

Greenvale School			Risk Assessment No	004	
Topic:	FIRST AID – DURING STAGED RETURN		People at Risk:	Employees, Students, Visitors	
Assessment carried out by:	L Haines E Smith	Date:	October 2020	Date of Review:	Every half term / Ongoing

Hazards (Potential to cause harm & consider how a person may be hurt)	Existing Controls	Risk rating*	Further controls necessary	Target Date & By Whom	New Risk Rating**
<p>Inadequate provision of first aid</p> <p>How: Lack of trained first aiders during school day including extended services</p>	<p>The numbers of first aiders available within Greenvale School have been assessed to ensure adequate provision is retained during the normal working hours of 08.30-15.30 hours.</p> <p>Should FAW not be available to work on the day, 3 other FAW are available in school</p> <p>Every classroom has a first aid kit, hand wash, gloves, hand gel and antibacterial spray (for equipment). All staff have been allocated reusable face masks.</p> <p>Additional masks, aprons and eye goggles are available in HT and DHT office.</p> <p>Bum bags have been issued with PPE including spray for cleaning gloves, mask, hand sanitiser.</p>	M	<p>A list of first aiders is available in various locations around the school – this includes the qualification.</p> <p>The name of the first aiders available is on the daily time timetable sheet on the staff notice board. All staff are asked to check board every morning.</p> <p>Visors available in the heads office if required.</p> <p>DHT to give first aiders an aide memoire and to discuss safe administration of first aid and give additional advice. (Nov 20)</p> <p>All staff have been given cloth masks, face shields and disposable masks.</p>	SLT Completed	L
<p>Social Distancing</p> <p>How:</p>	<p>First aiders to have available to them PPE before they undertake first aid</p>	H	<p>PPE bum bags for SLT and First Aiders. These can be worn during the day and will be named. They will contain</p>	SLT/FAW	M

Hazards (Potential to cause harm & consider how a person may be hurt)	Existing Controls	Risk rating*	Further controls necessary	Target Date & By Whom	New Risk Rating**
First Aiders unable to maintain social distancing when undertaking first aid procedures	<p>procedures (mask, gloves, apron).</p> <p>First aiders to try where possible to not face the student at the same level, where possible assist them by positioning themselves adjacent (side by side) to them.</p> <p>Some students may become more distressed at staff wearing PPE or how they are positioning. Students should be supported by a familiar adult who is socially distancing. If necessary, a parent should be called.</p> <p>BSP will be followed to manage student anxieties</p>		spray for cleaning, gloves, mask, hand sanitiser.		
<p>Infectious Disease How: Staff becoming infected with the virus due to the inability to social distance whilst undertaking first aid duties. Staff being infected after touching surfaces</p>	<p>PPE available for all first aiders – packs available in Learning Mentors room and HT and DHT office.</p> <p>First aiders to keep as far away as possible – not facing the injured person where possible.</p> <p>First aiders to adhere to strict hand washing regimes after administering first aid – care to be given when removing PPE (gloves)</p> <p>First aiders reminded that if they feel they could be exposed droplets (student vomiting, coughing etc) they should use</p>	H	Allocated room for students/staff with suspected COVID symptoms – Therapy room.	SLT Completed	M

Hazards (Potential to cause harm & consider how a person may be hurt)	Existing Controls	Risk rating*	Further controls necessary	Target Date & By Whom	New Risk Rating**
	<p>PPE (eye protectors- goggles or visors)</p> <p>All surfaces in the area cleaned by Premises Staff after the incident and waste disposed of correctly.</p> <p>First aiders to use an area that is well ventilated where possible e.g. carry out first aid outside.</p>				
<p>Inadequate training How: Staff unable to undertake all aspects of first aid treatment due to insufficient training</p>	<p>First aiders included on the first aid list for the school have successfully completed a First Aid at Work course. In addition, many staff have also completed Emergency First Aid at Work, or Basic First Aid. All staff have completed epilepsy training. All the first aid courses contents are Approved by the Health & Safety Executive (HSE) and Ofsted.</p>	M	<p>A list of first aiders is available in various locations around the school – this includes the qualification. School has liaised with PHE and school nursing team re specialist PPE needed for AGP needed for students.</p> <p>Identified staff have undertaken specialist training and mask fit tests and training for specific staff working with students requiring medical interventions.</p> <p>Close working with the MDT.</p>	SLT Completed	L
<p>Unaware of how to summon first aid provision How: New staff unsure how to summon help in an emergency</p>	<p>Head teacher/ Deputy to ensure that class teachers and support staff know who and the locations of the nearest first aiders - this is written on the daily timetable, and all first aid calls are requested through the office on 1010 or 110. If emergency services are required, the class is requested through the office and an SLT must attend.</p>	M	<p>First aiders deployed to cover all of week and checked daily.</p>	SlT Completed	L

Hazards (Potential to cause harm & consider how a person may be hurt)	Existing Controls	Risk rating*	Further controls necessary	Target Date & By Whom	New Risk Rating**
<p>Insufficient first aid supplies How: First aid equipment not available in the need of an accident.</p>	<p>Headteacher and Deputy head will be responsible for timetabling staff including FAW in school.</p> <p>There are 4 x FAW at school who will complete weekly checks on first aid kit to ensure they are appropriately stocked.</p> <p>All 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 the office and delegated person responsible for the first aid kits.</p>	M	<p>First aid kits available in all classrooms and in the school office.</p> <p>The LA has provided specialist PPE and will do so with specialist equipment if unable to restock.</p>		
<p>Parents / Carers not made aware of accidents involving their children. How: Parents/carers not communicated effectively about accidents involving their children including head bumps</p>	<p>All injured children to see a First Aider.</p> <p>SLT member on site will be informed of any accident, and will arrange for parents/carers to be called to inform them of any accident/incident. The call could be made by class teachers, office staff, first aider or SLT as appropriate.</p> <p>Head injury protocol to be followed as per school FA policy. Slip stored in First aid record not sent home.</p>	M		L	

Signed:

Role:

Date: