



SHERBORNE GIRLS

First Aid Policy and Needs Assessment

Approving body: SLT

Owner: Senior Deputy Head

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Executive Summary

This policy is for staff and sets out the commitments the School makes to deliver adequate first aid provision for pupils, staff and visitors and outlines individuals' responsibilities to ensure that such provision is achieved and maintained. It also details the assessment of what resources (both people and equipment) are necessary to achieve the legal requirements that its provision should be "adequate", "appropriate", "timely", and "competent".

Date of Review: Michaelmas 2025
Date of Approval: 13 October 2025



Issue Number: 3.4
Review Due: Michaelmas 2026

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Part 1 – First Aid Policy

1. Introduction

The aim of this policy is to ensure that swift and appropriate First Aid is provided to any pupil, employee or visitor on the School premises in the event of accident or illness.

The School will ensure that there are an adequate number of persons appropriately trained in First Aid skills throughout the School who can respond to provide First Aid when required at the scene of an accident or illness.

The number, distribution and level of training of First Aiders required to meet relevant guidance has been assessed in the **First Aid Needs Assessment** (included as Part 2 of this document). The requirements may vary according to the time of day and between term time and holidays.

Similarly, the required number, distribution and content of First Aid equipment (including First Aid kits) has been assessed in the same document. These assessments of need will be kept up-to-date by means of annual reviews.

The School is committed to taking all reasonably practicable steps to ensure that the identified requirements for First Aiders and First Aid equipment is met at all times.

For the purposes of this document, the term “First Aider” should be taken to include all those persons who have been recorded by the Human Resources Manager as having undertaken a course of instruction in “First Aid at Work”, “Emergency First Aid at Work” or “Outdoor First Aid” as specified in the First Aid Needs Assessment within the refresher period for that course. Persons holding other qualifications in First Aid may be deemed to be included in the term “First Aider” at the discretion of the Health & Safety Manager.

Persons who have been trained in First Aid in previous roles or for voluntary roles outside the School but are not on the Health & Safety Manager’s list of nominated First Aiders should only administer First Aid in the event of a life-threatening injury. They may not be covered by the School’s insurance in such circumstances.

Persons who have not been trained should not administer First Aid within the school environment. They will not be covered by the School’s insurance. The School has provided sufficient First Aiders to ensure adequate cover and a trained First Aider should be summoned.

2. Responsibilities

The Senior Deputy Head has overall responsibility for the content and implementation of this policy and the First Aid Needs Assessment.

Heads of Department are responsible for ensuring that their department has sufficient First Aiders and First Aid equipment to meet the requirements of this policy.

The Health & Safety Manager is responsible (following consultation with the Health & Wellbeing Lead) for the preparation and maintenance of parts 1 and 2 of this policy and for advising the School on its requirements. The Health & Safety Manager is also responsible for ensuring that the identities of nominated First Aiders are made available to all staff by means of notices in buildings, lists on the SG SharePoint site and / or any other method they feel is appropriate.

The Health & Wellbeing Lead is responsible (following consultation with the Health & Safety Manager) for ensuring that the content of this policy is consistent with current relevant

guidance. They are also responsible for advising the School on technical health-related and First Aid matters and on the suitability of nominees for First Aider training.

All nominated First Aiders are responsible for responding to accidents and illnesses on the School site or affecting School pupils and staff when on off-site activities and for delivering swift and appropriate First Aid in line with their training (including referral of casualties to the Health Centre / hospital as appropriate). First Aiders are also responsible for ensuring that the necessary Accident forms are appropriately completed for all First Aid incidents.

The Deputy Director of Human Resources is responsible for maintaining records relating to those individuals who have been nominated and trained as First Aiders.

The Professional Development Lead is responsible for ensuring that sufficient time is made available for staff to attend the courses they have been nominated for, to ensure that the required level of first aid cover is maintained.

The Health & Safety Manager and Health & Wellbeing Lead are jointly responsible for ensuring that adequate training sessions (including refresher training sessions) are provided to maintain the competence of First Aiders and that any internally-delivered training sessions are adequately supported with appropriate trainers and materials to meet the requirements of this policy.

