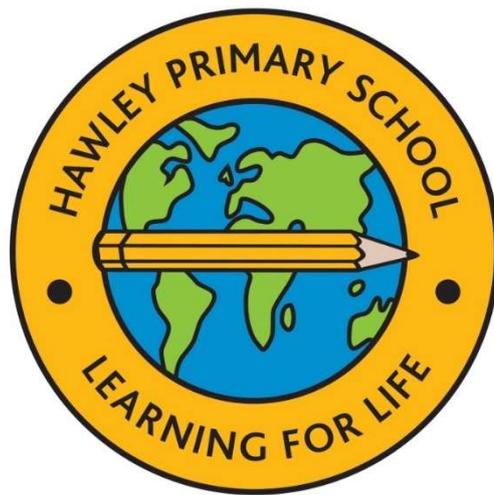


# HAWLEY PRIMARY SCHOOL



## FIRST AID NEEDS ASSESSMENT

**APPROVED BY: JANE BAKER (HEADTEACHER)**

**LATEST REVIEW: SUMMER 2025**

**NEXT REVIEW: SUMMER 2026**

## First aid needs assessment

The table below is the Health & Safety Executive's general guide on how many first aiders or appointed persons are needed. While it gives some direction on what level of provision may be suitable for a workplace it does not consider site specific risks and needs.

| Category of risk   | Numbers employed at work | Guidance on the number and type of first aid staff to be available on site at any time                                       |
|--|--------------------------|--|
| <b>Lower hazards</b><br>e.g. offices, shops, libraries   | Less than 25             | An appointed person  |
|  | 25 – 50                  | At least one emergency first aider   |
|  | More than 50             | One first aider for every 100 employed or part thereof   |
| <b>Higher hazards</b><br>e.g. construction, forestry, workshops, use of dangerous machinery or sharp instruments, work with animals, light manufacturing, warehousing or higher risk activities. | Fewer than 5             | An appointed person  |
|  | 5 – 50                   | At least one first aider (either an emergency first aider or first aider depending on the type of injuries that might occur) |
|  | More than 50             | One additional first aider for every 50 persons or part thereof  |

Industry specific guidance can be obtained from the [Health and Safety Team](#).

The next table sets out a series of questions to assist in the assessment process and a format for recording the decision. Complex sites and activities that create higher risks may require a more detailed assessment.

**Part 1 – First aid needs assessment**

| <b>Part 1 – First aid needs assessment</b> |  |   |
|--|--|---|
| <b>Name of premises/ site/ school</b>      |  |   |
|  | <b>Aspects to consider at your premises</b>  | <b>First aid provision considerations (insert your information)</b>   |
| <b>1</b>                                   | What are the risks of injury and ill-health arising from the work and activities as identified in your risk assessments?                               | Slips and trips, injury from equipment and machinery, injury in food tech area, allergic reactions. Slips in adverse weather, heat exhaustion in hot weather  |
| <b>2</b>                                   | Are there any specific risks? (e.g. work with hazardous substances, dangerous tools, dangerous machinery, higher risk activities, HC3S kitchens, etc.) | garden/grounds equipment used by external gardening company using their own equipment<br><br>Cleaning chemicals on site – Admin & Finance Manager trained in COSHH and COSHH RA up to date. Chemicals to be locked away from children at all times.   |
| <b>3</b>                                   | Are large numbers of people employed on site?  | 38 staff employed, plus 3-4 supply staff, 4 Catering staff and 3 Premier Education WAC  |
| <b>4</b>                                   | What is your record of accidents and cases of ill-health? What type and where did they happen?   | Mainly playground and minor injuries in classrooms. All class rooms have first aid boxes and First Aid Kit is taken to playground at all breaktimes   |
| <b>5</b>                                   | Are there staff/children on site who have disabilities or specific health problems?  | Primary First Aiders – Karen Thomson and Shelley Chandler<br>Paediatric First Aid Trained – Carol Clancy and Therese Wheeler<br>All staff basic first aid trained. Pupils and staff with medical conditions are listed in Medical Room<br><br>Child with diabetes - Staff trained: Reaney, Williams, Shelley, McGrath, Elliott, Spilsbury,<br><br>Pupils and staff with multiple allergies. Auto injectors stored in medical room |

