



# First Aid, Accident and RIDDOR Policy

<b>Approved by:</b>	Board of trustees	<b>Date:</b> February 2024
<b>Last reviewed on:</b>	February 2024	
<b>Next review due by:</b>	February 2027	
<b>Monitoring &amp; Review</b>	Finance & Resources Committee	
<b>Links</b>	<p><b>Internal Linked Policies:</b></p> <ul style="list-style-type: none"> <li>• Health and Safety Policy, Medical needs policy</li> </ul> <p><b>Linked Guidance:</b></p> <ul style="list-style-type: none"> <li>• First aid regulations 1981</li> <li>• HSE guidance L74 3rd edition (re-issued 2018) &amp; HSG245, (published 2004)</li> <li>• H&amp;S at work act 1974</li> <li>• Management of H&amp;S at Work Regulations 1999</li> <li>• RIDDOR - Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013</li> <li>• First aid in schools, early years and further education (DfE)</li> <li>• Early years foundation stage (EYFS) statutory framework</li> </ul>	
<b>Staff responsible</b>	Estates and Facilities Director, Estates and Facilities Business Partners, Principals, Appointed First Aiders  HR	

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## 1. Introduction

- 1.1 The Health and Safety (First-Aid) Regulations 1981 set out the essential aspects of first aid that employers must address, to support anyone who is injured or becomes ill at work
- 1.2 The DfE (Department for Education) recommended that all schools and colleges consider the needs of non-employees such as pupils, students and visitors when making provision for first aid
- 1.3 Summit Learning Trust will ensure that there is adequate and appropriate first aid provision provided for anyone who could be affected by our undertaking
- 1.4 The Management of Health and Safety at Work Regulations 1999, regulation 5, requires employers to plan, organise, control, monitor and review their health and safety arrangements. Health and safety investigations form an essential part of this process.
- 1.5 RIDDOR regulations mean that certain accidents need to be reported immediately. These are timebound and require the Principal / E&F BP to be made aware immediately. RIDDOR also links in with HR regarding staff injured / occupational diseases.

## 2. Roles & Responsibilities

### 2.1 Estates & Facilities Director

- Ensure colleagues have access to this policy
- Assign Estates & Facilities Business Partners to advise & support Principals
- Provide advise and report to the Risk and audit committee.

### 2.2 Estates & Facilities Business Partner (E&F BP)

- Complete the annual first aid needs assessment
- Collaborate with principal & first aid lead
- Provide academy specific reports to H&S Committee & Leadership
- Immediate action if RIDDOR reportable (Duty of both Principal & E&F BP)
- Swift review / investigation of accidents (Duty of both Principal & E&F BP)

### 2.3 The Principal

- Appoint an adequate and appropriate number of first aiders (see needs assessment)
- Appoint a first aid lead or appointed person who will oversee first aid for the academy
- Ensure first aider training is adequate and appropriate (see needs assessment)
- Ensure staff are aware of first aid processes.
- Immediate action if RIDDOR reportable (Duty of both Principal & E&F BP)
- Swift review / investigation of accidents (Duty of both Principal & E&F BP)
- Ensure academy staff, undertake such risk assessments as required for offsite and onsite activities that may increase the need, and timings for first aid provision and ensure control measures and the relevant first aid provision is provided, i.e. out of school clubs.

### 2.4 First aid lead or appointed person

- Ensure adequate & appropriate appointed person(s) / first aiders
- Ensure an adequate supply of medical materials & equipment
- Check first aid kits are adequately stocked and contents are in date
- Maintain first aid equipment & ensure current (i.e., defibrillators, adrenaline auto injectors)
- **IF** hospital / medical treatment has been received because of injuries or illness sustained then:
  - Immediately notify the Principal & E&F BP (could be RIDDOR)
  - Complete an accident/ incident form (Pass to E&F BP)

- Maintain first aider lists
- Track first aider training
- Collaborate with the Professional Learning Institute on first aider training
- Ensure all record keeping is correctly maintained
- Follow the medical needs policy
- Collaborate / co-ordinate with appointed person(s) & first aiders