3. The Health Centre

During term time the School Health Centre is open to provide relevant medical and general healthcare services for pupils. The Health & Wellbeing Lead shall ensure, so far as is reasonably practicable, that it is open and appropriately manned in line with Health Centre procedures 24 hours per day throughout the term time.

The Health Centre is not a First Aid post, as the primary role of the duty nurse is to provide ongoing care to inpatients. The duty nurse will only leave her post to attend a First Aid incident if she considers that incident to be of higher medical priority than the care of the patients in the Health Centre at that time or if cover from another appropriate member of staff is available.

The duty nurse is therefore not considered as a First Aider in the context of this document, though all such nurses clearly possess First Aid knowledge and skills.

In the event of a pupil being injured, Health Centre staff may inform the parent / guardian. Such notification will always take place if the pupil is admitted to hospital and is at the discretion of the duty nurse after assessment of the pupil's condition in other cases. A record of this is made on the pupil's medical record, or on iSAMS, in accordance with Health Centre protocols.

Health Centre staff will provide support and advice to First Aiders whenever requested or deemed necessary.

4. First Aider Obligations

When a First Aider is requested to attend a casualty, they should respond immediately and deliver appropriate First Aid in line with their training, seeking advice and support from other first aiders or the Health Centre if necessary.

Whether the casualty is ill or injured, First Aiders should keep a record of all treatment and actions taken. This record may be in a notebook or on the School's "Accident, Incident and Near Miss" form (available from the SG SharePoint site). For accidents resulting in injury, the "Accident, Incident and Near Miss" form must be completed (the primary responsibility for completion of which rests with the adult in charge of the activity or area where the event

happened). In any case, the details of treatment and actions taken must be forwarded to the Health Centre.

Where casualties are treated at the scene and then transferred to the Health Centre or to hospital, a verbal handover must be provided to the receiving organisation. This handover should include any available information on the casualty's condition and any treatment given.

Following the use of any materials from a First Aid kit, the First Aider must notify the Health Centre so that replacement items may be issued. Only by doing this can the contents of First Aid kits be maintained at appropriate levels throughout the year. First Aiders should not rely on the re-stocking exercise for this. First Aid supplies will be ordered and kept by the Health & Wellbeing Lead in the Health Centre.

Accuracy of reporting information (both verbally and on written forms) is vital in case reporting of the accident to HSE under the provisions of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 is required. Information should include the time, any conditions that affected the accident (e.g. height of a fall, ground conditions) and specific reference to the nature and location of injuries (including which side of the body and specific injury locations – “left middle finger” rather than just “finger”).

Details of the requirements to report Accidents, Incidents and Near Misses and additional guidance on dealing with body fluid spillages are both given on the Policies page of the SG SharePoint Site.

5. First Aid Equipment

The majority of first aid equipment necessary within the School environment is provided by standard first aid kits. Suitable kits meeting HSE guidance and of an appropriate size for the area covered are provided where specified by the First Aid Needs Assessment. In addition, other specialist equipment is also provided (see below) to ensure that appropriate first aid can be rendered promptly and effectively.

Heads of Department are responsible for ensuring that staff are aware of the location of the nearest First Aid kit to their working location. The locations of First Aid kits in the School are specified in the First Aid Needs Assessment.

The School has purchased five Automatic External Defibrillators (AEDs) to supplement its first aid provision, locations are specified in the [First Aid Needs Assessment](#).

Staff undertaking in-school “Emergency First Aid at Work” and “First Aid at Work” training are provided with generic training on the use of the units and the School's training devices are made available to trainers on these courses to ensure that staff are familiar with the operation of the units.

The units are managed by the Health & Safety Manager, who arranges for monthly checks of their serviceability to be completed as well as servicing in line with manufacturer's recommendations.

The units are also registered with Southwest Ambulance via the National Defibrillator Network (“The Circuit” scheme), allowing emergency operators to direct callers to them if they are the closest units to an emergency. The scheme also provides operators with the duty caretaker's telephone number in case further support is needed.