|           |   |  |
|-----------|---|--|
|           |   | <p>Pupils with Asthma – inhalers stored in classrooms in asthma box.</p> <p>School has gained Asthma Friendly School Status</p>  |
| <b>6</b>  | Are there clients or service users on the site who may need first aid?  | Visitors to site and contractors – asked about needs during signing in process   |
| <b>7</b>  | Have you considered staff and others who suffer from or may be experiencing/showing signs of mental health illness whilst at work?        | <p>Staff are made aware of support and guidance available.</p> <p>All HCC staff and managers can access the Occupational health and wellbeing shared services pages and find support and guidance documents.</p> <p>Non-school HCC staff and managers can also obtain guidance through Hampshire health and wellbeing, which can be found on the Corporate Inclusion and Diversity SharePoint webpages.</p> <p>School staff and managers can access additional guidance from Education Personnel Services.</p> |
| <b>8</b>  | Have you nominated appointed persons to meet basic first aid requirements for times where qualified first aid staff may not be available? | <p>Primary First Aiders – Karen Thomson and Shelley Chandler</p> <p>Paediatric First Aid Trained – Carol Clancy and Therese Wheeler</p> <p>All other staff are trained in basic first aid</p>  |
| <b>9</b>  | Is there first aid cover for holidays/sickness, lunchtimes and for the beginning and end of the working day?                              | <p>Premier Education WAC staff are First Aid trained</p> <p>All other staff are trained in basic first aid</p>   |
| <b>10</b> | What is the site layout and will it require additional first aid cover for separate buildings or floors of a multi-storey building?       | All classrooms have first aid boxes which are kept stocked   |
| <b>11</b> | Do you have any work experience trainees?   | On occasion - when we do they receive an induction including first aid procedures but are not expected to administer first aid   |
| <b>12</b> | Are there inexperienced or young  | None   |

|           |   |  |
|-----------|---|--|
|           | staff/workers/visitors on site?   |  |
| <b>13</b> | Do the numbers of people on site vary throughout the day? Are extra first aiders needed for peak periods? | Yes numbers vary but all staff are trained in basic first aid          |
| <b>14</b> | Do staff work in shift patterns and does each shift have sufficient first aid cover?                      | No shifts  |
| <b>15</b> | Do you work on a site occupied by other organisations and share first aid arrangements?                   | No   |
| <b>16</b> | What is the distance from emergency services and how long are they likely to take to arrive on site?      | Frimley Park Hospital is 4 miles away.                                 |
| <b>17</b> | Do some staff work alone or remotely (including contracted home workers)?                                 | Occasional lone working but staff adhere to Lone Working Policy        |
| <b>18</b> | Do you have service users aged five or younger?   | Yes<br>Paediatric First Aid Trained – Carol Clancy and Therese Wheeler |
| <b>19</b> | Do members of the public visit your premises?   | Parents and other visitors are on site at times                        |
| <b>20</b> | Do you have any employees with reading or language difficulties?  | Not currently  |

**Part 2 – Summary of first aid provision required**

| <b>Name of premises/ site/ school</b>  |   |   |  |
|--|---|---|--|
| <b>Level of first aid staff<br/>(type of provision)</b>  | <b>Numbers of staff<br/>required to be on<br/>site at any time</b>                      | <b>Names of trained staff</b>               | <b>Date training requires updating</b> |
| <b>Qualified First Aider</b>   | <b>1</b>  | <b>Karen Thomson &amp; Shelley Chandler</b> | <b>Spring 2027</b>                     |
| <b>Emergency First Aider</b>   | <b>1</b>  | <b>Karen Thomson &amp; Shelley Chandler</b> | <b>Spring 2027</b>                     |
| <b>School First Aid Trained</b>  | <b>All staff</b>  | <b>All staff trained in Basic First Aid</b> | <b>Autumn 2025</b>                     |
| <b>Paediatric First Aid Trained</b>  | <b>2</b>  | <b>Therese Wheeler &amp; Carol Clancy</b>   | <b>Spring 2027</b>                     |
| <b>Appointed Person</b>  | <b>1</b>  | <b>Jane Baker</b>                           | <b>N/A</b>                             |
| <b>Other:</b> (Please specify)<br><i>(Note: This is not to include<br/>any training requirements for<br/>medicine administration)</i>        |   |   |  |
| <b>Arrangements/cover<br/>outside of core hours:</b><br><i>(before opening or after<br/>closing if there are staff or<br/>users on site)</i> | Premier Education WAC staff are First Aid Trained and use school medical room if needed |   |  |

| First aid needs assessment completion  |                    |   |                |
|--|--------------------|---|----------------|
| <b>Manager's comments</b>  |                    |   |                |
|  |                    |   |                |
| <b>Name of manager</b>   |                    | <b>Signature of manager</b>   | <b>Date</b>    |
| Jane Baker   |                    |   |                |
| <b>Assessment reviews</b>  |                    | <i>Set future actions and review dates and sign/comment upon completion</i> |                |
| <b>What needs to be done in the next 12 months to maintain suitable first aid provision?</b> |                    | Continue to monitor situation and deal with any changes that occur          |                |
| <b>Who is checking that it has been done?</b>  |                    | Jane Lody   |                |
| <b>Who is tasked with doing it and by when?</b>  |                    |   |                |
| <b>Review date</b>   | <b>Reviewed by</b> | <b>Reviewer signature</b>   | <b>Remarks</b> |
|  |                    |   |                |
|  |                    |   |                |
|  |                    |   |                |

