



## SHERBORNE

### FIRST AID POLICY AND RISK ASSESSMENT

#### 1. General statement

(The term Sherborne School includes Sherborne International, Sherborne School (Trading) Ltd, Sherborne School (Leisure) Ltd and Sherborne Preparatory School.)

It is Sherborne School policy to ensure that appropriate first aid arrangements are in place for our pupils, staff, and any visitors to Sherborne School premises. This includes providing sufficiently trained employees for our business needs and maintaining an adequate supply of first aid equipment. It also involves providing enough information to staff to enable first aid assistance to be sought during normal working hours. Where work is regularly undertaken outside these hours, then adequate first aid cover will be provided.

#### 2. The legal position

Our duty to provide first aid at work is governed by the Health and Safety (First Aid) Regulations 1981 (amended 2013). The Regulations require employers to provide adequate and appropriate equipment, facilities, and personnel to ensure their employees receive immediate attention if they are injured or taken ill at work. These Regulations apply to all workplaces.

The Regulations do not place a legal duty on employers to make first-aid provision for non-employees such as the public or children in schools. However, HSE strongly recommends that non-employees are included in an assessment of first aid needs and that provision is made for them.

The regulations require us to carry out a risk assessment in order to determine what first aid facilities and personnel are necessary to meet the needs of our business. We are also required to review this assessment periodically to ensure that current provision is adequate. In order to comply with these Regulations, our assessment has considered a number of factors, including the following:

- Proximity of school buildings to emergency medical services.
- Type of department.
- Type of activities run by or within any given department.
- Buildings layout.
- Needs of travelling and / or lone workers.
- Provision during term time and holiday time.

- Type of skills likely to be required by both teaching and support staff.

There are no standard rules on exact numbers of trained first aiders required as employers will need to take into account all the relevant circumstances of their particular workplace. The HSE suggests the following

**Low / Medium Risk** - Such as offices, shops, and libraries

- 25 – 50 employees at least 1 Emergency First Aid at Work (EFAW) trained first aider
- More than 50 employees at least 1 First Aid at Work (FAW) trained first aider for every 100 employed (or part thereof)

**Higher Risk** - Such as food processing, warehousing, and construction

- 5-50 employees at least 1 EFAW or FAW trained first aider, depending on the type of injuries that may occur.
- More than 50 employees at least 1 First Aid at Work (FAW) trained first aider for every 50 employed (or part thereof)

Due to the size of the School estate, providing first aiders based on this simple calculation of how many staff the School employs would not be appropriate. Instead Sherborne School has assessed that each department or activity, where reasonably practicable, should have the following available at all times whilst people are at work.

Department	Specific Risk / Risk Level	Level of training required by <u>at least one staff member present or within a short distance.</u> <u>Any additional measures/items required?</u>
Short Courses	Students, staff, visitors. Medium risk	First Aid at Work (Short Course Management Team and Matrons). Emergency First Aid at Work (Heads of House, Deputy Heads of House, Sports Co-ordinators, Events and Excursions Leads) Defibrillators available at Newell Grange in Weston Building Staff Room and access to debrillator in Sports Centre. First aid kits in: all Newell Grange campus buildings and in vehicles; in all boarding houses. Relevant staff receive training in the administration of medicines. Temporary academic staff are not given first aid training but there are an adequate number of first aiders available to short course students, staff and visitors for the duration of the short courses.

Boarding Houses	Pupils, staff, visitors. Medium risk	Emergency First Aid at Work – all Housemasters / Assistant Housemasters / Matrons / Assistant Matrons/Resident Tutors/Senior Tutors First Aid Kit as listed in this policy; additional items available on request from Short Course Management Team
Estates Department and Grounds	Higher risk activities, lone work	First Aid at Work. Emergency First Aid at Work. Estates, Grounds and Gardeners vehicles must carry First Aid Kits. First Aid Kits must contain all necessary items for work being carried out.
Sport (on and off site)	Higher risk activities	Any additional First Aid training advised or required by the relevant sporting body. Additional items within first aid boxes should include ice packs and sprays plus any other items considered necessary by the Health Centre. Defibrillator present in the Upper Pavilion and the First aid room on Careys.
Sports Centre	The General Public, higher risk activities	First Aid at Work. Emergency First Aid at Work Defibrillator present and staff trained annually. Ice packs plus any other items considered as necessary by the Manager in consultation with the Health Centre Nurse Manager
Catering (Chartwells)	Higher risk activities, lone work	First Aid at Work Emergency First Aid at Work. Defibrillator present in Staff Room Catering vans must carry first aid boxes. First aid kit should contain burns dressings, eye washes and additional dressings and Blue catering plasters. The kit may also contain any other items (excluding medications) considered necessary by Chartwells. Sherborne School in agreement with Chartwells provides first aid training free of charge to its nominated staff.
Housekeeping and Portering	Lone work, work with chemicals	Emergency First Aid at Work for the Services Manager Emergency First Aid at Work offered to supervisory staff Staff members must know where first aid kits are held in their relevant departments. Where work may not be carried out in easy reach of a first aid box, one must be carried with the staff member. Porterage vehicles must carry a first aid box.
Custodians	The General Public – all	Emergency First Aid at Work. A standard First aid kit is provided