To supplement standard first aid kits, boarding houses have been issued with specialist kits to treat severe asthma attacks. These kits are provided and managed by the Health Centre, who are responsible for ensuring that they remain serviceable.

Administrative arrangements for First Aid equipment are specified in [Annex B](#) to this document.

6. Information on First Aid Needs of Specific Individuals

The Health & Wellbeing Lead is responsible for providing in all departments and relevant boarding houses a list (including, for pupils, photographs) of any pupil or member of staff who has notified the School that they suffer from:

- Severe allergic reactions, especially those at risk of Anaphylaxis
- Epilepsy
- Diabetes rendering them at risk of hypoglycaemic episodes
- Asthma

Such lists shall include details of any specific treatment appropriate to particular individuals. All First Aiders will be trained to recognise and deal appropriately with these conditions. Other staff who have significant interactions with pupils on these lists will be provided with guidance on recognising and treating their conditions on request.

The Health Centre will provide catering departments with information on the dietary needs (including food allergies) of pupils.

For pupils at risk of anaphylaxis who have been prescribed an adrenaline autoinjector device, an annual check is undertaken with a Health Centre nurse at the beginning of the Michaelmas term. They are advised to carry the two autoinjectors at all times and written consent is gained from parents to enable the emergency administration of the School's supply of adrenaline.

Autoinjector devices are provided in the following locations:

- All boarding houses
- Health Centre
- Home Economics Food Prep Room
- School Office
- Merritt Centre (Building Manager's Office)
- Art & Design Workshop
- Chemistry Prep Room

During an annual check-up, those pupils suffering with Asthma will be encouraged to carry their reliever inhaler at all times, and to make adults aware of the location of these inhalers. Written consent is obtained from parents to administer the school supply of salbutamol held within the Health Centre. Emergency asthma inhaler kits (containing a salbutamol inhaler device and spacers) are located in the same locations as for adrenaline autoinjectors (above), together with the Beddington Building and Stuart Centre.

Annex A – Administrative Arrangements for First Aiders

The School will use external training providers to deliver the required training for in Outdoor First Aid and First Aid at Work. Such training providers should be able to demonstrate adequate quality management arrangements for the training delivery and assessment, preferably by way of third party accreditation / certification. Refresher periods for such training will be no more than three years.

For Emergency First Aid at Work training, the School may elect to use external training providers as above, but may also deliver this training in-house if required. For in-house training, the following key quality management controls must be met to provide assurance that the course materials and delivery are to a high standard. The Health & Wellbeing Lead is responsible for ensuring that this paragraph is complied with.

- The course syllabus must include all the items specified in HSE guidance for Emergency First Aid at Work training courses, together with any items specified by the Health & Wellbeing Lead as being of particular relevance to staff (“Additional Training”);
- Training material must be in line with “accepted current first aid practice”, as defined by the St. John’s Ambulance Service, the British Red Cross, the Resuscitation Council or other widely recognised body approved by the Health & Wellbeing Lead or Health & Safety Manager;
- Course content and course materials must be reviewed at least every 12 months to confirm compliance with the above;
- Delegates must be assessed on their ability to demonstrate those elements of first aid which are amenable to practical demonstration and to sit and pass a written (multiple choice) examination dealing with those elements of the course that are not so amenable;
- Delegates must be provided with written course materials to take away from the session, covering all elements of the course. This may be commercial first aid handbooks supplemented as necessary with copies of course slides;
- Training sessions must be run in environments conducive to good learning, with no more than 8 delegates per trainer and no less than 2 trainers.
- For each session, delegates must be provided with an opportunity to provide feedback on the session, the course materials, the environment and the quality of training delivery. Such feedback must be taken into account in the annual review of the course;
- At least one trainer must hold an in-date First Aid at Work qualification or medical exemption. All other trainers must hold an in-date Emergency First Aid at Work (EFAW), Outdoors First Aid or First Aid at Work (FAW) qualification from an external provider or a medical exemption;
- All trainers must have satisfied the Deputy Director of Human Resources that they have sufficient training skills or qualifications to be able to deliver the course to an appropriate standard before being permitted to deliver a session;
- Refresher training periods for EFAW must be no more than 3 years.

