

## **RISK ASSESSMENT OF FIRST-AID NEEDS DURING COVID-19 OUTBREAK**

During the phased return of students and staff, the school can use this template to make sure suitable First Aid cover is available. Schools will generally fall into the lower risk category, but some specialist schools or areas of activity may fall into the medium risk category. Schools need to base their First Aid provision on the results of their risk assessment.

### **Completing Risk Assessment of First Aid needs – factors to consider**

#### **How many first-aid personnel are required**

There are no rules on exact numbers. The Head Teacher or the H&S lead will decide on number of First Aiders needed based on risks to staff, pupils and visitors. Factors to consider in deciding how many first-aid personnel are required:

- Provision for lunchtimes and breaks. It is good practice to encourage lunchtime supervisors to have first-aid training;
- First Aid cover in case of staff absences;
- Cover for practical and high-risk departments, such as PE, Science, DT, Food Technology, Art;
- Cover for out of hours activities e.g. sports activities, clubs;
- Arrangements with contractors (e.g. catering providers, cleaners) on joint provision of first aid;
- Provision for trainees and volunteers working on site. They have the same status as staff for the purposes of health and safety legislation.
- The school size, number of buildings and levels and facilities that are out of the main site.
- The location of school, its accessibility and whether the school is close to A&E or a hospital. If the school is not nearby a hospital or not easily accessible arrangements should be in place to get the people as soon as possible to the nearest A&E or hospital.

#### **What training do first aiders need?**

The Health and Safety (First-Aid) Regulations 1981 require employers to provide suitable first-aid equipment, facilities and trained personnel to enable first aid to be given to employees if they are injured or become ill at work. For employers to comply with this Regulation, their first-aiders must have a valid certificate of competence in FAW, EFAW or PFA, issued by a suitably approved training provider.

#### **First Aid at Work**

##### **Implementation of new first-aid training courses**

As of 1 October 2013, the Health and Safety (First Aid) Regulations 1981 was amended, removing the requirement for HSE to approve first aid training and qualifications. This means that businesses now have more flexibility in how they manage their provision of first aid in the workplace.

Towards the end of the three-year certification period, first-aiders need to undertake an FAW requalification course or EFAW course, as appropriate, to obtain another three-year certificate. Within any certification period, the HSE strongly recommends that first-aiders undertake annual refresher training. Although not mandatory, this will help qualified first-aiders maintain their basic skills and keep up to date with any changes to first-aid procedures.

### **Content of an FAW course**

On completion of training, successful candidates should be able to:

- provide emergency first aid at work;
- Assess any given situation removing any potential danger to cause further harm to the casualty or the first aider.
- Assess the casualty for response and diagnose the casualties condition using ABC of first aid.
- Administer first aid to a casualty with:
  - Basic life support (CPR) to a casualty who is not breathing or showing signs of circulation.
  - First Aider will be trained in the use of Automated External Defibrillator.
  - Recognise and Administer First Aid techniques to a choking casualty.
    - Injuries to bones, muscles and joints, including suspected spinal injuries;
    - Chest injuries;
    - Burns and scalds;
    - Eye injuries;
    - Sudden poisoning;
    - Anaphylactic shock;
- Recognise the presence of major illness and provide appropriate first aid (including heart attack, stroke, epilepsy, asthma, diabetes).

FAW courses should contain at least 18 hours learning which can be provided via blended or classroom based learning.

### **FAW certificates**

FAW certificates are valid for three years.

FAW requalification courses should contain at least 12 hours learning which can be provided via blended or classroom based learning.

### **Content of an EFAW course**

On completion of training, successful candidates should be able to:

- understand the role of the first-aider including reference to:
  - the importance of preventing cross infection;
  - the need for recording incidents and actions;
  - use of available equipment;
- assess the situation and circumstances in order to act safely, promptly and effectively in an emergency;
- administer first aid to a casualty who is unconscious (including seizure);
- administer cardiopulmonary resuscitation;
- administer first aid to a casualty who is choking;
- administer first aid to a casualty who is wounded and bleeding;
- administer first aid to a casualty who is suffering from shock;
- provide appropriate first aid for minor injuries (including small cuts, grazes and bruises, minor burns and scalds, small splinters).

The EFAW course is a component of FAW training but there is no final practical assessment.

EFAW courses should contain at least 6 learning which can be provided via blended or classroom based learning.

### **Paediatric First Aid and Millie's Mark**

This training is required for students up until puberty. So primary schools should have suitable numbers of trained PFA employees.

The Early Years Foundation Stage (EYFS) guidelines, which childcare settings in England are required to follow, currently state that just one person with a current paediatric first aid certificate must be on the premises and available at all times when children are present or on outings. (DfE 2017, page 22).

After a consultation period, the government revised the statutory framework for the early years foundation stage, part of the revision was the requirements for paediatric first aid. The framework was published on the 3<sup>rd</sup> March 2017 and became effective on the 4<sup>th</sup> April 2017.

The framework details that providers should take into account the number of children, staff and layout of premises to ensure that a paediatric first aider is able to respond to emergencies quickly.