	types of injury, lone work.	
Specific on or off-site activities / trips – medium to high-risk activities	Falls, heat exhaustion, contact with water, hypothermia, road accidents	Basic First Aid (trip staff) Any additional First Aid Training advised or required by the relevant governing body or the EVC. First Aid Kit as listed in this policy; additional items available on request from the Health Centre (excluding medications which should be kept where required separate to the first Aid kit). Other items considered necessary by the Activity Leader / Head of Department in consultation with the Health Centre Nurse Manager.

This assessment should be considered in conjunction with the Whole School Generic Risk Assessment 1.1, Activities Within School Buildings Generic Risk Assessment 1.2, your Departmental Risk Assessment and any other relevant school policies that cover the area or activity taking place.

### 3. Responsibilities

**Headmaster / Chief Executive Officer.** The Governors direct that the Headmaster/Chief Executive Officer shall promote an active Health & Safety culture within the School. He shall be responsible for the formulation and implementation of School Health & Safety policies, including first aid.

**School Safety Officer (Bursar).** The School Safety Officer is responsible for the day-to-day management of Health & Safety within the School, the implementation of the School's Health & Safety Policies, including first aid.

**Heads of Department and School Activities.** Are to promote high standards of Health & Safety awareness and practice in their areas of responsibility, Including first aid. To arrange for their staff to be adequately trained, informed, and supervised, including ensuring that all staff have read and understood any risk assessments put in place for their areas of responsibility.

**Health and Safety Advisor.** To provide a Health & Safety advice and audit facility and, in that capacity, will promote initiatives in Health & Safety and advise the Headmaster / Chief Executive Officer, School Safety Officer and Heads of Department on the implementation of the Health & Safety Policy, including first aid.

**HR Department.** Coordinate the booking and delivery of first aid training.

**Health Centre.** Coordinate the checking and restocking of first aid equipment including first aid boxes, burns kits and automated external defibrillators.

**First-Aiders** (trained in Emergency First Aid, First Aid at Work or Basic First Aid) In order to carry out their duties effectively, first aid personnel have the following general duties and responsibilities.

- Responding promptly to all requests for assistance if able.
- Summoning further help if necessary.
- Looking after the casualty until recovery has taken place or further medical assistance has arrived from the health centre or paramedic / ambulance staff.
- Reporting details of any treatment provided.
- Looking after the first aid equipment and ensuring that containers are re-stocked when necessary. The health centre will re-stock first aid kits when notified.

**Note:** When a pupil has been injured or been involved in an accident, Housemasters will be responsible for informing parents/guardians by telephone or e-mail. **On Short Courses this will be the responsibility of a member of the Short Course Management Team.**

#### 4. Accident Reporting

When an accident occurs the Head of Department, Line Manager or School Activity Coordinator must be informed immediately; for all other incidents, they must be told during the same day. It is the Head of Department, Line Manager or School Activity Coordinators responsibility to review all accidents / incidents submitted by staff that relate to their area of responsibility. **On Short Courses this will be the responsibility of a member of the Short Course Management Team.**

The School utilises EVOLVE (an online accident / incident reporting system which is compliant with the Data Protection Act). The EVOLVE accident book can be accessed through the school's intranet by selecting the relevant school. It is very important that all accidents / incidents whether to employees, pupils or others are reported to the Bursary Manager through the Evolve accident book within 48 hours. Dependent on circumstance the online submission will also trigger an automatic notification to the Schools Health Centre and / or the Health and Safety Advisor.

The School also requires that 'near misses' are reported to the Bursary Manager in the same way in order to identify hazards and prevent more serious incidents from occurring.

**Note:** Where access to the internet is problematic the paper-based "Accident or Incident Report and Review Form" can be used. This form mirrors the online reporting system. It is essential that in the case of any significant accident, including those requiring medical treatment and/or admission to hospital, it is forwarded immediately to the Bursary Manager or to the School's Health Centre if the injured person is taken there for treatment.

**Important Note:** When a Pupil has an accident, it is imperative that the relevant Housemaster and Matron **(or Head of House and Matrons on Short Courses)** is also informed as soon as possible.

The Bursary Manager will report accidents in accordance with the Reporting of Injuries Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR), as necessary to the enforcing authorities, Health and Safety Advisor and the School Safety Officer and will also ensure that accident / incident forms are held confidentially.

The Bursary Manager will analyse accident trends and report to the Health & Safety Committee. If a serious accident occurs the School Safety Officer may call for a special meeting of the Health & Safety Committee.

## 5. Staff training

The level of training and equipment required for each department has been determined by an assessment of the level of risk involved as detailed in section 2.

All staff undertaking first aid duties on behalf of School staff will be given full training in accordance with current legal requirements. No training will be considered complete unless the course is attended from start to finish, and the trainer considers the attendee to be competent following the course completion.

First aid training is provided by suitably qualified external trainers, Heads of Department/Line Managers are responsible for identifying those staff that need initial and refresher training and where necessary will be expected to re-organise working hours to enable staff to attend. The School will do its best to ensure that sufficient notice of both initial training courses and any refreshers are given to managers to assist with this planning.

The HR department along with the Health and Safety Advisor will coordinate the booking and delivery of the training and will add a copy of certification to the staff member's personnel file once the training is complete.

The School generally provides three different levels of first aid training for staff:

### 6.1 First Aid at Work (minimum 18 hours) for higher risk areas, covering:

- The priorities of first aid
- Awareness of personal safety
- Assessment and management of an incident
- Causes of unconsciousness
- Management of the unconscious casualty
- Resuscitation (CPR) including Defibrillation
- Management of airway and breathing problems
- Treatment of wounds, bleeding, and shock
- Assessment and treatment of common injuries and medical conditions
- Dealing with burns, poisons, and eye injuries

- Legal record keeping and use of equipment

On successful completion of the course, the candidate will receive the HSE Approved, nationally recognised First Aid at Work Certificate. This is valid for three years after which a re-qualification course will be necessary.

## **6.2 Emergency First Aid at Work (minimum 6 hours) for moderate risk areas, covering:**

- The priorities of first aid
- Awareness of personal safety
- What to do in an emergency
- Causes of unconsciousness
- Management of the unconscious casualty
- Resuscitation (CPR) including Defibrillation
- Administer first aid to a casualty who is choking or fitting
- Treatment of wounds, bleeding, and shock
- Provide first aid for minor injuries

On successful completion of the course, the candidate will receive the HSE approved, nationally recognised Emergency First Aid at Work Certificate. This is valid for three years after which a re-qualification course will be necessary.

## **6.3 Basic First Aid (3 hours) for low-risk areas, covering:**

- The priorities of first aid
- Awareness of personal safety
- What to do in an emergency
- Causes of unconsciousness
- Management of the unconscious casualty
- Resuscitation (CPR)
- Treatment of wounds, bleeding, and shock
- Assessment and treatment of common injuries and medical conditions
- Record keeping and use of equipment

On successful completion of the course the candidate will receive a certificate of attendance. This is valid for three years.

The School also has staff trained in more advanced first aid for supervision of particular sporting and co-curricular activities, such as Rugby and Outdoor Education. The level of training required is identified through specific risk assessment or as directed by the activity governing body, for further details contact the Director of Sports or Educational Visits Coordinator.

A staff member, who administers first aid according to their training in the course of their employment, would be covered by employer's liability insurance. In addition, a person acting heroically by intervening in an emergency to assist an individual in danger will, in the event of a claim of negligence on that person have due regard given by the courts in accordance with the Social Action, Responsibility and Heroism Act 2015.

## **7. Procedures**

The following are general first aid related procedures to be followed by **all staff**:

- If you are aware that an employee or pupil has been taken ill, or has had an accident contact a Matron or one of the Whole School First Aiders as listed in this policy. You should not attempt to give first aid treatment yourself unless you have been trained to do so.
- Within published School hours also inform Custos and update them on your actions, requesting further external medical assistance if required.
- All employees are insured to carry pupils and other employees to hospital in their cars under the School's insurance. Car journeys to hospital should only be undertaken however if the patient is medically fit enough to be transported in this manner, with or without another employee to assist. If in doubt, please seek advice from NHS111.
- If you need to access a first aid kit for personal use, you must ensure it is returned to its designated place.
- Any loss or damage to first aid equipment must be reported to Matron.

The School acknowledges that first aid arrangements will only operate efficiently where they are understood by both employees and others who may be working on School premises. These include part-time and temporary staff. For this reason, information on how to summon first aid is provided for all new staff as part of their induction.

## **8. Dealing with visitors**

It is our policy to offer first aid assistance to visitors to our premises. Should a visitor feel unwell or have an accident, then the employee supervising their visit should call for a first aider. If the visitor has had an accident, the employee dealing with the incident is responsible for ensuring that an accident/incident report form is completed and sent to the Director of Short Courses who will ensure it is passed on to the Bursary Manager.

## **9. First aid Equipment.**

Sherborne School follows the HSE standard recommendations regarding the content of a First Aid Kit. However, specialist items required for specific activities will be added by the Health Centre following approval by the Nurse Manager.

### **9.1 First Aid Kits including Burns Kits**

In essence, the choice and number of items in the box need to be suitable for the risks in your department. The table within this policy shows the basic risk assessment for first aid within the School, however, additional risks should be identified by individual departmental risk



assessments, and this should be used to guide your choice of contents. For instance, you may decide that you need lots of plasters, only one triangular bandage and need to add in some latex free gloves. Please remove any unwanted items and send them to the Health Centre.

As a basic guide and where there is no special risk, the minimum stock of first-aid items in a low-risk department would be:

- A leaflet giving general guidance on first aid, e.g., HSE leaflet Basic advice on first aid at work
- 20 plasters of varying useful sizes.
- Two slings (preferably sterile)
- One pack of gauze swabs
- Two sterile eye pads
- Six safety pins
- Six medium-sized (approximately 6cm x 7cm) individually wrapped sterile un-medicated wound dressings
- Two large (approximately 10cm x 10cm) sterile individually wrapped un-medicated wound dressings
- Two pairs of disposable gloves (Latex free)
- A disposable ice pack
- An eye wash saline pod (20ml)
- Scissors
- Burns dressings
- Foil survival blanket
- A resuscitation face shield
- Adhesive tape

**Note:** Tablets or medicines should never be kept in a first aid box. External visits and trips First Aid Kits are subject to the Offsite Visits Policy regarding medications.

First Aiders should take advice from their Department Head or the Health and Safety Advisor if they consider that the above list might not be sufficient for the risks posed by any activity or area. First Aiders are encouraged to attach a list to the outside of each first aid box that details the contents and the expiry date (if applicable) for each item. It is also possible to obtain break seals from the Health Centre to help First Aiders identify when a box has been opened and may require replenishment.

First Aiders should check their first aid box regularly to ensure that sufficient items are available and contact the Health Centre to make suitable arrangements to re-stock first aid kits. In addition, the Health Centre will contact each department responsible for a first aid kit annually to request First Aid Kits be returned to the Health Centre for checking and re-stocking.

First Aid Kits need to be sited to ensure that they are available out of 'normal' hours for anyone who needs to use them.

## 9.2 Automated External Defibrillators

The school has purchased seven Automated External Defibrillators (AED), they are located in areas of higher risk, higher occupancy, or with extended distance from the Health Centre, see table below. The AED kits contain all that is required to administer a shock safely, if required.

Type	Location
Powerheart AED G3 (Semi-Automatic)	Health Centre, Front Office
IPAD SP1 fully automatic AED	Sports Centre, internal cabinet on wall in Reception.
Mediana AED (Semi-Automatic)	Dining Hall, internal cabinet on wall near Servery
IPAD SP1 fully automatic AED	Upper Pavilion, Lobby
Physio-Control Lifepak® CR Plus (Semi-Automatic)	New First Aid Room Carey's, internal cabinet on wall.
Mediana AED (Semi-Automatic)	Sherborne International, Weston Building Staff room.
IPAD SP1 fully automatic AED	Sherborne Preparatory School, Acreman Building, in main corridor.

## 10. Location of Whole School First Aiders

The persons below are listed as whole School First Aiders and may be in a position to leave their place of work to offer help with first aid emergencies for School staff, pupils, or visitors across the School estate, if called upon.

Location	Name
Custos	T. Hurman, J. Perry, S. Read, C. Lisi
Catering	J. Blades
Commercial Events and Lettings	C. Handel
Estates Department	D. Morphew, H. Hawrylak
Powell Theatre	J. Donnelly, B. Yates
Services Department	K. Britton
School Shop and the Hub	A. Trotman
Sports Centre	J. Cattigan
Sherborne International	S. Belgeonne, S. Larkin, D. Shaw

In addition to the above a large number of other Academic and Support staff who are first aid trained work onsite and may also be called upon to assist if they are available. Please make yourself familiar with your departmental first aiders and how to contact them if necessary. A full list of staff qualified in first aid is held by the HR department and is distributed regularly, it is also listed within the EVOLVE online accident book and on the School intranet.

## 11. List of First Aid Kit locations

This is not an exhaustive list.

Location
The Green
School Shop
Sports Centre
Custos
The Hub
Abbey House
Abbots Acre
Catering -Dining Hall and Kitchen at Sherborne School
ICT The Grove
Wallace House
Lyon House
Digby House
Abbeylands
School House
Services Rest room and porters Vehicles
Harper House
Bursary
Sherborne International Buildings and Vehicles
King's House
Cheapside
Estates Buildings and Vehicles
Upper Pavilion
Careys First aid room