



*Inspiring All to
Excellence*



Dosthill Primary Academy

First Aid Policy

Document Control

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|------------------------|----------------------|
| Policy Title | First Aid Policy |
| Effective Date | Spring 2020 |
| Review Date | Soring 2021 |
| Policy Owner | Claire Keay |
| Policy Approver | Local Governing Body |

Version Control

| Version | Date | Amended by | Comments |
|----------------|-------------|-------------------|-----------------|
| 2 | Spring 2020 | C. Keay | |
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| Section | Changes Made |
|----------------|---------------------|
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| <i>Assessment Factor</i> | | <i>Apply?</i> | | <i>Impact on First Aid Provision</i> |
|--------------------------|---|---------------|-----------|---|
| | | <i>Yes</i> | <i>No</i> | |
| 1 | Have your risk assessments identified significant risks of injury and/or ill health? | ✓ | | If the risks are significant you may need to employ first aiders. |
| 2 | Are there any specific risks such as working with hazardous substances, dangerous tools or machinery, and dangerous loads or animals? | ✓ | | You will need to consider: <ul style="list-style-type: none"> - specific training for first aiders - extra first-aid equipment - Precise siting of first-aid equipment. |
| 3 | Are there parts of the establishment with different levels of risk? | | ✓ | You may need to make different levels of provision in different parts of the establishment. |
| 4 | Have you had any accidents or cases of ill-health in the past 12 months? | ✓ | | You will need to check your record of accidents and cases of ill health – What type they are and where they happened. You may need to: <ul style="list-style-type: none"> - locate your provision in certain areas - review the contents of the first aid box. |
| 5 | Are there inexperienced workers on site, or employees with disabilities or special health problems? | ✓ | | You will need to consider: <ul style="list-style-type: none"> - special equipment - Local siting of equipment. |
| 6 | Are the premises spread out, e.g. are there several buildings on the site or multi-floor buildings? | ✓ | | You will need to consider provision in each building or on several floors. |
| 7 | Is there shift work or out-of-hours working? | ✓ | | Remember that there needs to be first aid provision at all times that people are at work. |
| 8 | Is your workplace remote from emergency medical services? | | ✓ | You will need to: <ul style="list-style-type: none"> inform local medical services of your location consider special arrangements With the emergency services. |
| 9 | Do you have employees who travel a lot or work alone? | ✓ | | You will need to consider: <ul style="list-style-type: none"> - issuing personal first aid kits and Training staff in their use. |
| 10 | Do any of your employees work at sites occupied by other employers or is your site used by other occupiers? | ✓ | | You will need to make joint arrangements with the other site occupiers. |

| | | | | |
|----|---|--------|--|--|
| 11 | Do you have any work experience or other trainees? | ✓ | | Your first aid provision must cover them. |
| 12 | Do members of the public visit your premises? | ✓ | | There is no legal responsibility for non-employees however you are strongly recommended to consider them i.e. schools would consider and include their pupils and libraries their customers. |
| 13 | How many people are employed on site: Less than 5? 5 to 49? 50 to 100? - More than 100? | 50-100 | | You may need to employ first aiders – see table 2 below. |
| 14 | Is a first aid room required? | ✓ | | |

Establishment/Location: Dosthill Primary Academy

Name of Assessor(s): C Keay; B Holland

Assessment of First Aid Factors

In order to assess the first aid requirements you should identify whether any of the following factors apply to the workplace or employees by ticking Yes or No in all cases: -

Table 1

The following table offers suggestions on how many first aiders or appointed persons might be needed in relation to levels of risk and number of employees on site. Increased provision will be necessary to cover for absences. The table does not take into consideration any non employees who may be affected so an allowance will need to be made in such circumstances.

Table 2

| | Type of Workplace | Numbers of First Aid Personnel Required |
|--------------------|--|---|
| Lower Risk | Shops, offices, libraries, schools and similar workplaces | <p>Fewer than 50 employed at any location: at least one appointed person. (It may be appropriate to provide an Emergency First Aider (EFAW) if large numbers of the public visit the workplace.)</p> <p>50-100: at least one first aider.</p> <p>More than 100: one additional first aider for every 100 employed.</p> |
| Higher Risk | Light engineering and assembly work, food processing, warehousing extensive work with dangerous machinery or sharp instruments construction, chemical manufacture, work involving special hazards* such as hydrofluoric acid or confined spaces. | <p>Fewer than 5: at least one appointed person.</p> <p>5-100: At least one first aider (FAW) per 50 employees or part thereof.</p> <p>*Additional training may be needed to deal with injuries resulting from special hazards.</p> |

The minimum first aid provision on any work site is:

- a suitably stocked first aid box
- an appointed person to take charge of first aid arrangements, at all times whilst people are at work

Assessment of First Aid Requirements

Having regard to the factors identified in table 1 and advice contained in table 2 above, the following first aid equipment/facilities/personnel are required to be provided (includes sufficient personnel necessary to cover for absences).

| | No. | | No. |
|---------------------------|-----|------------------|-----|
| Qualified First Aiders | 17 | | |
| First Aid Room | 1 | First Aid Boxes | 2 |
| Travelling First Aid Kits | >4 | Eye Wash Bottles | 0 |
| | | | |

Arrangements have been made to appoint/train the necessary appointed persons/first aid personnel and for the required amount of first aid equipment supplied

Informing Employees

Have arrangements been made to inform employees of the first aid arrangements (ideally at their induction) and notices posted to inform staff who and where the first aid personnel or appointed persons are and where the first aid box is? **Yes**

Signature of Assessor(s)



Bill Holland

Date: 24/02/2020

Dosthill Primary Academy



Location of First Aiders

| Name | Location | Phone |
|-----------------|----------------------|-----------------|
| Mrs V Dobson | Main Office | 01827 214930 |
| Mrs D Heath | Medical Room | |
| Mrs S Blaby | Reception | |
| Mrs S Dee | Reception | |
| Miss S Green | Reception /KS1 | |
| Mrs S Dixon | KS1 | |
| Mrs J Jenkinson | KS1 | |
| Mrs S Burke | Headteacher's Office | |
| Mrs J Hale | SEN | |
| Mrs D Jinks | KS1 | |
| Mrs A Rudge | KS2 | |
| Miss R Bishop | KS2 | |
| Mr B Holland | Main Office | |
| Mrs J Smith | Main Hall | |
| Mrs C Mortimer | Main Office | |
| Mrs L Williams | KS1 | |
| | | |

Dosthill Primary Academy



Location of First Aid Equipment

| Description | Location |
|---------------------------|-----------------------------------|
| First Aid Boxes | Medical Room Year 6 Cloak Area |
| Travelling First Aid Kits | Medical Room |
| | |
| Emergency Phone | 01827 214930 07495 430292 |