

## Risk Assessment and Risk Management Record

School/Youth Group Gwladys Street Primary and Nursery

Learning Activity First Aid

Group Leader \_\_\_\_\_

Other Staff All Teacher and Teaching Assistants

This Risk Assessment is based on advice and guidance published by the Government and the Department of Education on 2<sup>nd</sup> July 2020

**This Risk Assessment is not an exhaustive list and therefore common sense should be used at all times during the COVID-19 pandemic**

Please also read alongside this document Safer Working Practices and Covid-19 Appendix which can be found <https://www.gov.uk/guidance/safer-public-places-urban-centres-and-green-spaces-covid-19/7-appendix>

Pupils and Staff to wash hands on regular basis.

**Wash hands thoroughly for 20 seconds with running water and soap and dry thoroughly.**

Ensure hand washing also takes place when visiting the toilet and if coughing/ sneezing into hands.

IDENTIFYING AND ASSESSING THE RISKS	RISK LEVEL	CONTROLS FOR MANAGING THE RISKS	REMAINING RISK
	High/Medium/Low		
<b>Amendments will be written in red alongside each section to ensure that the policy is read fully</b>			
Inadequate Emergency Response Employees, Agency or Casual Staff Visitors, Contractors, Pupils	High	1. School is situated in Walton, Liverpool and the estimated time for an ambulance to arrive on site within Liverpool Ambulance target is 9 minutes.	
Inadequate provision of first aid Employees Pupils, Agency or Casual Staff Visitors, Contractors	High	1. The numbers of first aiders within the school establishment are monitored to ensure adequate provision is retained during the normal working hours of 0730-1800 hours. This includes Breakfast	

		<p>and After School Clubs.</p> <ol style="list-style-type: none"> <li>2. Managers are responsible for ensuring staff working outside these hours have adequate provision.</li> <li>3. Managers are responsible for assessing whether the current arrangements within the school are adequate for their staff and the areas of work for which they are responsible and, if not, take action to fulfil any gaps in local arrangements e.g. arrange specialist first aider training. New 'Schools First Aid' has been attended by First Aiders'.</li> <li>4. A number of staff have First Aid training. First Aid lists displayed in office, staff room and medical areas.</li> <li>5. Regular specialist training for administration of Auto-Adrenaline Injector for Anaphylaxis (when needed). Up to date lists displayed in office and staff room.</li> <li>6. Regular specialist diabetes training nominated staff working with pupils. Up to date lists displayed in office and staff room.</li> </ol>	
Administering Medication	High	<ol style="list-style-type: none"> <li>1. Please see Supporting Children and Young people with Medical Conditions in school Policy for full details.</li> <li>2. All medications to be kept and stored securely in the class medication boxes – F1 &amp; 2– Kitchen, KS1 Staffroom and KS2 Photocopying room. These are out of bounds for pupils.</li> <li>3. When medication is administered, the member of staff to record the dose, date, time and have it counter signed by a witness in the appropriate books with the medication boxes.</li> <li>4. Any medication sent in from home, MUST have a doctor's prescription label for the child.</li> <li>5. Parents/ Carers MUST complete the appropriate</li> </ol>	<p>COVID -19</p> <p>During the pandemic, inhalers and spacers to be kept in separate sealed plastic bags inside the medication box to prevent cross contamination.</p> <p>School Calpol syringes to be cleaned appropriately after use.</p>

		<p>paper work in the office the day it is handed in and this document is signed by the Head Teacher or SLT member.</p> <p>6. School Calpol can be administered to pupils with consent from parents/ carers. Appropriate paperwork is completed in the main office.</p>	
<p>Inadequate first aid treatment Employees</p> <p>Pupils, Agency or Casual Staff Visitors, Contractors</p>	High	<ol style="list-style-type: none"> <li>1. All staff working in EYFS hold a paediatric first aid qualification.</li> <li>2. All first aiders included on the list for the school have successfully completed a 2 day re-qualification course (or three days for newly trained First Aiders) to ensure certificates and knowledge are kept up-to date.</li> <li>3. A number of staff have been trained in the operation of the defibrillator which is housed in the KS1 hall, Year 6 corridor and Foundation 1 building. Monthly monitoring checks of the equipment are carried out by the caretaker.</li> </ol>	
<p>Unaware of how to summon first aid provision or an ambulance</p> <p>Employees, Agency or Casual Staff Visitors, Contractors Serious injury</p>	High	<ol style="list-style-type: none"> <li>1. Managers are responsible for ensuring any new staff are made aware of first aid arrangements by performing an induction which includes this. Adequate information must also be provided to contractors and visitors for whom managers are responsible.</li> <li>2. Managers are responsible for a list of first aiders to be prominently displayed in each work area. Office and staff room.</li> </ol> <p><b>Employees' Responsibilities:</b></p> <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 (from hard</li> </ul>	

