

# GENERAL RISK ASSESSMENT FORM

**Gresham Primary School**

## PART A. ASSESSMENT DETAILS:

**Area/task/activity: Example : First Aid Risk Assessment**

**Location of activity: Gresham Primary School**

<b>Team/School name:</b>	Gresham Primary School	<b>Name of Person(s) undertaking Assessment:</b>	Tamsyn Strathearn
<b>Address &amp; Contact details:</b>	Limpsfield Road Croydon CR2 9EA	<b>Signature(s):</b>	
<b>Line manager/Head Teacher (Name &amp; Title):</b>	Karen Steele	<b>Date of Assessment:</b>	26 <sup>th</sup> April 2017
<b>Signature:</b>		<b>Step 5 Planned Review Date: (Minimum 24 months)</b>	25 <sup>th</sup> April 2017
<b>How communicated to staff:</b>	Staff Meeting / Staffroom File	<b>Date communicated to staff:</b>	16 <sup>th</sup> May 2017 (FOLLOWING FGB)

## PART B1. HAZARD IDENTIFICATION AND CONTROL MEASURES:

Step 1 Identify significant hazards	Step 2 Identify who might be harmed and how		Step 3 identify precautionary measures already in place
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, Pupils	Serious injury	<ul style="list-style-type: none"> <li>School is situated on the outskirts of Croydon town centre and the estimated time for an ambulance to arrive on site within the London Ambulance target of 14 minutes.</li> </ul>

Inadequate provision of first aid	Employees, Pupils, Agency or Casual Staff Visitors, Contractors	Serious injury	<ul style="list-style-type: none"> <li>• 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 and After School Clubs.</li> <li>• Managers are responsible for ensuring staff working outside these hours have adequate provision.</li> <li>• 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 two First Aiders'.</li> <li>• 4 staff have paediatric 1<sup>st</sup> Aid training as of April 2017. First aid lists updated W/C 26/4/2017. Please check lists displayed in office, staff room and medical room to add others who are trained with the First Aid at work certificates.</li> <li>• Annual specialist training for administration of BM for Epilepsy and Auto-Adrenaline Injector for Anaphylaxis. Up to date lists displayed in office, staff room and medical room. Copies also in First Aid folder.</li> </ul>
Inadequate first aid treatment	Employees, Pupils, Agency or Casual Staff Visitors, Contractors	Serious injury	<ul style="list-style-type: none"> <li>• 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>• A number of staff have been trained in the operation of the defibrillator which is housed at the front of the school. Monthly monitoring checks of the equipment are carried out by the caretaker.</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>• 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>• Managers are responsible for a list of first aiders to be prominently displayed in each work area. Office, staff room, medical room and blue First Aid folder</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 (either from hard copy lists on notice boards, or by using the list on the Intranet). 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 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>○ Child specific protocols are in place for Epilepsy and Anaphylaxis. Copies of these protocols are kept with child's medication in medical room, class room, blue first aid folder and there is a red folder in office on notice board. 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> </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>• Managers are responsible for providing first aiders with an appropriately stocked kit to enable them to undertake their role.</li> <li>• The supplies must be suitable to deal with the type of injuries likely to be received within that area. The H&amp;S web site provides advice and guidance on this subject.</li> <li>• 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>• First aid kits are to be stocked with the contents of a protection kit as standard e.g. gloves &amp; resuscitator, to reduce the risk of transfer of contaminated bodily fluids.</li> <li>• In addition, first aid supplies are available at controlled points within the school establishment e.g. <ul style="list-style-type: none"> <li>○ Reception</li> <li>○ Site supervisor's office</li> </ul> </li> </ul>
Trips, falls & Bumps to the head	Pupils	Minor Injury	<ul style="list-style-type: none"> <li>• All injured children to see a First Aider.</li> <li>• Children to receive First Aid treatment &amp; Cold Compress as required.</li> <li>• <b>ALL</b> children to receive a 'Bump to the Head' letter from the school office for injuries involving the head &amp; face. Any bumps to heads are recorded in blue First Aid folder.</li> <li>• Class teachers are informed by the person providing treatment if a child has a bumped head.</li> <li>• Letters are currently also sent home if child has nose bleed or takes their inhaler at school.</li> <li>• Staff to greet parents/carers at the end of the school day to explain the accident/injury.</li> <li>• Accidents to be recorded in the Accident Folder (school office)</li> <li>• Serious accidents e.g. broken bones, stitches to be recorded on HS1 form (school office). Headteacher <b>MUST</b> be informed.</li> <li>• Phone calls to parents/carers as required.</li> <li>• If in doubt, check injuries with Head Teacher or Deputy in her absence.</li> <li>• Parents/Carers to inform school of any medical conditions.</li> <li>• Parents/Carers to inform school of up-to-date emergency contact details.</li> <li>• Injured children are not to be left unsupervised.</li> </ul>

This general risk assessment will apply to this area/task/activity in most teams/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 .....  
(Name of team/school)

Signed:

Name:

Risk Assessor.

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>