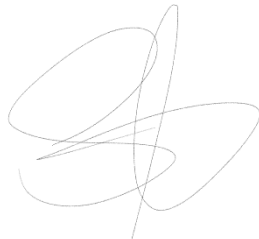


# Macmillan Academy

## RISK ASSESSMENT – FIRST AID

<b>Location/Department:</b>	First Aid	<b>Date of Assessment/Last Review:</b>	September 2025
<b>Assessed By:</b>	S.Jackson	<b>Expiry Date:</b>	September 2026
<b>Signed by:</b>	S.Jackson 		
Any queries arising from this risk assessment should be addressed immediately with Head of Department or Operations Director.			

## RISK MATRIX TABLE

Risk rating High (H), Medium (M), Low (L)	Likelihood of occurrence		
	Probable	Possible	Remote
<b>Major:</b> Causes major physical injury, harm or ill-health	H	H	H

<b>Likely impact</b>	<b>Severe:</b> Causes physical injury or illness requiring first aid.	H	M	L
	<b>Minor:</b> Causes physical or emotional discomfort	M	L	L

RISK	THOSE AT RISK	RISK RATING PRIOR TO ACTION (H/M/L)	CONTROL MEASURES	IN PLACE? (YES/NO)	FURTHER ACTION / COMMENTS	RESIDUAL RISK RATING (H/M/L)
Injuries to staff, students, visitors and contractors.	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Students</li> <li>• Visitors</li> <li>• Contractors</li> </ul>	M	<ul style="list-style-type: none"> <li>• All staff or serious injuries are recorded on EVOLVE.</li> <li>• All other first aid or accidents are recorded manually in the accident book held in First aid.</li> <li>• Injured people are either sent to hospital or sent home/parents pick up depending on injury. Contact parents/guardian or next of kin.</li> <li>• The Health and Safety Executive to be informed of RIDDOR reportable injuries</li> </ul>	Yes	<ul style="list-style-type: none"> <li>• Operations Manager and Estates Director informed of near miss/major injuries so these can be followed up.</li> </ul>	L

<ul style="list-style-type: none"> <li>• Bodily fluids including blood, urine, faeces and vomit.</li> <li>• Injury treatment and cleaning soiled people.</li> </ul>	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Students</li> <li>• Visitors</li> <li>• Contractors</li> </ul>	<p><b>M</b></p>	<ul style="list-style-type: none"> <li>• Staff are trained in safe-procedures for collection and disposal of waste.</li> <li>• Basic hygiene rules to prevent contamination.</li> <li>• Cuts, grazes to be kept covered.</li> <li>• Gloves, aprons, wipes, paper towels, bleach or disinfectant solution, mops to be used.</li> <li>• COSHH Assessment available.</li> </ul>	<p>Yes</p>		<p><b>L</b></p>
<p>Injury treatment</p>	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Students</li> <li>• Visitors</li> <li>• Contractors</li> </ul>	<p><b>M</b></p>	<ul style="list-style-type: none"> <li>• The academy employs a Lead First Aider who provides the majority of first aid treatment.</li> <li>• The academy has a sufficient number of First Aiders to provide first aid treatment for the number of staff and students in the academy.</li> <li>• There are sufficient First Aiders to provide cover for holidays, illness etc.</li> <li>• There is sufficient cover to provide first aid on trips etc based on risk assessment.</li> <li>• All staff are aware of how to summon first aid assistance.</li> <li>• A list of First Aiders is displayed in prominent position.</li> </ul>	<p>Yes</p>		<p><b>L</b></p>

			<ul style="list-style-type: none"> <li>• Provide refresher training before expiry dates of First Aid certificates.</li> <li>•</li> </ul>			
First Aid kits for injury treatment	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Students</li> <li>• Visitors</li> </ul>	<b>M</b>	<ul style="list-style-type: none"> <li>• There is a sufficient number of first aid kits in the school at strategic places.</li> <li>• The first aid kits are regularly checked to ensure they remain adequately stocked.</li> <li>• There are no illegal items in first aid kits i.e. Aspirin, Paracetamol etc.</li> <li>•</li> </ul>	Yes		<b>L</b>
<b>Applicable regulations:</b>	The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)					