



## Dudley MBC General Risk Assessment Record

Directorate	Education			
Division	Halesbury School			
Assessment Reference Number	First Aid	Revision Number	0	
Date of Assessment	17.03.2022			
Description of Task/Activity/Premises assessed	First aid			
People considered by this assessment	Employees / Volunteers	x	Women of child bearing age	x
	Young Persons/Children	x	Contractors	x
	Visitors (invited)	x	Members of Public	x
	Others (Specify below)			
Reference No of Linked Assessments				
Lead Assessor	S Rust			
Assessors signature				
Others involved in the assessment				
Manager	Mr J Kulyk			
Manager's Signature				
Date for review	17.03.2023			

### Dudley MBC General Risk Assessment Record

Assessment Ref: First Aid	Page 2 of 6	Manager: Mr J Kulyk
Date of Assessment: 17.03.2022	Revision No:0	Managers Signature: <i>J Kulyk</i>

No	Hazard	Hazard/Risk Description	Existing Control Measures	Residual Risk (L)(M)(H)	Further Action Required
1	Poor training, lack of knowledge/experience/processes	Employees, pupils, other staff, visitors and contractors receiving inadequate first aid treatment	<ul style="list-style-type: none"> <li>All first aiders included on the list for the school have successfully completed the appropriate training courses for their area of responsibility.</li> <li>Appointed person is responsible for ensuring all training is kept up to date.</li> <li>Appointed person is responsible for making sure appropriate updates are provided for staff along with posters/messaging for dealing with events such as an asthma attack.</li> <li>All staff are supplied with the First Aid Policy and risk assessment which are reviewed annually.</li> </ul>	H	Y
2	Insufficient trained first aiders	Employees, pupils, other staff, visitors and contractors not having injuries managed or deterioration prevented causing their condition to worsen.	<ul style="list-style-type: none"> <li>The appointed person monitors and arranges for increased numbers of trained first aiders when needed</li> <li>Managers ensure the correct first aid provision is available at all times, inside and outside of school hours</li> <li>Managers ensure suitably qualified first aiders are available for the work they need to do (e.g. paediatric first aider for EYFS)</li> <li>The appointed person ensures lists of first aiders and how to locate them are displayed in the medical room, staff room, PPA room and Admin office.</li> <li>Regular training is provided for all staff on asthma, allergies/anaphylaxis, epilepsy, diabetes</li> </ul>	M	Y

			<ul style="list-style-type: none"> <li>Managers ensure specialist training for managing pupils with specific medical conditions is up to date and the appointed person informed (e.g. PEG feeding, safer people handling, defibrillator training).</li> </ul>		
3	Unaware of how to summon first aid help or an ambulance	Employees, pupils, other staff, visitors and contractors unable to access the first aid/emergency help needed leading to a deterioration in their condition	<ul style="list-style-type: none"> <li>The appointed person is responsible for ensuring first aider lists and locations are on display in all staff areas and the medical room.</li> <li>All classes have a class phone to request further support directly or via the admin office, and most offices have a desk phone.</li> <li>Our aim is always to have a trained first aider stationed in every class.</li> </ul>	M	Y
4	Insufficient first aid supplies	Employees, pupils, other staff, visitors and contractors unable to be treated and minimise further risk.	<ul style="list-style-type: none"> <li>The appointed person is responsible for providing first aiders with an appropriately stocked medical room to enable them to undertake their role.</li> <li>The appointed person ensures supplies are suitable for the type of injuries likely to be sustained in a school.</li> <li>First Aiders are responsible for reporting low stock levels and approaching expiry dates on supplies within their own kits and for requesting any replenishment via the appointed person or admin office.</li> <li>A first aid kit should be available in each class and contents monitored by class staff.</li> <li>First aid kits are to be stocked with the contents of a protection kit as standard e.g. gloves &amp; resuscitate, to reduce the risk of transfer of contaminated bodily fluids.</li> <li>First aid supplies are available from the Medical Room.</li> </ul>	H	Y
5	Unclean/inadequate facilities	Risk of poor treatment, increase or spread of infection to all involved due to	<ul style="list-style-type: none"> <li>Current facilities are temporary do not include windows, or water. Ventilation is provided by</li> </ul>	H	Y

