

**First Aid Needs Assessment Form***Bay House School and Sixth Form  
Gomer Lane, Gosport, PO12 2QP***Bay House School and Sixth Form  
First Aid Needs Assessment Form**

<b>Part 1</b>		<b>ASSESSMENT OF FIRST AID NEEDS</b>
<b>Name</b>		Bay House School and Sixth Form
<b>No.</b>	<b>Aspects to Consider at Your Premises</b>	<b>First Aid Provision Considerations (Insert Your Information)</b>
1	What are the risks of injury and ill-health arising from the work and activities as identified in your risk assessments?	Injuries sustained from working at heights, impacts, slips, trips & falls including fractures, sprains, dislocations, unconsciousness & concussion and cuts & abrasions.
2	Are there any specific risks? (eg. work with hazardous substances, dangerous tools, dangerous machinery, higher risk activities etc)	Those areas with a higher risk than normal. i.e. Science areas, Food preparation areas, Technology areas, etc have a satellite first aid box containing minimal supplies in order to deal with minor injuries i.e. small cuts and abrasions All chemicals are used under strict COSHH and CLEAPPS guidance and assessment
3	Are large numbers of people employed on site?	There are 200+ numbers of staff employed
4	What is your record of accidents and cases of ill-health? What type and where did they happen?	In general accidents are not high in any particular area however owing to the numbers of staff and students, staff are trained dependant on normal working locations. This allows first aider provision across the premises.
5	Are there staff/children on site who	First aiders will need to be trained to a suitable level to enable them to address any likely ill-

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	have disabilities or specific health problems?	health or medical conditions as well as potential injuries, current qualification is the Emergency First Aid at Work Level 3 with some staff also being trained to First Aid at Work Level 3. It is helpful if first aiders are aware of the health problems and any issues staff with disabilities might experience, but personal information can only be provided with the individual's permission  Pupils with Medical Conditions are communicated to staff via face to face meetings and through confidential medi-alerts via email. A confidential medical list is also put out to staff in September of each academic year and updated a necessary.
6	Are there clients or service users on the site who may need first aid?	Community hirers use the site out of teaching timetables. Specialist hire groups are required to provide suitably trained first aiders. First aid provision should be available at all times – however there are two members of community staff currently not first aid trained and therefore this is being put into place asap by L Hodges (Community Manager)
7	Is there first aid cover for lunch times and for the beginning and end of the working day?	First aid requirements are needed for all hours of the School opening hours
8	What is the site layout and will the layout require additional first aid cover for separate buildings or floors of a multi-storey building?	The site is a single site however is spread out
9	Do you have any work experience trainees?	First Aid provision is available for all persons attending the premises
10	Are there a number of inexperienced or young staff/workers/visitors on site?	The school is used daily by approx 2000 11 – 18 year olds as well as visiting Primary schools and community hire events
11	Do the numbers of people on site vary throughout the day? Are extra first aiders needed for peak periods?	Additional first aiders are required during the core teaching hours of the day owing to the number of employees and students on site at those times

**First Aid Needs Assessment Form***Bay House School and Sixth Form**Gomer Lane, Gosport, PO12 2QP*

<b>12</b>	Do staff work in shift patterns and does each shift have sufficient first aid cover?	First aid provision will be required outside of core teaching hours to accommodate those present at these times
<b>13</b>	Do you work on a site occupied by other organisations and share first aid arrangements?	The site is not shared with other organisations
<b>14</b>	What is the distance from emergency services and how long are they likely to take to arrive on site?	Emergency services are local to the site and generally arrive promptly.
<b>15</b>	Do some staff work alone or remotely (including contracted home workers)?	Those staff who work alone are first aid trained except for two members of community staff – First Aid training to be put into place ASAP by L Hodges (Community Manager). No staff work at home full time.
<b>16</b>	Do you have service users aged five years of age or younger?	The age group for core teaching is 11-18 years therefore no paediatric first aid trained staff are required. As the School has extensive community use, as much as the School provides first aid trained staff, those users with paediatric first aid requirements are expected to provide their own appropriately trained staff as part of their hire agreement.
<b>17</b>	Do members of the public visit your premises?	First Aid provision is available for all persons attending the premises First aid requirements are needed for all hours of the School opening hours
<b>18</b>	Do you have any employees with reading or language difficulties?	Any employees with such needs are identified and arrangements are in place.
<b>Do not forget that first aid trained staff, paediatric first aid trained staff and appointed persons take leave and/or are often absent from the premises for other unscheduled reasons. You must appoint sufficient people to cover these absences to enable first aid personnel to be available at all times when people are at work.</b>		

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### Part 2 SUMMARY OF REQUIRED FIRST AID PROVISION

Name of Premises/Organisation/School Bay House School and Sixth Form

Level of First Aid Staff (Type of Provision)	Numbers of Staff Required to be on Site at Any Time	Numbers to be Trained to Meet On-Site Requirement
Qualified First Aider	3	1
Emergency First Aider	0	0
School First Aid Trained	Core teaching hours 12	0
	0	0
Paediatric First Aid Trained	0	0
Appointed Person	0	0
Other: (Please specify) <i>(Note: This is not to include any training requirements for medicine administration)</i>	0	0

First Aid Kits	Quantity Required	Locations of First Aid Kits
<u>Yes / No</u>		Around the site- various relevant departments

Travel First Aid Kits	Quantity Required	Locations of Travel Kits
<u>Yes / No</u>	4 large, 4 small	Medical room

First Aid Rooms/Areas	Quantity Required	Locations of Rooms
<u>Yes / No</u>	1	R Block – Science Corridor

**First Aid Needs Assessment Completion**

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<b>Manager's comments</b>	The two members of community staff who are not First Aid trained need this training as soon as practically possible.
<p>The schools has 1 defibrillator located in the hub</p> <p>Staff qualified to use these are all Schools First Aid Trained. Staff however, anyone can use the Defibrillator.</p> <p>We are currently looking to purchase an additional defibrillator to keep within the Sports Complex – currently with Steve Osborne (Assistant Head Teacher) to review.</p>	

<b>Name of manager</b>	<b>Signature of manager</b>	<b>Date</b>
<b>H Adams</b>	<b>Signature on master</b>	<b>01.02.2018</b>

<b>Assessment reviews</b>	Set future review dates & sign/comment upon completion
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Review date	Reviewed by	Reviewer signature	Remarks
<b>September 2017</b>	<b>H Adams, GFM Medical Lead</b>		
July 2019	H Adams, GFM First Aid and Pupils with Medical Conditions Lead		