



Sheffield Lower School First Aid Risk Assessment

Assessment conducted by: Victoria Joyce	Job title: School Business Manager	Covered by this assessment:
Date of assessment:	Review interval: 2 years	Date of next review: February 2026

Risk rating		Likelihood of occurrence		
		Probable	Possible	Remote
Likely impact	Major: Causes major physical injury, harm or ill health.	High (H)	H	Medium (M)
	Severe: Causes physical injury or illness requiring first aid.	H	M	Low (L)
	Minor: Causes physical or emotional discomfort.	M	L	L

Hazard	Who may be harmed	Risk rating L/M/H	Existing controls	Further action required	Assigned to	Completed
Insufficient awareness of school procedures	Staff, pupils and visitors	M	<ul style="list-style-type: none"> • Clear arrangements for first aid are detailed in the First Aid Policy which outlines local external contacts, e.g. GPs and hospitals, and is available to all employees and on the school website. • The First Aid Policy is informed by this risk assessment. • The school considers the needs of non-employees, e.g. pupils and visitors, as well as staff members in all its first aid provision. • All staff, pupils, parents, visitors and carers are made aware of the setting's first aid arrangements, including how to contact a first aider urgently where necessary. • All members of staff are familiar with the procedures outlined in the Health and Safety Policy. • First aid arrangements, including the location of first-aid equipment, facilities and relevant personnel are covered in the induction process – any subsequent changes are brought to the attention of staff members and are detailed within the Staff Handbook. • First aid notices are displayed in prominent positions at appropriate places on the school premises. • Lists of all first aiders and appointed persons are displayed prominently throughout the school. • Staff members working with pupils are made aware of the expectation to use their best endeavours at all times to secure the welfare of pupils, and informed that the outcomes of taking no action in an emergency are likely to be more serious than if they tried to assist. 	<ul style="list-style-type: none"> • Paediatric first aid training will be provided to all staff in early years Years. • Two members of staff will be trained in the First Aid at Work qualification. • The staff handbook will detail basic first aid processes and procedures. 	Office Manager	Signature Date

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			<ul style="list-style-type: none"> First aid needs are reviewed annually, and after any major changes, e.g. changes to staff or premises, to ensure provision remains appropriate. 			
Inadequate first aid provision	Staff, pupils and visitors		<ul style="list-style-type: none"> Provision is sufficient to ensure that first aid can be administered without delay as necessary and is always available. A suitable first aid room is available next to the office. Where possible, this room is reserved exclusively for the provision of first aid. The number of first aiders on site is monitored to ensure provision remains adequate throughout the school day, including any wraparound provision. Procedures are established to allow staff to contact trained first aiders for their assistance where needed. First aid arrangements take account of absences of a first aider or appointed person and reflect alternative work practices. Injured or ill pupils are never left unsupervised. All low-level hazards, e.g. office hazards, and high-level hazards, e.g. using certain chemicals, are identified using specific risk assessments to determine whether different levels of first aid provision are required. At least one member of staff with a current paediatric first aid (PFA) certificate is available on site at all times when children are present and accompanies children on off-site activities. 	<ul style="list-style-type: none"> Staff in every year group are trained in basic first aid. 		

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Staff training	Staff, pupils and visitors		<ul style="list-style-type: none"> • All qualified first aiders undergo, or have undergone, appropriate training delivered by a competent training provider, and hold a valid first aid certificate. • The school has 44 qualified and suitable first aiders among its staff members following an assessment of its circumstances and first aid needs. • The school's specific first aid needs are discussed with training providers in advance to allow courses to be tailored specifically to the school's circumstances. • Retraining is arranged before first aid certificates become invalid. • Where possible, first aiders undertake annual refresher training to maintain their basic skills and keep up-to-date with any changes in procedures. • First aiders provide immediate help to staff, pupils and visitors with common injuries or illnesses and those arising from specific hazards at the school or on educational visits. • First aiders ensure that, where appropriate, an ambulance or other professional medical help is called. • Where a first aid needs assessment identifies that medicine specified in Schedule 19 of The Human Medicines Regulations 2012 may need to be administered in an emergency, the school provides first aiders with additional training to recognise the symptoms and condition and to administer lifesaving medication in an emergency situation. • Staff members with PFA training renew their training every three years and the course is consistent with the criteria in Annex A of the DfE's 'Statutory framework for the early years foundation stage'. 	<ul style="list-style-type: none"> • 		

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			<ul style="list-style-type: none"> Pupils are taught health education as part of the curriculum which includes basic first aid, e.g. dealing with common injuries. 			
Recording incidents	Staff, pupils and visitors		<ul style="list-style-type: none"> A record is kept of all incidents managed by a first aider or appointed person, or that require first aid staff to be in attendance. The record is used to help inform the development and monitoring of the First Aid Policy and any subsequent first aid needs assessments and identify trends in accidents and areas for improvement. The record is readily accessible and records the following details: <ul style="list-style-type: none"> The date, time and place of the incident The name of injured or ill person The injury or illness Whether first aid was given What happened immediately after the incident, e.g. they returned to class or a hospital trip was required The name and signature of first aider or person managing the incident The likely causes of accidents or injuries are identified and assessed to help leaders consider the type, quantity, and location of first aid equipment needed, and the facilities and personnel required. 	<ul style="list-style-type: none"> Trends, patterns and locations are monitored with agreed actions. The school has a digital easy to navigate system to record first aid incidents in a centralised location. 		
Reporting incidents	Staff, pupils and visitors		<ul style="list-style-type: none"> The requirements of The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 are followed, including all reportable incidents being recorded by a specified responsible person and notifying the HSE of 	<ul style="list-style-type: none"> 		