For all first aid training, the Health & Safety Manager is responsible for organising sufficient training sessions (either internally- or externally-delivered) to ensure that appointed first aiders are in place with in-date qualifications to meet the requirements of this assessment. Whilst the Health & Safety Manager is responsible for organising the sessions, it is the responsibility of each Head of Department to ensure that the first aid cover in their department does not fall below the levels required by this policy (and particularly the First Aid Needs Assessment in [Part 2](#)).

Annex B – Administrative Arrangements for First Aid Kits

Administrative arrangements for AEDs are covered in the main body of this policy.

Historically, the replenishment of first aid kits has been completed on an annual basis to ensure that they are fully equipped and available for use. On occasion, this process has resulted in periods of between a few hours and a few weeks when areas have been without their First Aid kits.

The inspection, restocking and cleaning process should therefore be carried out on a “changeover” basis, rather than “recover and re-stock”.

The Health & Wellbeing Lead will ensure that sufficient First Aid kit refill packs are purchased to allow the replacement of the entire contents of each first aid kit with new every three years.

At some point during the year (on a schedule defined by the Health & Wellbeing Lead to spread the workload evenly through the year), refill kits are provided by the Health Centre to each department for them to change over the contents of the box. Old contents are returned to the Health Centre.

In slower time, the returned contents should be examined, out-of-date or opened items discarded and other items transferred to stock or to supplement refill kits.

The first aid kit is therefore out of service for no more than a few minutes whilst it is changed over.

Part 2 – First Aid Needs Assessment

1. Introduction

Regulations 3(1) and 3(2) of the Health and Safety (First Aid) Regulations 1981 (the “1981 Regulations”) require employers to provide first aid equipment and trained first aiders to an extent which is “adequate and appropriate in the circumstances”. Guidance to the regulations (specifically the Health & Safety Executive’s (HSE’s) Approved Code of Practice L74) suggests that the determination of what is “adequate and appropriate” should be achieved through the preparation of a First Aid Needs Assessment, taking into account the specific factors relevant to a particular workplace.

Clause 13 of the Schedule to the Education (Independent Schools Standards) Regulations 2014 (“ISSR”) (as amended) requires independent schools to ensure that “first aid is administered in a timely and competent manner by the drawing up and implementation of a written first aid policy”. Guidance on the regulations issued by the Independent Schools Inspectorate (ISI) refers to the Department for Education (DfE) guidance document “First Aid in Schools, Early Years and Further Education”, which refers schools back to the HSE guidance for employers detailed above.

Clause 7.1 and Appendix 1 of the National Minimum Standards for Boarding Schools (statutory guidance issued by DfE under section 87C(1) of the Children Act 1989) (the “NMS”, September 2022) requires that a boarding school “has and implements appropriate policies for the care of boarders who have medical conditions and/or are unwell, [including] first aid [and] dealing with medical emergencies”.

This part of the policy is prepared pursuant to those legal requirements and in accordance with the relevant guidance to determine the appropriate level of first aid cover (in terms of both trained personnel and equipment) for the School. It should be read in conjunction with the [School’s First Aid Policy](#) (part 1 of this document), which it supports. Both parts of this document are made available to all staff via the SG SharePoint Site.

This document does not cover the provision of first aid equipment and personnel in Oxley Sports Centre, who have their own first aid arrangements independent of the School. Provision of first aid for sessions supervised by School staff at Oxley Sports Centre is the responsibility of the teaching staff (and therefore falls within the remit of this document); where sessions are supervised by sports centre staff, the sports centre staff are responsible for first aid provision.

The 1981 Regulations require the provision of first aid equipment and trained first aiders to allow for prompt initial treatment of injuries and illnesses affecting employees. These regulations do not include a specific requirement for the School to provide first aid facilities for pupils or visitors, though the HSE guidance makes a strong recommendation that this should be the case. The ISSR and NMS are specific that their requirements apply to the first aid treatment of pupils (or boarders, as appropriate). This document therefore considers the provision of first aid to all categories of person who may be present on the School site, including employees, contractors, pupils, visitors, parents etc.