## 2.5 Appointed person(s) / first aiders

- Take the lead when someone is injured or ill
- Assess the situation
- Ensure adequate and appropriate first aid is received
- Contact 999 / 112 when appropriate
- If first aider ensure your training is current
- Communicate with parents / guardians
- Send learners home to recover, where necessary
- Maintain records & complete appropriate forms
- Follow the medical needs policy
- Ensure adequately stocked and up to date first aid kits
- **IF** hospital / medical treatment is required, then Immediately notify the E&F BP or Principal

## 2.6 All colleagues

- Obtain first aid for selves & others as required – as per section 2.7
- Timely completion of forms, witness statements & investigations
- Complete risk assessments for events / activities your are leading on, that alter the normal first aid requirement, ensure control measures provide adequate and appropriate first aid by assessing the first aid need for that event / activity
- Disclose relevant medical conditions to HR & where needed the First Aid Lead
- Colleagues from the Central team, should make themselves aware of the first aid arrangements within the academy / academies they are attending
- All colleagues have a statutory obligation to follow and co-operate with the requirements of this policy.

## 2.7 First person onsite – actions

- Assess the situation
- Safeguard yourself and others from any danger
- IF potentially life threatening / serious injury then phone 999:
  - Remain with the casualty, if safe to do so
  - Send someone to summon a first aider
- IF minor injury / illness:
  - Send them to first aid / appointed person, or accompany them if safer to do so. The appointed person / first aider will take the lead once attending.

## 2.8 HR – actions

- There are reportable occupational diseases & over 7day injuries that may be relevant to some colleagues. HR to flag once aware of disease, injury or related absence over 7 days (See *section 4 – RIDDOR*).

### 3. Accident types, investigations and forms

#### 3.1 Near Misses

- Report via the Estates Help Desk by colleague
- Recorded, reviewed, and action taken by E&F BP
- Major near misses should be cross referenced with RIDDOR by the E&F BP, in case they are a reportable dangerous occurrences

#### 3.2 First aid

- Existing medical reasons & all = record on MIS system
- Maintain tally of types of first aid
- Lead first aider provides monthly tally to E&F BP
- E&F BP maintains an overview and KPI for H&S Committee & SLT
- **IF** hospital /medical treatment received – notify E&F BP / Principal ASAP

#### 3.3 Accident / Incident forms & investigations

- **IF** hospital / medical treatment received – complete an accident form
- **IF** accident could be the fault of the academy – complete an accident form
- **IF** unsure complete an accident form
- Provide Accident forms to E&F BP (or if absent the principal)
- Accident forms reviewed by the E&F BP / Principal
- Investigations completed where required
- Take action to prevent future incidents where possible

### 4. RIDDOR Reporting (urgent and legally timebound)

#### 4.1 Accidents – that required hospital/ medical treatment

- **IF** hospital /medical treatment received – first aider notifies E&F BP / Principal immediately
- E&F BP / Principal – review details immediately
- Check HSE guidance for RIDDOR & specifically HSE advice on RIDDOR in education, for what is reportable and what is not

#### 4.2 HR notifiable conditions

- **IF** notified of any reportable occupational diseases (SEE HSE RIDDOR guidance)
- **IF** due to an accident a colleague is absent / unable to perform normal work duties for more than seven consecutive days (not counting the day of the accident).
- **IF** either of the above points are true, HR to immediately notify the relevant E&F BP and Principal

#### 4.3 Reportable dangerous occurrences

- Major near misses should be cross referenced with RIDDOR by the E&F BP, in case they are a reportable dangerous occurrence

#### 4.4 **IF** reportable, then immediately:

- Obtain all relevant information,
- Complete accident form
- Obtain witness statements
- Conduct investigation
- Relay info to: E&F BP/ Estates & Facilities Coordinator/ E&F Director.
- Do not assume emails picked up – check this is being actioned
- Complete RIDDOR reports online and retain a copy – file with accident form

