ An appointed person to take charge of first-aid arrangements</li> <li>▪ A suitably stocked first-aid box</li> </ul> <p>Where there are large numbers of employees, i.e. more than 25, even in low hazard environments, you should consider providing:</p> <ul style="list-style-type: none"> <li>▪ First-aiders</li> <li>▪ Additional first-aid equipment</li> <li>▪ A first-aid room</li> </ul>	<ul style="list-style-type: none"> <li>▪ Approx. 115 staff employed</li> <li>▪ First Aid room available</li> <li>▪ First Aiders at reception</li> <li>▪ Multiple first aid kits</li> </ul>	<ul style="list-style-type: none"> <li>▪</li> </ul>			
Are there inexperienced workers on site, or employees with disabilities or health problems?	<p>You should consider:</p> <ul style="list-style-type: none"> <li>▪ Additional training for first aiders</li> <li>▪ Additional first-aid equipment</li> <li>▪ Local siting of first-aid equipment. Your first-aid provision should cover any work experience trainees</li> </ul>	<ul style="list-style-type: none"> <li>▪ Additional training provided for key staff for Asthma</li> <li>▪ Risk Assessments completed where necessary</li> <li>▪ Staff complete pre-employment health check</li> </ul>	<ul style="list-style-type: none"> <li>▪</li> </ul>			
<b>Accident and ill-health record</b>						
What is your record of accidents and ill	<ul style="list-style-type: none"> <li>▪ Ensure your first-aid provision will cater for the types of injuries</li> </ul>	<ul style="list-style-type: none"> <li>▪ Accidents &amp; Illness recorded on medical tracker</li> </ul>	<ul style="list-style-type: none"> <li>▪</li> </ul>			

What are the aspects to consider?	What are the management considerations?	What are you already doing?	Do you need to do anything else to manage this risk?	Who will do this?	When must this be done?	Completed on:
health? What injuries and illness have occurred and where did they happen?	and illnesses that have occurred in your workplace. <ul style="list-style-type: none"> <li>Monitor accidents and ill health and review your first-aid provision as appropriate.</li> </ul>	<ul style="list-style-type: none"> <li>Most accidents and illnesses report themselves to reception</li> <li>Most are pupils</li> <li>Select staff are trained to either First Aid at Work or Emergency 1<sup>st</sup> Aid level</li> </ul>				
<b>Working arrangements</b>						
Do you have employees who travel a lot, work remotely or work alone?	You should consider: <ul style="list-style-type: none"> <li>issuing personal first-aid kits</li> <li>issuing personal communicators / mobile phones to employees.</li> </ul>	<ul style="list-style-type: none"> <li>Lone working guidance in place</li> <li>Site manager trained first aider</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>			
Do any of your employees work shifts or out-of-hours?	<ul style="list-style-type: none"> <li>You should ensure there is adequate first-aid provision at all times people are at work.</li> </ul>	<ul style="list-style-type: none"> <li>First Aid provision available on open evening.</li> </ul>	<ul style="list-style-type: none"> <li>Consider First Aid provision for productions etc.</li> </ul>			
Are the premises spread out, e.g. are there several buildings on the site or multi-floor buildings?	<ul style="list-style-type: none"> <li>You should consider the need for provision in each building or on each floor.</li> </ul>	<ul style="list-style-type: none"> <li>First aid boxes located at key points throughout the buildings</li> <li>Wheelchair available</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>			
Is your workplace remote from emergency medical services?	You should: <ul style="list-style-type: none"> <li>Inform the emergency services of your location</li> <li>Consider special</li> </ul>	<ul style="list-style-type: none"> <li>The ambulance and hospital are about 1 mile away (approx. 5 minutes)</li> <li>The Fire station is about 3 miles away (approx. 9 minutes)</li> <li>The Police station is about 3.5 miles away (approx. 10 minutes)</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>			

What are the aspects to consider?	What are the management considerations?	What are you already doing?	Do you need to do anything else to manage this risk?	Who will do this?	When must this be done?	Completed on:
	<p>arrangements with the emergency services</p> <ul style="list-style-type: none"> <li>▪ Consider emergency transport requirements.</li> </ul>					
Do any of your employees work at sites occupied by other employers?	<ul style="list-style-type: none"> <li>▪ You should make arrangements with other site occupiers to ensure adequate provision of first aid. A written agreement between employer's is strongly recommended.</li> </ul>	<ul style="list-style-type: none"> <li>▪ No employees are required to work at other sites</li> <li>▪ School trips will take a 1<sup>st</sup> Aider and 1<sup>st</sup> aid kit where required</li> </ul>	<ul style="list-style-type: none"> <li>▪</li> </ul>			
<b>Automated external defibrillators</b>						
Do you have an Automated External Defibrillator?	<ul style="list-style-type: none"> <li>▪ You are encouraged to purchase an automated external defibrillator (AED) as part of their first aid equipment.</li> <li>▪ DfE has made arrangements for schools to purchase AEDs at a reduced cost. Further details are provided in the <a href="#">AED guide for schools</a>.</li> </ul>	<ul style="list-style-type: none"> <li>▪ 2 AED's located on site</li> <li>▪ Regular checks are made</li> </ul>	<ul style="list-style-type: none"> <li>▪</li> </ul>			

