

Activity/ Situation	FIRST AID PROVISION			
Location	Scarborough UTC			
Persons at Risk	Pupils <input checked="" type="checkbox"/>	Employees <input type="checkbox"/>	Visitors <input checked="" type="checkbox"/>	Contractors <input checked="" type="checkbox"/>
HAZARD(S)	<ul style="list-style-type: none"> ✘ Poor Procedure and Arrangements ✘ Biological Contamination ✘ Poor sharing of information between home & college 			
CONTROL MEASURES	ADDITIONAL INFORMATION	YES	NO	N/A
Poor Procedure and Arrangements				
Level of service needed has been established and documented in H&S Policy	Section 9 refers to the First Aid Policy created using the NYES template	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
There are sufficient numbers of first aiders to cover absence, illnesses, and training days including cover for educational visits	EVOLVE coordinator cross checks this prior to trip approval	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
First aid notices with location and name of first aiders located in public areas		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
There are sufficient first aid kits in all key areas		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sufficient portable kits for off-site activities, e.g. village halls/greens	Spare kits stored for all off site activity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
There is access to electronic system/minor injury recording form, ARF1, staff/visitors accident books and these are filled in after an accident/injury accordingly	In addition a CPOMS record is kept	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All accidents and near misses are subject to a termly documented review	As part of SLT meeting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
There is a procedure for handover to teachers and parents after an incident (head bump forms etc.)	All parents are communicated with in person either face to face or via phone call	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Supervision ratios are not compromised in the event of accident/injury		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
999 Emergency (prompt list) in place	Stored at reception	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
There is prompt access to emergency medicines e.g. epi-pens/ inhalers	Medical room in close proximity to reception	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Regular documented checks of the first aid boxes takes place		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All medications are suitably labelled with the contents, dosage and prescription date and pupils name		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Regular documented checks of the dates of medicines, epi-pens etc.	At least fortnightly as per First Aid Policy	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Biological and Viral Contamination				
Only qualified staff are permitted to offer first aid	However all staff act in loco parentis and would intervene if a child's safety were at risk	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

All staff are aware of pupils with high risk medical needs	On CPOMS and regular email and briefing update	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cleaning staff are trained to safely clean and remove contaminants	Contracted out of college	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Gloves are used when dealing with open wounds or spilt body fluids		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All areas and surfaces contaminated by spilt body fluids are disinfected using appropriate spill kits		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All contaminants are disposed of appropriately		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Poor sharing of information between home & college				
All parents reminded termly via newsletter to keep information current		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All parents complete induction form on transition from previous education provider		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Data manger to carry out a pupil spot check each term and hold a log of checks made		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you consulted with the people/representatives undertaking the activity as part of the preparation of this risk assessment		Yes <input checked="" type="checkbox"/>		No <input type="checkbox"/>
What is the level of risk for this activity/situation with existing control measures		High <input type="checkbox"/>	Med <input type="checkbox"/>	Low <input checked="" type="checkbox"/>
Is the risk adequately controlled with existing control measures		Yes <input checked="" type="checkbox"/>		No <input type="checkbox"/>
Have you identified any further control measures needed to control the risk and recorded them in the action plan		Yes <input checked="" type="checkbox"/>		No <input type="checkbox"/>
ACTION PLAN (insert additional rows if required)		To be actioned by		
Further control measures <i>to reduce risks so far as is reasonably practicable</i>		Name	Date	
Regular reminder via email alert in relation to medicine checking		HDO	20/11	
Add Accident book to SLT standard agenda so it isn't overlooked		HDO	Half termly	
Reminder to admin team in relation to sharing and upkeep of data		HDO	Half termly	
State overall risk level assigned to the task AFTER implementation of control and action plan measures taken as a result of this risk assessment		High <input type="checkbox"/>	Med <input type="checkbox"/>	Low <input checked="" type="checkbox"/>
Is such a risk level deemed to be as low as reasonably practical?		Yes <input checked="" type="checkbox"/>		No <input type="checkbox"/>
Is activity still acceptable with this level of risk?		Yes <input checked="" type="checkbox"/>		No <input type="checkbox"/>
If no, has this been escalated to senior leadership team?		Yes <input type="checkbox"/>		No <input type="checkbox"/>
Assessor(s):	H Dowds Principal	Signature(s):		
Date:	3/11/2023	Review Date:	20/11/2024	

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Risk rating	Action
HIGH	Urgently review/add controls & monitor, notify H&S Team (if Likely or Highly Likely – stop work, seek competent advice)
MEDIUM	Review/add controls (as far as reasonably practicable) & monitor
LOW	Monitor control measures

POTENTIAL OUTCOME

Catastrophic	Fatal injury/permanent disability
Major	RIDDOR reportable Specified Injury/ Disease/Dangerous Occurrence
Moderate	RIDDOR reportable over 7 day injury
Minor	Minor injury (requiring first aid)
Insignificant	Minor injury

LIKELIHOOD

Highly likely	More likely to occur
Likely	
Possible	
Unlikely	
Remote	Less likely to occur

POTENTIAL OUTCOME

Catastrophic					
Major					
Moderate					
Minor					
Insignificant					
	Remote	Unlikely	Possible	Likely	Highly Likely

LIKELIHOOD