## Appendix 2 – First aid materials, facilities and equipment (first aid kits)

### First aid box contents

There is no mandatory list of items to be included in a first aid kit. The contents should reflect the conclusions of the first aid needs assessment. As a guide, where work activities are low-risk (for example, desk-based work) a minimum first aid kit might contain:

- a leaflet with general guidance on first aid (for example, HSE's leaflet [Basic advice on first aid at work](#))
- individually wrapped sterile plasters of assorted sizes
- sterile eye pads
- individually wrapped triangular bandages, preferably sterile
- safety pins
- large and medium-sized sterile, individually wrapped, unmedicated wound dressings
- disposable gloves

### Peripatetic/vehicle first aid box contents

The Health and Safety Executive recommends that, where there is no special risk identified, a minimum stock of first aid items for travelling first aid containers is:

- a leaflet giving general advice on first aid
- six individually wrapped sterile adhesive dressings
- one large sterile unmedicated wound dressing – approx. 18cm x 18cm
- two triangular bandages
- two safety pins
- individually wrapped moist cleansing wipes
- one pair of disposable gloves

Transport regulations require that all minibuses and public service vehicles used either as express carriage or contract carriage have on board a first aid container (*in a prominent position, maintained in a good condition, and readily available for use*) with the following:

- ten antiseptic wipes, foil packaged
- one conforming disposable bandage (not less than 7.5cm wide)
- two triangular bandages
- one packet of 24 assorted adhesive dressings
- three large sterile unmedicated ambulance dressings (not less than 15cm x 20cm)
- two sterile eye pads, with attachments
- twelve assorted safety pins

- one pair of rust less blunt-ended scissors

### **First aid rooms and facilities**

Existing first aid rooms must:

- be identified with the white cross on green background symbol
- be clean and ready for immediate use
- be appropriately stocked
- have hand-washing facilities
- be close to toilet facilities
- be easily accessible to stretchers and other equipment needed to convey patients to and from the room
- where practical be sited on the ground floor near a suitable external exit route
- have emergency lighting where necessary
- have good communication either via a telephone or be located in areas constantly occupied to avoid leaving a casualty should further assistance be needed

If a site does not have a first aid room but the results of the first aid needs assessment suggest it should have, then you should contact a member of the [Health and Safety Team](#).

### **Defibrillators**

It is not currently a requirement to provide Automated External Defibrillators (AEDs) on site. The need for defibrillators should be considered and decided upon locally through the first aid needs assessment as should the access to, training and maintenance of the equipment.

## Appendix 3 – First aid personnel

There are different levels of first aid personnel. People should be trained to the appropriate level determined in the first aid needs assessment.

- **Appointed person (AP).** Appointed persons are employees who have been nominated to take charge and contact the emergency services in the event of an incident. These people do not need to be trained, but if required, or as good practice, can attend any relevant first aid training course.
- **Emergency First Aid at Work (EFAW).** Emergency First Aid at Work employees are those who have attended a six-hour emergency first aid course. Re-qualification is by re-attending the course. This training is valid for 3 years.
- **First Aider at Work (FAW).** First Aid at Work employees attend a course that lasts for at least 18 hours (usually held over three days) and gain a certificate of competence. FAW certificates are valid for three years. Re-qualification courses last 12 hours and are normally held over two days. If re-qualification does not take place within three years, then the full course must be retaken.

### Additional training

Examples of additional training needs (not exhaustive)