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			<p>fatal and major injuries and dangerous occurrences without delay.</p> <ul style="list-style-type: none"> Following the reporting of an incident under RIDDOR, the responsible person considers whether the incident was caused by a failure in the way an activity was organised, the way equipment or substances were used, or the condition of the premises. Parents are informed on the same day about any accident or injury their child has sustained, or as soon as reasonably practicable, and whether any first aid treatment was given. Ofsted is notified as soon as reasonably practicable of any serious accident, illness or injury to, or the death of, any pupil while in the school's care, and of the action taken. 			
Insurance	Staff and school		<ul style="list-style-type: none"> The school ensures adequate insurance and risk cover is in place for its first aid provision. 	<ul style="list-style-type: none"> 		
First aid equipment, material and facilities	Staff, pupils and visitors		<ul style="list-style-type: none"> The school provides sufficient materials and equipment which is always available and easily accessible to meet its first aid needs. All first aid equipment is suitably labelled. A suitable first aid container stocked in accordance with an assessment of the school's first aid needs is easily accessible on site, including: <ul style="list-style-type: none"> A leaflet giving guidance on first aid 20 individually wrapped sterile plasters 2 sterile eye pads 2 individually wrapped triangular bandages 6 safety pins 	<ul style="list-style-type: none"> The office do this in Sept then each class monitors from that point forward. Checked by office at intervals. 		

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			<ul style="list-style-type: none"> • 2 large and 6 medium-sized sterile individually wrapped wound dressings • 3 pairs of disposable gloves • The school has a sufficient number of first aid containers on the premises in line with its first aid needs and considers where additional containers may be required, e.g. distant sports fields and playgrounds. • All first aid containers are marked with a white cross on a green background and are located near to hand washing facilities where possible. • Medication is not stored in a first aid container. • A first aider is designated responsibility for checking the contents of first aid containers frequently and restocking them as soon as possible after use. • First aid items are discarded safely after the expiry date has passed. 			
Using, storing and disposing sharps	Staff, pupils and visitors		<ul style="list-style-type: none"> • The appropriate first aid-trained members of staff are adequately trained in the use, storage and disposal of sharps equipment. • Sharps equipment is used in line with the Infection Control Guidance and COSHH Procedures. • The school ensures that sharps remain essential tools for effective first aid care and are only used when required in order to avoid unnecessary use and risk of injury. • Staff ensure that sharps-free equipment is used to administer first aid where reasonably practicable to do so. • Where it is not reasonably practicable to use sharps-free equipment, 'safer sharps' are used where appropriate – 	•		

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			<p>'safer sharps' refers to sharps equipment with safety features to minimise the risk of accidental injury.</p> <ul style="list-style-type: none"> • Where the use of safer sharps is required to administer first aid, this equipment does not compromise the care provided or the needs of the individual requiring first aid. • Where the use of safer sharps is not reasonably practicable and/or the type of equipment cannot be reasonably controlled, e.g. an adrenaline auto-injector (AAI) brought in from home, the person responsible for administering first aid ensures that safe procedures for using sharps are followed. • Sharps equipment is not re-capped unless it is in the interests of safety or it is necessary to do so, to avoid accidental injury while recapping. • Sharps are stored and disposed of near where first aid is usually administered, where possible, to minimise the risk of injury while carrying sharps equipment from storage or to disposal. • Sharps that are not intended for re-use are not re-used and are disposed of safely. • Written instructions, in line with the equipment manufacturer's advice, are available for the person using and disposing of sharps equipment. • Sharps are stored and disposed of in clearly marked and secure sharps boxes. • Staff are aware never to fill sharps boxes above the fill line and adhere to this practice. 			

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Sharps injuries	Staff, pupils and visitors		<ul style="list-style-type: none"> • First aiders are adequately trained on what to do in the event of a sharps injury. • Procedures are in place for sharps injuries to be recorded in an accident log. • Procedures are in place to allow for the investigation of a sharps injury, in order to learn from the incident and avoid it reoccurring. • Where an individual is at risk of infection or disease due to a sharps injury, the school ensures the individual has access to immediate medical advice, e.g. they are sent to hospital. • Clear signage is available surrounding areas where sharps are stored and disposed of in order to alert others, e.g. cleaning staff, to their presence and avoid accidental injury. 	•		
Off-site activities and trips			<ul style="list-style-type: none"> • A travelling first aid container is taken for use on any off-site activities or educational visits. • Prior to undertaking any off-site activities or educational visits, the visit leader assesses the level of first aid provision needed and identifies any additional items that may be necessary in the first aid container for specialised activities. • First aid provision remains available on school premises when staff and pupils are working elsewhere, e.g. educational visits. 	• ?		
post-incident response	Staff, pupils and visitors		<ul style="list-style-type: none"> • The school offers the first aider mental health support after an incident by signposting them to their GP or government support, such as ‘Promoting mental health and wellbeing in schools and colleges’. • Staff ensure first aid equipment is ready for use again. • The incident is reported under the RIDDOR if the necessary criteria are met. 	<ul style="list-style-type: none"> • First aid incidents are reported to the local authority Corporate Health and Safety team through Asessnet 		

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