What are the aspects to consider?	What are the management considerations?	What are you already doing?	Do you need to do anything else to manage this risk?	Who will do this?	When must this be done?	Completed on:
<b>Mental ill health and first aid</b>						
How do you protect the mental health of staff and students?	<ul style="list-style-type: none"> <li>▪ You are encouraged to identify a senior mental health lead. This role should include having strategic oversight of the whole school or college approach to mental health and wellbeing. They will support their school or college to make the best use of existing resources and effort to help improve the wellbeing and mental health of pupils, students and staff.</li> <li>▪ you might decide that it will be beneficial to have personnel trained to identify and understand symptoms and be able to support pupils, students and staff who might be experiencing a mental health issue.</li> <li>▪ You should consider ways to manage mental ill health in</li> </ul>	<ul style="list-style-type: none"> <li>▪ Senior Mental Health Lead in Place</li> <li>▪ Mental Health Support Team available for staff and students</li> <li>▪ Employee Assistance Program provides confidential counselling</li> <li>▪ Staff trained in Youth Mental Health First Aid</li> <li>▪ Pastoral support team for students</li> </ul>	<ul style="list-style-type: none"> <li>▪</li> </ul>			

What are the aspects to consider?	What are the management considerations?	What are you already doing?	Do you need to do anything else to manage this risk?	Who will do this?	When must this be done?	Completed on:
	<p>your school, such as providing information or training for managers and employees, employing occupational health professionals, appointing mental health trained first aiders and implementing employee support programmes.</p> <ul style="list-style-type: none"> <li>▪ First aid training courses covering mental health can teach staff how to recognise warning signs of mental ill health and help them to develop the skills and confidence to approach and support someone, while keeping themselves safe.</li> </ul>					
<b>Non-employees</b>						
Do members of the public or non-employees visit your premises?	<ul style="list-style-type: none"> <li>▪ Under the Health and Safety (First-Aid) Regulations 1981, you have no legal duty to provide first aid for non-employees but</li> </ul>	<ul style="list-style-type: none"> <li>▪ Approximately 820 students on site</li> <li>▪ Other organisations on site; <ul style="list-style-type: none"> <li>○ Southcote Centre – 3 trained first aiders</li> <li>○ Aspens Catering staff – have basic first aid kit</li> </ul> </li> </ul>				

What are the aspects to consider?	What are the management considerations?	What are you already doing?	Do you need to do anything else to manage this risk?	Who will do this?	When must this be done?	Completed on:
	HSE strongly recommends that you include them in your first-aid provision	<ul style="list-style-type: none"> <li>○ CYFC – have a trained first aider</li> <li>○ External clubs are required to make their own first aid arrangements.</li> <li>○ One defibrillator is kept externally and so is accessible to anyone on site.</li> </ul>				

### Assessment of numbers of first aiders required

First-aid personnel	Required Yes/no	Number required	Current number
First-aider with a first aid at work (FAW) certificate	Yes	2	6
First-aider with an emergency first aid at work (EFAW) certificate	No	10	11
First-aider with paediatric first aid	No	0	3 at Philip Southcote
First-aider with additional training (specify)			
Appointed person	Yes	1	1
Mental health first aider	Yes	1	2
First-aid equipment and facilities	Required Yes/no	Number required	Current number
First-aid kits	Yes	6	14
Travelling first-aid kit	Yes	2	7 (5 x trips / 2 x Minibus)
Automated external defibrillator	Yes	1	2



First-aid room	Yes	1	1
Additional equipment (specify)			
Wheelchair	Yes	1	1
Evac Chairs	Yes	4	8
Emergency Inhalers	Yes	0	5

## Suggested numbers of first aiders to be always available

(Based on HSE Guidance First Aid at Work – Your Questions answered INDG214)

From your risk assessment, what degree of hazard is associated with your work activities?	How many Employees do you have?	What first aiders do you need?
<b>Low-hazard</b> e.g. offices, shops, libraries)	Fewer than 25	At least one appointed person
	25-50	At least one first aider trained in Emergency First Aid at Work
	More than 50	At least one first-aider trained in First Aid at Work for every 100 employed (or part thereof)
<b>Higher-hazard</b> (e.g. light engineering and assembly work, food processing, warehousing, extensive work with dangerous machinery or sharp instruments, construction, chemical manufacture	Fewer than 5	At least one appointed person
	5-50	At least one first-aider trained in Emergency First Aid at Work or First Aid at Work depending on the type of injuries that might occur
	More than 50	At least one first-aider trained in First Aid at Work for every 50 employed (or part thereof)

## Sign off

- I confirm that I have read and understood this risk assessment.
- I have been provided with appropriate information, training, and equipment to carry out the tasks covered by this risk assessment.
- I have had the opportunity to ask any questions and seek clarification on this risk assessment.

Name	Signature	Date