Throughout this document, the following abbreviations are used for ease:

- FAW – The three-day First Aid at Work training course with a syllabus meeting or exceeding relevant HSE requirements.
- EFAW – The one-day Emergency First Aid at Work training course with a syllabus meeting or exceeding relevant HSE requirements.
- OFA – An approved Outdoor First Aid course, dealing with EFAW topics together with issues specific to working in the outdoor environment (usually lasting 2 or 3 days).

- FA – First Aider – An individual who has a current in-date FAW or OFA qualification or who is exempted from the requirement for such training due to their professional medical qualifications.
- EFA – Emergency First Aider – An individual who has a current in-date EFAW qualification.

2. Factors Affecting the Provision of First Aid

The headings / questions below are taken from Table 1 of the HSE Guidance on the 1981 Regulations (L74, 2013 edition with amendments to 2018). The table describes the impact of each factor on the School's ability to provide adequate first aid. It is used as the primary decision-making tool in drawing conclusions about provision in the next section of the document.

Factor	Impact
Hazards	
Does your workplace have low-level hazards such as those that might be found in offices and shops?	In general, hazards in the School are low. Most buildings are used for office or classroom space with slips, trips, falls or contact with electricity the main hazards. Some areas have higher-level hazards (described below).
Does your workplace have higher-level hazards such as chemicals or dangerous machinery?	The following areas are considered to have higher-level hazards: • Sporting activities have an increased likelihood of injury compared with classroom or office environments. Injury types are considered to be similar, with the addition of musculoskeletal injuries, injuries related to outdoors environments and contact with moving balls, equipment or other players. • Art studios (including textiles rooms) have hazardous materials in small quantities together with various sharp implements and hot surfaces. • Design workshops have numerous items of dangerous machinery together with hot surfaces associated with welding / brazing. • Science laboratories have hazardous materials, hot surfaces, boiling liquids and glass vessels. • Food & Nutrition room has hot surfaces, boiling liquids (including non-aqueous at > 150°C) and sharp implements. • The Facilities Department workshops have numerous items of dangerous machinery. Facilities staff working around the School use various power tools, work at height using ladders, steps and scaffolding, work with hazardous materials, drive vehicles both on and off the site and carry out manual handling tasks. • In addition to the above, Facilities Department electricians and IT support staff work in close proximity to live electrical circuits.

Factor	Impact
	• Caretakers undertake extensive manual handling activities, drive vehicles both on and off the site and often work alone. • Cleaning staff undertake extensive manual handling activities, work with hazardous materials and often work alone. • Catering staff work with hot surfaces, boiling liquids and dangerous machinery. • Contractors working on site may be exposed to hazards associated with the area they are working in. They may also bring hazards onto site related to the work they are doing. These may include working at height, working in close proximity to live electrical circuits, hazards associated with construction activities etc. • The activities of the Adventure and Leadership Department expose staff and pupils to hazards associated with outdoor activities, including heat exhaustion / heat stroke, exposure / hypothermia, falls from height etc. • The School Health Centre has hazardous substances (including potential for contact with body fluids), sharp implements and significant manual handling. In addition, Health Centre nurses are often working alone. • Higher-level hazards relating to pupils are covered in the descriptions above. There are no additional high-level hazards applying only to pupils.
Do your work activities involve special hazards such as hydrofluoric acid or confined spaces?	There are no special hazards associated with work on the School site. Hydrofluoric acid is not used. Confined spaces are not entered by pupils or School staff. Where contractors are required to enter confined spaces, first aid provision would be determined as part of the contractors' safe system of work for the entry, as part of the general safety precautions and emergency rescue plan. Exposure of staff and pupils to special hazards may occur during off-site activities, particularly those organised through externally-licensed adventure activity providers. First aid provision in these circumstances is the responsibility of the provider.
Employees	
How many people are employed on site?	As of September 2023, the School employs 370 staff. During holiday periods, the number of people working on site reduces from 370 to approximately 65. In addition, there might be up to approximately 20 contractors working on site and an additional 80 Catering staff employed by the Catering Provider at any time. External contractors are required by the 1981 Regulations to provide sufficient first aid cover to deal with any emergencies whilst they are working. Catering staff are also external contractors. The contract between the Catering Provider and the School specifies that the School will provide first aid equipment for the kitchens, but not first aiders (indicating that the responsibility for providing suitably trained first aiders in the kitchens rests with the Catering Provider). Although external contractors would certainly