		unclean/inadequate facilities	<p>mechanical means.</p> <ul style="list-style-type: none"> <li>• A bench is provided for rest, but no bed.</li> <li>• The area is central to the school building and accessible for all.</li> <li>• Facilities should be regularly monitored by the appointed person to maintain supplies or check expiry dates.</li> <li>• Unable to regulate ambient temperature.</li> <li>• No facility for storing equipment in the medical room.</li> <li>• The room is cleaned daily.</li> </ul>		
6	Lifting / Handling	Risk of back injury, falls/slips, strains to first aiders and those being treated when moving individuals for treatment	<ul style="list-style-type: none"> <li>• First aiders should not attempt to move or lift those receiving treatment unless trained to do so and the casualty is in danger of further injury (e.g. putting someone into the recovery position).</li> <li>• Safer People Handling trained staff should be called upon to assist where needed.</li> <li>• Staff to monitor pupils receiving first aid treatment at all times.</li> </ul>	M	Y
7	Biological hazard/cross contamination	All facility users and first aiders at risk of disease spread through poor infection control.	<ul style="list-style-type: none"> <li>• Appointed person to ensure PPE is available including type IIR surgical masks, visors, gloves, apron.</li> <li>• Appointed person to ensure appropriate use of PPE is displayed in the medical and care rooms.</li> <li>• First aiders are to use anti-bacterial and virucidal wipes provided to thoroughly clean all potentially contaminated surfaces after use.</li> <li>• Infection Control Policy should be followed in all instances.</li> <li>• Appointed person is responsible for ensuring all information and policies are accessible in the medical room and care rooms.</li> <li>• Appointed person is to ensuring all information and policies are accessible in the medical room and care</li> </ul>	H	Y

			rooms.		
8	Poor communication	Those who are injured being put at further risk by delayed treatment or lack follow up advice/actions after receiving first aid treatment	<ul style="list-style-type: none"> <li>• First aiders or appointed person to communicate any further actions or treatment advice clearly and record it in the incident/accident report</li> <li>• Staff to report all incidents/accidents to the Operations Administration Officer</li> <li>• Operations Administration Officer to report all adult incidents/accidents through the local authority reporting system</li> <li>• Parents/carers to receive communication about the injury/incident, first aid received and any follow up action advised</li> <li>• Ensure the Head Teacher and Operations Administration Officer are made aware of any RIDDOR reportable incidents</li> </ul>	L	N

## Dudley MBC Risk Assessment Action Plan

Assessment Ref: First Aid	Revision No: 0
Manager: Mr J Kulyk	Page 5 of 6

Hazard No.	Further Actions Required	Planned Completion Date	Date Completed
1	<ul style="list-style-type: none"> <li>The appointed person is to monitor first aid and ensure staff are trained as their certificates expire.</li> <li>The governing body, head teacher and appointed person are to ensure the First Aid policy is reviewed and updated as needed annually.</li> </ul>	28.03.2022	
2	<ul style="list-style-type: none"> <li>The appointed person is to monitor numbers of first aid trained staff, types of certificate held, and arrange an increase numbers as needed.</li> <li>The appointed person is to ensure lists of first aiders and how to locate them are displayed in the medical room, staff room, PPA room and Admin office.</li> </ul>	28.03.2022	
3	<ul style="list-style-type: none"> <li>The appointed person is to ensure first aider lists and locations are on display in all staff areas and the medical room.</li> </ul>	28.03.2022	
4	<ul style="list-style-type: none"> <li>The appointed person is to provide first aiders with an appropriately stocked medical room to enable them to undertake their role.</li> <li>The appointed person is to ensure stock is adequate and suitable for the type of injuries likely to be sustained in a school.</li> </ul>	28.03.2022	
5	<ul style="list-style-type: none"> <li>Current facilities are temporary while purpose built facilities with sink, toilet and shower are built and will be available to use from the summer term.</li> <li>Facilities is to be regularly monitored by the appointed person to maintain supplies or check expiry dates.</li> </ul>	25.04.2022  28.03.2022	
6	<ul style="list-style-type: none"> <li>A list of Safer People Handling trained staff should be made available for all first aiders to access.</li> </ul>	28.03.2022	
7	<ul style="list-style-type: none"> <li>Appointed person is to ensure PPE is available including type IIR surgical masks, visors, gloves, apron</li> <li>Appointed person is to ensure appropriate use of PPE and cleaning equipment is available at all times</li> <li>Appointed person is to ensure up to date information and treatment methods are displayed in the medical and care rooms.</li> </ul>	28.03.2022	

**The above actions have been agreed as reasonably practicable steps to reduce risk**

Manager's Signature:  Date: 17.03.2022

**The actions referred to above have been completed.**

Manager's Signature: \_\_\_\_\_ Date: \_\_\_\_\_