All newly qualified entrants to the early years workforce who have completed a level 2 and/or level 3 qualification on or after 30 June 2016, must also have either a full PFA or an emergency PFA certificate within three months of starting work in order to be included in the required staff:child ratios at level 2 or level 3 in an early years setting. Providers should display (or make available to parents) staff PFA certificates or a list of staff who have a current PFA certificate.

Millie's Mark is named after Millie Thompson, who died after choking on food at nursery in 2012 when she was just nine months old. Millie's Mark is awarded as a special endorsement to childcare providers who go above and beyond minimum requirements by having 100% of staff trained in paediatric first aid and also ensuring that everything learned during the course is kept alive and in the forefront of practitioners' minds so that they are confident, ready and capable. Further information on Millie's Mark and the required criteria can be found at [www.milliesmark.com](http://www.milliesmark.com)

### **Content of PFA course**

On completion of training, successful candidates should be able to:

#### Principles and Practise of First Aid

- Primary, Secondary Assessment and Recovery position
- Child and Baby Resuscitation
- Child and Baby Choking
- Causes of Unconsciousness
  - Fainting
  - Head injuries
  - Asthma/Anaphylaxis
  - Poisons
  - Epilepsy
  - Diabetes
- Shock
  - Wounds and Bleeding
  - Extremity injuries:

- Fractures
- Dislocations
- Sprains
- Strains
- Burns and Scalds
- Eye and Ear Injuries
- Medical Conditions;
  - Meningitis
  - Febrile convulsions
  - Anaemia/Sickle cell anaemia
  - Hypothermia
  - Hyperthermia
- Regulations:
  - Recording and reporting
  - Replenishing First Aid Kits

### **Specific needs**

Specialised trained First Aiders should be present when staff or a student with specific medical need e.g. asthma, physical disabilities, epilepsy or severe allergy are in school.

### **Contacting first-aid personnel**

A clear process to contact First Aiders should be in place. First Aid information should be displayed and communicated to all staff, visitors and members of public whilst at school premises.

### **HSE Update – Extension of First Aid Qualification During Coronavirus Outbreak**

People holding a First Aid at Work, Emergency First Aid at Work, Paediatric First Aid at work or Emergency Paediatric First Aid at Work qualifications nearing expiry date might experience disruption to access to requalification as a result of Covid-19 outbreak. The HSE has offered a three-month extension to the validity of the qualifications if the learner is unable to requalify. This means that First Aiders can continue delivering first aid provision for up to three months past the expiry of their current First Aid certificate. This comes into effect for certificates expiring on or after the 16th March 2020. Anyone taking advantage of this extension should be able to describe clearly their reasons for delaying requalification training and demonstrate steps they have taken to undertake the training.

## Health and Safety Risk Assessment - *First-Aid needs during School re-opening*

<b>Academy / School</b>	<b>Westminster Cathedral Primary School</b>	<b>Assessment No.</b>	<b>1 June 2020</b>
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<b>Site</b>	<b>Westminster Cathedral Primary School</b>	<b>Location</b>	<b>Bessborough Place SW1V 3SE</b>		
<b>Subject of Assessment</b>	This assessment will consider the first aid requirements/needs of the school.				
<b>Assessed by</b>	<b>Alexandra Stacey Headteacher</b>	<b>Date</b>	<b>31<sup>st</sup> May 2020</b>	<b>Review date</b>	<b>15<sup>th</sup> June 2020</b>
<b>Details of work-place/activity</b>	First Aid provision for school during COVID-19 outbreak.		<b>Persons Affected</b> (Who may be harmed)		
			Staff, pupils, contractors and visitors		

<b>Hazards and Risks</b>		<b>Existing Control Measures</b>	<b>Risk Level</b> (Very High, High, Medium, Low)	<b>Further Actions</b> ✓/X (If ✓ See Actions)
1.	<p>Aggravation of injuries or illness due to the lack of provision of First Aid.</p> <p>The risks in not providing suitable first aid assistance and associated management procedures include inadequate identification and treatment of injuries or ill health and potential litigation claims and prosecution.</p>	<p><b>Early Years':</b></p> <ul style="list-style-type: none"> <li>• There is at least 1 member of staff with Paediatric First Aid for Early Years' Stage Foundation for every 8 children.</li> <li>• At all times, there is at least one member of staff who has completed Emergency First Aid course.</li> <li>• Portable first aid kits are available in easily accessible areas.</li> <li>• Medical plans are assessed when deciding the level of First Aid cover required.</li> </ul>	<p>Medium</p> <p>1 member of staff has Paediatric training</p> <p>3 members of staff completed online training</p>	