Factor	Impact
	be able to use our first aiders and first aid equipment, the assessment does not include separate provision for their numbers. Due to the boarding nature of the School, approximately 35-40 people might be working on site out of normal working hours, including overnight. In term time, there are approximately 475 pupils present on the site, with around 85% being resident overnight. Overall, therefore, the assessment is deemed to require consideration of three separate periods: During normal working hours in term time, sufficient coverage for 845 persons (+ 5% contingency = 888) Outside normal working hours in term time, sufficient coverage for 444 persons (+ 5% contingency = 466) During normal working hours outside of term time, sufficient coverage for 85 persons (+ 5% contingency = 90) Separate consideration is not required for the period outside of normal working hours during the school holidays, as only Facilities staff and Catering staff are working during these times and their provision is dealt with separately below.
Are there inexperienced workers on site, or employees with disabilities or particular health problems?	Staff have varying levels of experience, from newly qualified to many years in the School. Supervision varies according to experience and the nature of the work being undertaken. Discussion with HR and Health Centre professionals confirms that, despite occupational health screening, no records exist of whether staff are disabled or with particular health needs unless that member of staff has volunteered the information to those departments. Beyond a small number of staff with asthma / diabetes, no particular health needs have therefore been identified for staff. Identification of health needs and disabilities for pupils is more rigorously undertaken and recorded. At the time of writing, there are no pupils with significant disabilities that might be relevant to the provision of first aid. A number of pupils across all houses have been diagnosed with conditions such as asthma, diabetes, epilepsy or serious allergies and many are taking prescription medication for other conditions.
Accidents and Ill-Health Record	
What is your record of accidents and ill-health? What injuries and illnesses have occurred and when did they happen?	Analysis of accident data suggests that injuries are relatively infrequent amongst both pupils and staff. The nature of injuries seems consistent with the identified risks (musculoskeletal injuries from sports activities, burns in science laboratories, cuts in art & DT etc.) Injury rates overall are generally low. Most injuries happen during normal working hours, with occasional domestic-type injuries out of hours (bruising from falling in houses, cuts from broken glass, illness arising from food or alcohol intake etc.).

Factor	Impact
	Pupils are monitored in the health centre following alcohol ingestion and receive in-patient care for a range of common diseases / conditions, though longer term cases are usually sent home where this is possible.
Working Arrangements	
Do you have employees who travel a lot, work remotely or work alone?	Most staff do not travel a lot for work. Some teaching staff and other drivers regularly take trips out of School, usually by minibus or commercially-hired coach but sometimes by rail or air. Matrons and Chaperones may transport pupils to appointments in the local area by school vehicles, private cars or via taxis. Teaching staff do not generally work alone, as there are usually other staff in the vicinity during teaching hours. Teaching staff are, however, able to access buildings out of hours, including during holidays. It is known that some do therefore work alone. Some academic departments have more lone working than others. For example, staff in the music and drama departments may work alone, often out of “normal” working hours. Facilities staff may work alone, particularly during holiday times and grounds staff are usually working alone. Cleaning staff operate in buildings at times when there are few other people around, cleaning boarding houses during lesson times and other buildings early in the morning or late at night. Health Centre nurses also often work alone (including overnight). This assessment does not deal specifically with arrangements for protecting lone workers, which are appropriately covered in departmental risk assessments. With the exception of the trips already mentioned, there is no remote working, although a small number of administrative staff work some hours from home undertaking low risk tasks.
Do any of your employees work shifts or out-of-hours?	During term time, boarding houses are staffed overnight by a small number of staff. Although it is possible that all the resident staff may be present overnight, the minimum requirement is for at least two members of staff to be on duty. Those members of staff are therefore working outside of normal working hours. Clearly, the support of pupils to get help from elsewhere would be available. Health Centre nurses work shift patterns covering 24h in term time and are largely alone, mitigated by easy access to boarding house staff and the Sherborne School Health Centre. Other out-of-hours working has been covered in the answers to other questions and is not further dealt with here.
Are the premises spread out, e.g. are there several buildings on the site or multi-floor buildings	For the number of people involved, the premises are relatively compact. There are 21 normally-occupied buildings on the site. The vast majority of those are multi-floor, with boarding houses and the main School building having two or three floors above the ground floor and a basement. The campus is largely linear, with a main site 350m x 215m (including sports fields) to the south of Bradford Road, the Oxley Sports Centre and Facilities Department occupying a site 300m x 150m to the north of Bradford Road and Aldhelmsted East occupying a site 180m x 100m to the west of Horsecastles Lane. The longest straight-line distance between any two occupied buildings on the campus is between the west end of Aldhelmsted East and the south-eastern corner of Reader Harris, at 600m. At a brisk walking pace, the journey time between these two points using the shortest