## 5. Appendices

### First Aid Needs Assessment

<b>Academy:</b>	
<b>Location:</b>	
<b>Estates &amp; Facilities Business Partner:</b>	
<b>Principal:</b>	
<b>First Aid lead:</b>	
<b>Setting:</b> <i>(Primary / Secondary / College) :</i>	
<b>Date last reviewed:</b>	
<b>Reviewed by:</b>	
<b>Next review due: <i>(within 12 months)</i></b>	

#### **Stage 1 – number of first aiders required during normal operation:**

##### ***Factors to consider:***

<b>Factors to consider</b>	<b>Notes / numbers</b>
Total colleagues based at academy:	
Estimated visitors & contractors, potentially on site:	
Total learners 16 + years	
Total learners 8-16 years	
Total learners under 8 years	
Have accident / learner / colleague numbers increased since the last review?	
Has the first aid response been adequate and appropriate?	
Do you have sufficient provision to cover absences of first aiders or appointed persons?	
List any high risk departments / subjects / activities: (consider machinery, hazardous substances, activities, etc..)	
SEND needs	

## ***Number of first aider (s) guidance:***

The following are base line examples that relate to number of workers. We need to consider the factors we have identified in the table above and adjust accordingly.

### HSE guidelines for low risk

<25 at least 1 appointed person

26-50 at least 1 first aider trained in Emergency First Aid at Work (EFAW)

>50 at least 1 first aider trained in First Aid at Work (FAW) for every 100 (or part thereof)

### HSE guidelines for higher risk

5-50 at least 1 EFAW or FAW required

At least 1 FAW for every 50 or part thereof

**IMPORTANT:** If there are children under 8 a pediatric first aider needs to be always available

## ***Based on the factors and guidance above***

***– enter the minimum number of first aiders required below:***

<b>Persons required</b>	<b>Minimum Number required</b>	<b>Current number trained?</b>	<b>Additional numbers required / need training?</b>
Appointed person (s)			
Pediatric first aider (s)			
First aider (s) – trained in EFAW			
First aider (s) – trained in FAW			

Training notes: Training is to be arranged via the professional learning institute. All providers must be able to evidence they are competent to provide the training. Refresher training must be completed every 3 years.

**Needs Assessment - Stage 2a – First aid kits / equipment required**

First aid kits / equipment required	Notes on quantity & locations, etc..	Action notes:
First aid kits (Needed in high risk areas)		
First aid kits in buildings (min 1 per building)		
First aid kits for first aiders		
First aid kits for sport fixtures / visits		
AED (Defibrillators required)		
Sharps bin		
Spare auto Injectors required		
Other?		

**Stage 2b – First aid kit contents – per first aid kit**

Content: <i>(Sterile / hypo allergenic where possible)</i>	Quantity needs assessed as:	Action notes:
Plasters – variety of sizes		
Eye Pads		
Triangular Bandage		
Safety Pins		
Large Sterile wound dressing		
Gloves (latex free)		
Bandages		
Olaes bandage		
Foil blanket		
Compression Cuff		
Alcohol wipes		
Cold pack		
Eye wash / distilled water		
Other		

**Stage 3 – Consider the following and note down any actions required:**

Factor	Current First Aid Plans / Notes	Further action required?
Out-of-hour activities such as before and school clubs, sports activities or Lettings?		
Visits processes in place that consider first aid?		
Are the premises spread out, and how does this relate to the first aid provision?		
Is there shift work or out of hours working?		
Is your workplace remote from the emergency services? (distance?)		
Do you have any employees who travel regularly or work alone, if so how is this managed?		
Do all colleagues, contractors, learners, work experience colleagues, know how to access first aid?		
Do you have colleagues, learners, or others, with reading or language difficulties? How will you communicate with them?		
Is a First Aid room required, & suitable?		
First aid training: Delivered by an accredited provider? Monitored & current?		
First aid signage is in place and reviewed?		
Is this baseline needs assessment adequate and appropriate, or are further actions required?		