		<p>copy lists on notice boards). If they are unavailable, select the next nearest first aider accordingly.</p> <ul style="list-style-type: none"> <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> <p><b>Ambulance Procedure:</b></p> <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 main entrance.</li> <li>• Ensure reception/office staff are aware advising them that an ambulance has been called to an incident in the school/Nursery. Arrange for someone to meet the ambulance at the main reception and escort the ambulance crew to the location of the incident.</li> <li>• Inform a member of the SLT</li> <li>• Child specific protocols are in place for Anaphylaxis. Copies of this protocol are kept with child's medication in medical room, class room and there is a red folder in office. (only applicable when needed)</li> <li>• Child specific protocols are in place for diabetes. Copies of this protocol are kept with child's medication in the classroom.</li> <li>• Should an ambulance need to be called for one of these children with a protocol, very specific information on the protocol is to hand.</li> </ul>	
<p>Insufficient first aid supplies</p> <p>Employees, Agency or Casual Staff Visitors, Contractors Serious injury</p>	<p>High</p>	<ol style="list-style-type: none"> <li>1. Managers are responsible for providing first aiders with an appropriately stocked kit to enable them to undertake their role.</li> <li>2. The supplies must be suitable to deal with the type</li> </ol>	

		<p>of injuries likely to be received within that area. The H&amp;S web site provides advice and guidance on this subject.</p> <ol style="list-style-type: none"> <li>3. First Aiders are responsible for keeping check on the stock levels and expiry dates on supplies within their own kits and for requesting any replenishment via their line manager or local ordering procedure. The</li> <li>4. First aid kits are to be stocked with the contents of a protection kit as standard e.g. gloves, to reduce the risk of transfer of contaminated bodily fluids.</li> <li>5. In addition, first aid supplies are available at controlled points within the school establishment</li> <li>6. All classrooms have a first aid bum bag which they take on visits or playtime.</li> </ol>	
<p>Trips, falls &amp; Bumps to the head</p> <p>Pupils</p>	<p>High</p>	<ol style="list-style-type: none"> <li>1. All injured children to see a First Aider.</li> <li>2. Children to receive First Aid treatment &amp; Cold Compress as required.</li> <li>3. ALL children to receive a 'Blue slip' letter, phone call from the school office for injuries involving the head &amp; face (including teeth).</li> <li>4. A duplicate copy is kept in the office.</li> <li>5. Blue slips and phone calls are currently used if child has nose bleed</li> <li>6. A log is kept of pupils using their inhaler and parents have the option to agree to pupils taking the school inhaler.</li> <li>7. Minor accidents to be recorded on the blue slips which are sent home. Staff inform parents on collection. A duplicate copy is kept in the school office.</li> <li>8. Serious accidents e.g. broken bones, stitches to be recorded on HS1 form (school office) Headteacher MUST be informed. Liverpool City Council online form completed</li> </ol>	

		<p><a href="https://forms.liverpool.gov.uk/contour-forms/accident-near-miss/">https://forms.liverpool.gov.uk/contour-forms/accident-near-miss/</a> and RIDDOR notified if applicable.</p> <p>9. Phone calls to parents/carers as required.</p> <p>10. If in doubt, check injuries with Head Teacher or SLT in her absence.</p> <p>11. Parents/Carers to inform school of any medical conditions.</p> <p>12. Parents/Carers to inform school of up-to-date emergency contact details.</p> <p>13. Injured children are not to be left unsupervised.</p>	
First Aid for Staff	High	<p>1. Staff to be seen by a member of staff who is first aid trained.</p> <p>2. First Aider to inform a member of SLT – Emergency services to be called if required.</p> <p>3. Member of staff injured to complete 'Accident Form' located in the Main office as soon as possible and inform a member of the SLT</p> <p>4. Next of Kin documents kept with School Business Manager if this information is required.</p> <p>5. SLT member to inform Next of Kin if necessary.</p> <p>6. Member of SLT to complete online form for Liverpool City Council for accidents and near misses <a href="https://forms.liverpool.gov.uk/contour-forms/accident-near-miss/">https://forms.liverpool.gov.uk/contour-forms/accident-near-miss/</a> and also consider completing RIDDOR form.</p>	

Form Completion Date:

15/07/20 (in accordance with covid-19 guidelines)

Head of Establishment / EVC:

Ms N Booth

Points the Group Leader or team to be aware of

Group Leader (Signature)

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