Hazards and Risks		Existing Control Measures	Risk Level <i>(Very High, High, Medium, Low)</i>	Further Actions ✓/X <i>(If ✓ See Actions)</i>
		<ul style="list-style-type: none"> <li>• Specialised trained First Aiders are on site if the school has a member of staff or a student with specific medical need e.g. asthma, physical disabilities, epilepsy or severe allergy.</li> <li>• Portable first aid kits are available in easily accessible areas.</li> <li>• First Aid kits will be checked and replenished regularly.</li> </ul> <p><b>Primary:</b></p> <ul style="list-style-type: none"> <li>• Sufficient number of First Aiders present (in accordance with guidance and overall assessment of student / employee numbers and activities).</li> <li>• Medical plans are assessed when deciding the level of First Aid cover required.</li> <li>• Specialised trained First Aiders are on site if the school has a member of staff or a student with specific medical need e.g. asthma, physical disabilities, epilepsy or severe allergy.</li> <li>• Students' medical plans are assessed when deciding the level of First Aid cover needed.</li> <li>• A member of staff that has received epi-pen training is available at all times.</li> <li>• First Aiders record accidents in the accident book and pass these forms to the relevant person.</li> <li>• First Aid kits will be checked and replenished regularly.</li> </ul>	<p>6 members of staff have online first aid training from St Johns Ambulance</p> <p>All staff received asthma and anaphylactic shock training 2019</p>	

Hazards and Risks		Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions ✓/X (If ✓ See Actions)
2.	Insufficient number of First Aiders due to multiple buildings or buildings with split levels	<ul style="list-style-type: none"> <li>• First Aid cover is available at all times.</li> <li>• First Aider can cover one or two levels of one building.</li> <li>• First aid kits are available in each room</li> </ul>	Low	
4.	School location	<ul style="list-style-type: none"> <li>• School is near the hospital and easily accessible.</li> <li>• If the school is not nearby a hospital / it is not easily accessible, arrangements are in place to get the people as soon as possible to the nearest A&amp;E or hospital.</li> </ul>	Low	
5.	Lunch-time cover – split school due to social distancing	<ul style="list-style-type: none"> <li>• A Paediatric First Aider is present during Early Years' lunchtimes.</li> <li>• The school have First Aider cover for lunchtimes.</li> <li>Or</li> <li>• Staff can ask for a First Aider to go to the area where students are eating their lunch.</li> <li>• First aid kits are provided and these are placed in accessible locations.</li> </ul>	Low	
6.	Availability of medical room	<p><b>If the school has a medical room:</b></p> <ul style="list-style-type: none"> <li>• Where possible school will be using medical room only to provide first aid to pupils who have a serious injury, are vomiting or has COVID-19 symptoms</li> <li>• The first aid room will be cleaned frequently and after each use (when first aid care has been provided).</li> <li>• Cleaning materials to disinfect the areas and PPE is available. PPE include disposable gloves, aprons, face masks, goggles / face shields or visors.</li> </ul>	Low	

Hazards and Risks		Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions ✓/X (If ✓ See Actions)
7.	Dealing with staff/child with a suspected case of Covid-19	<ul style="list-style-type: none"> <li>• The school has identified a room that can be used for suspected cases of COVID-19; <b>medical room</b></li> <li>• Students that display symptoms of the virus during the school day will be isolated in the designated room until they are collected or additional medical assistance can be gained. This may be 111 support, an ambulance</li> <li>• Emergency services will be informed of the school's location and consider special arrangements with the emergency services e.g. provision of a dedicated area.</li> <li>• Staff that display symptoms will leave if they can, the site to self-isolate, otherwise support will be sought from 111;</li> <li>• First Aiders required to assist this person will wear full PPE including, apron, gloves, mask and visor;</li> <li>• <ul style="list-style-type: none"> <li>– First Aiders have completed appropriate training for 'donning and doffing' PPE – NHS video / advice <a href="https://www.hse.gov.uk/news/face-mask-ppe-rpe-coronavirus.htm">https://www.hse.gov.uk/news/face-mask-ppe-rpe-coronavirus.htm</a></li> <li>– PPE is disposed of in accordance with NHS COVID-19 waste management guidance; <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</a></li> </ul> </li> </ul>	Medium	
8.	Waste disposal of used equipment	<ul style="list-style-type: none"> <li>• Waste will be put in a plastic rubbish bag and tied when full;</li> <li>• The plastic bag is placed in a second bin bag and tied;</li> </ul>	Medium	

Hazards and Risks		Existing Control Measures	Risk Level <i>(Very High, High, Medium, Low)</i>	Further Actions <b>✓/X</b> <i>(If ✓ See Actions)</i>
		<ul style="list-style-type: none"> <li>• It is put in a suitable and secure place and marked for storage until the individual's test results are known;</li> <li>• Waste is stored safely and kept away from children;</li> <li>• Waste is not put in communal waste areas until negative test results are known or the waste has been stored for at least 72 hours;</li> <li>• If the individual tests negative, this can be put in with the normal waste;</li> <li>• If the individual tests positive, then waste is stored for at least 72 hours and then put in with the normal waste;</li> <li>• If storage for at least 72 hours is not appropriate, a collection as a Category B infectious waste is arranged by either local waste collection authority if they currently collect your waste or otherwise by a specialist clinical waste contractor. They will supply you with orange clinical waste bags for waste bags can be sent for appropriate treatment.</li> </ul>		