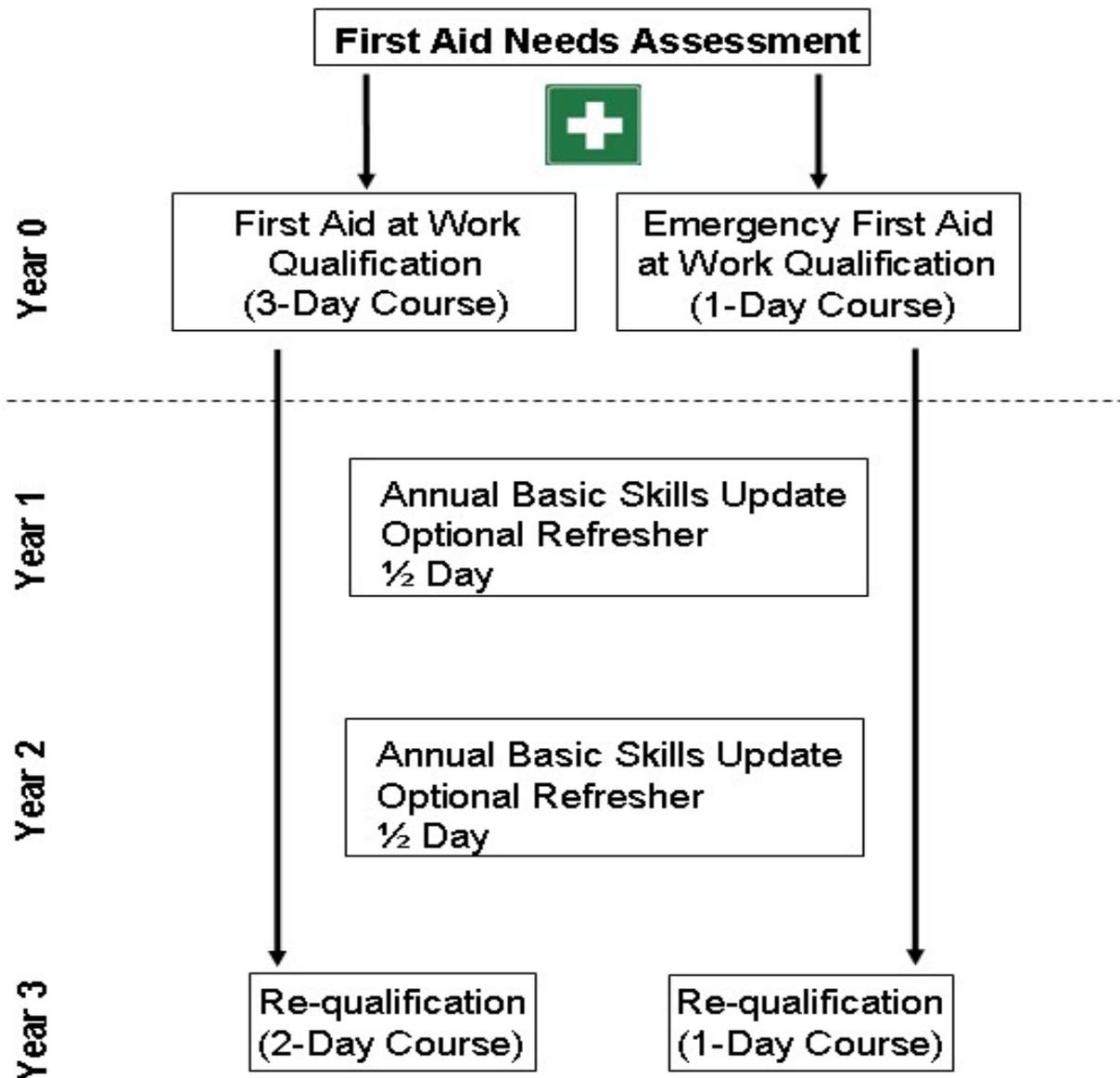
| Additional training   | Examples where additional training may be relevant in Hampshire County Council   |
|---|--|
| Management of a casualty suffering from hypothermia or hyperthermia   | Extensive exposure to the outdoor environment due to, for example, regular maintenance or other activity, e.g. Outside education activities or forestry                                  |
| Management of a drowning casualty   | Swimming pools, rivers, lakes, outside education activities  |
| Use of an Automated External Defibrillator  | All sectors where you have decided that the presence of a defibrillator may be beneficial through a needs assessment   |
| Recognising the presence of major illness ( <i>including heart attack, stroke, epilepsy, asthma, diabetes</i> ) and providing appropriate first aid | Wherever the environment is low hazard but you have identified a risk, either based on the known health profile, age and number of employees or a need to consider members of the public |
| Paediatric first aid, as required by the Department for Education or local authorities, which complies with the                                     | Schools and nurseries  |

|   |  |
|---|--|
| syllabus produced by OFSTED for first aid provision for children in a school or other childcare setting |  |
|---|--|

### **Selection of personnel**

People should be selected to be nominated first aiders both based on their personal attributes and their role. They should be reliable, have the aptitude to absorb new knowledge and learn new skills, and be able to cope in stressful situations. Their normal duties should allow them to be able to respond immediately and rapidly to an emergency.

## Appendix 4 – First aid training flow chart



### Records

Copies of training certificates must be maintained by local management.

### Refresher training

Training should be planned ahead to ensure the provision of qualified first aid staff remains in accordance with the first aid needs assessment conclusions.

**Appendix 5 – Management check sheet and flow chart**

