



**The Khalsa Academy Wolverhampton – A Khalsa Academies Trust School**

## First Aid Risk Assessment Addendum

**This policy is applicable to The Khalsa Academy Wolverhampton**

<b>Document control</b>	
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<b>School/Service</b>	<b>The Khalsa Academy Wolverhampton</b>
<b>Location</b>	<b>Millfields Road Wolverhampton West Midlands WV4 6JP</b>
<b>Head of School/Service</b>	<b>Mrs Anita Kaur Notta</b>
<b>School/Service Safety Advisor</b>	<b>Mr Manjit Kaley</b>
<b>Date</b>	<b>20/01/2021</b>
<b>Assessors</b>	<b>Mrs. S. Bhogal Mrs. S. Nicholson</b>

The current number of first aiders and level of training:	11 in Total 11 Level 3 in Emergency First Aid at Work
The approximate number of people working between 8:00am – 4:00pm:	10 people (during Covid).
The approximate number of staff in an area outside work hours (incl. weekends):	None
Lone working carried out in the School/Service?	2 - Caretakers
The approximate number of students in working hours:	Secondary Students – between 3-6 (Vulnerable students as per government guidance)
The approximate number of students outside working hours:	None
Is the School/Service spread out, e.g. are there several buildings on the site or multi-floor buildings?	4 Multi-floor building (0 students) Sports Hall Block (0 students) Canteen Block (0 students)
Distance to Nearest major hospital: Travel time:	By Car - 15 mins 3.1 miles By Foot – 45mins 3.1 miles
Maximum distance to the location of existing first aid kits:	Sports Block Admin Area Canteen Block Science Dept DT Dept Mini Bus
Summary of major incidents over the last 12mths:	None
Do you have any work experience trainees, volunteers or honorary staff?	None

List specific hazards in the area. E.g. slips & trips, work at height, plant or machinery, moving objects, electricity, radiation, chemicals, dust, manual handling.	Hazard: None	None
Are there hazards or health concerns for which an extra first aid kit or specialised treatment is required. E.g. chemicals, potential for burn, eye injuries, field trips.	Details: Science Block	

Recommendations;

Number and location of kits	Sports Block - 1 Admin Area – 2 (First Aid room and side office). Canteen Block - 1 Science Dept - 1 DT Dept - 1 Mini Bus -1
Number and names of first aider at work agreed	Mrs S Bhogal Mrs A Hyde Mr W DeFreitas Mrs S Jhall Miss J Gennard Mrs. H Kaur Mrs C Mulloy Mr M Dhillon Mrs S Nicholson Mr A Elsmore Miss P Kajla
Number and names of emergency first aider agreed	All 11
Number and names of first aid administrator agreed	All 11
Additional recommendations	

Action list;

Items for Action	Completion Date	Date Signed Off	Initials
Lateral Flow Testing Site – Sports Hall set up in line with government and LA guidance and recommendations.	18.01.2021		

## Guidance on the first aid risk assessment

### **Numbers of first aiders**

For low-risk areas such as offices, the minimum requirement is for a first aid administrator and a suitably stocked first aid box.

For more significant numbers of employees, consider providing suitably placed first aid boxes.

<b>Number of staff</b>	<b>Recommended minimum provision</b>
<25	first aid administrator
25 – 50	first aider
>50	a first aider, plus one more for every 100 employed

For higher-risk activities, the recommended numbers of first aiders will need to be increased.