

## GENERAL RISK ASSESSMENT FORM



### PART A. ASSESSMENT DETAILS:

**Area/task/activity:** Example : First Aid Risk Assessment for the normal use of Lancashire County Council School

**Location of activity:** *St Peter's Church of England Primary School Burnley*

<b>Team/School name: Address &amp; Contact details:</b>	St Peter's Church of England School Church Street Burnley BB11 2DL	<b>Name of Person(s) undertaking Assessment:</b>	Claire Crowther
		<b>Signature(s):</b>	<i>Claire Crowther</i>
<b>Line manager/Head Teacher (Name &amp; Title):</b>	Claire Crowther Headteacher	<b>Date of Assessment:</b>	September 2021
<b>Signature:</b>	<i>Claire Crowther</i>	<b>Step 5 Planned Review Date:</b>	September 2022
<b>How communicated to staff:</b>	Staff meeting / TEAMS	<b>Date communicated to staff:</b>	Week beginning 20/9/2021

### PART B1. HAZARD IDENTIFICATION AND CONTROL MEASURES:

<b>Step 1 Identify significant hazards</b>	<b>Step 2 Identify who might be harmed and how</b>	<b>Step 3 identify precautionary measures already in place</b>
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List of significant hazards (something with the potential to cause harm)	Who might be harmed?	Type of harm	Existing controls (Actions already taken to control the risk)
Inadequate Emergency Response	Employees, Agency or Casual Staff Visitors, Contractors	Serious injury	<ul style="list-style-type: none"> <li>The school is situated within the town centre and the estimated time for an ambulance to arrive on site is approximately 5 minutes.</li> </ul>

<p>Inadequate provision of first aid</p>	<p>Employees, Agency or Casual Staff Visitors, Contractors</p>	<p>Serious injury</p>	<ul style="list-style-type: none"> <li>• The numbers of first aiders within the school are monitored by the Head Teacher to ensure adequate provision is retained during the normal working hours of 08:00-17:00 hours;</li> <li>• The Head Teacher is responsible for ensuring employees working outside these hours have adequate first aid provision;</li> <li>• Provisions are in place for Educational visits, sports fixtures at school and away and extended use of the school (may be an external provider);</li> <li>• The Head Teacher is responsible for assessing whether the current arrangements within the school are adequate for the staff and pupils and, if not, taking action to fulfil any gaps in local arrangements e.g. arrange specialist first aider training. Guidance on First Aid Needs Assessment are available on the LCC Health, Safety &amp; Wellbeing site at <a href="#">Schools portal</a> and in the Department for Education booklet "<a href="#">Guidance on First Aid in Schools</a>";</li> <li>• Current First Aider numbers are as follows: Emergency First Aid at Work <ul style="list-style-type: none"> <li>• Benjamin Carr (September 22)</li> <li>• Sahika Ditta (September 22)</li> <li>• Elle Hargreaves (April 24)</li> <li>• Rachel Smith (July 22)</li> </ul> </li> <li>• Early Years Paediatric First Aid Course: Khaleda Chowdhury (April 22) Lisa Douglas (April 22) Dan Vanboyd (April 24) Phillipa Franklin (April 24) James Hobin (October 24)</li> <li>• Contractors on site have their own first aid cover or are informed of how to access school first aid provision.</li> </ul>
<p>Inadequate first aid treatment</p>	<p>Employees, Agency or Casual Staff Visitors, Contractors</p>	<p>Serious injury</p>	<ul style="list-style-type: none"> <li>• All first aiders at the school have successfully completed a 3 day qualification or Paediatric First Aid qualification or 1 day Emergency First Aid at Work course. All training providers operate to the level required by the Health and Safety Executive;</li> <li>• Three yearly refresher training is attended to ensure certificates and knowledge is kept up-to-date.</li> </ul>

<p>Unaware of how to summon first aid provision or an ambulance</p>	<p>Employees, Agency or Casual Staff                  Visitors, Contractors</p>	<p>Serious injury</p>	<ul style="list-style-type: none"> <li>• The Head Teacher is responsible for ensuring all employees, pupils and others in the school community are made aware of the first aid arrangements. New employees are informed as part of their local induction;</li> <li>• Adequate information is also provided to contractors and visitors;</li> <li>• The Head Teacher is responsible for lists of first aiders being prominently displayed around the school;</li> <li>• Employees' Responsibilities:                         <ul style="list-style-type: none"> <li>○ In the event of someone being injured, if it is considered serious and that an ambulance is required, you must ring for an ambulance using the procedure laid out below.</li> <li>○ Locate the nearest qualified first aider. If they are unavailable, select the next nearest first aider accordingly.</li> <li>○ Give the location and symptoms if known to the first aider.</li> <li>○ Keep the casualty warm, comfortable and above all as still as possible.</li> <li>○ On arrival, the first aider will take control and issue instructions accordingly.</li> </ul> </li> <li>• Ambulance Procedure:                         <ul style="list-style-type: none"> <li>○ Dial 9(999) ask for ambulance service, give brief details of type of casualty and ask for the ambulance to attend the main entrance.</li> <li>○ Ensure that reception staff are made aware; advising them that an ambulance has been called to an incident.</li> <li>○ Arrange for someone to meet the ambulance at the main reception and escort the ambulance crew to the location of the incident.</li> </ul> </li> </ul>
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Insufficient first aid supplies	Employees, Agency or Casual Staff Visitors, Contractors	Serious injury	<ul style="list-style-type: none"> <li>• The Head Teacher is responsible for providing first aiders with an appropriately stocked kit to enable them to undertake their role. The supplies must be suitable to deal with the type of injuries likely to occur on the premises. The LCC Health, Safety &amp; Wellbeing site on the schools portal provides advice and guidance on this subject at <a href="#">Schools portal</a></li> <li>• The appointed First Aid co-ordinator is responsible for checking the stock levels and expiry dates on supplies within kits and for requesting any replenishment via the school ordering procedure;</li> <li>• First aid kits are stocked with the contents of a protection kit as standard e.g. gloves etc, to reduce the risk of transfer of contaminated bodily fluids;</li> <li>• First aid kits are available in             <ul style="list-style-type: none"> <li>○ Staff room</li> <li>○ Reception</li> <li>○ Classrooms</li> </ul> </li> </ul>
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This general risk assessment will apply to this area/task/activity in most *schools* providing the control measures described are in operation and there are no further local significant hazards. If it does not fully apply, please go to Part B2 on the next page. If it fully applies please sign below.

I certify that the risk assessment above fully applies to the area/task/activity under assessment in St Peter's C of E Primary School

Signed: *Claire Crowther*

Name: Claire Crowther

Risk Assessor. 20/9/21

**If the control measures described are not in operation and further action is required or there are further local significant hazards please record these here, transfer any actions required to the Action Plan at Part C below and sign off below. Do not sign off above if further actions are required.**

<b>PART B2. HAZARD IDENTIFICATION AND CONTROL MEASURES:</b>			
<b>Further significant hazards</b>	<b>Who might be harmed?</b>	<b>Type of harm</b>	<b>Existing controls</b> (Actions already taken to control the risk)

I certify that the assessment for the task/activity above covers all the significant hazards applicable .....(name of Team /School).

Signed:

Name:

(Line Manager/Headteacher).

<b>PART C: ACTION PLAN Step 4 Further action / controls required</b>						
<b>Hazard</b>	<b>Action required</b>	<b>Person(s) to undertake action?</b>	<b>Priority</b>	<b>Projected time scale</b>	<b>Notes / comments</b>	<b>Date completed</b>