Factor	Impact
	paved route has been measured at 8:15. As there are no large open spaces between the two, it is considered that the <u>average</u> walking time from any building on the site to any other is therefore a little over 4 minutes.
Is your workplace remote from emergency medical services?	No. There is a Minor Injuries Unit at the Yeatman Hospital in Sherborne (maximum driving distance 1.2km) and an ambulance station just to the east of Sherborne (maximum driving distance 2km). The nearest major A&E department is at Yeovil District Hospital (maximum driving distance 8.8km of mainly dual carriageway). The on-site Health Centre is also manned 24/7 during term time by at least one nurse.
Do any of your employees work at sites occupied by other employers?	Staff accompanying off-site activities are at work throughout the trip and will therefore work at sites operated by others (museums, transport infrastructure etc.). First aid provision of these activities is covered in the School's Off-Site Activities Policy. Staff providing evening duty cover for social events at Sherborne School are also working on another employer's site. Given that many of these individuals will be first aid trained due to their boarding house roles and that Sherborne School are required to provide first aid cover for their own pupils at the same events, it is considered that additional first aid cover is not required.
Do you have sufficient provision to cover absences of first-aiders or appointed persons?	The current provision does not have any appointed persons. Given the requirement identified above for separate consideration of first aid cover outside term times, this is largely covered. However, the combination of a 5% contingency allowance and increasing of the number of available first aiders in holiday periods by one or two in each area is considered appropriate.
Non-Employees	
Do members of the public or non-employees visit your premises?	Pupils are dealt with as though they were employees in the responses above. Pupils of other schools visiting the School (e.g., for sports fixtures) are the responsibility of that school (under ISSR and NMS guidance), but it is considered that the provision of first aid cover for our own pupils and staff involved in the fixture satisfies the HSE guidance on providing first aid cover to members of the public for these events. Parents and other guests come to the School for performances, sports matches and other events. For very large events (e.g., Christmas services and Commemoration events) teaching staff who are first aiders are likely to be present and the non-employees are congregated in a single area, so additional provision is not considered necessary in this assessment (though the risk assessments for individual events may sensibly require first aiders to be nominated). Smaller events are considered to be covered by the provision to cover the School in term time. No School events take place on the site over school holidays. The School's facilities are regularly let to external organisations during the holidays. Terms and conditions of the letting agreement include the requirement for such organisations to ensure that adequate risk mitigation measures are put in place to protect their own staff and students, therefore including first aid. As mentioned above for contractors, our first aiders may respond and our first aid equipment may be used, but the responsibility is on the organisation leading the event to ensure that first aid provision is adequate for their needs. For that reason, additional first aid cover for lets is not considered further.

3. Provision of Trained First Aiders and First Aid Equipment

Taking into account the factors identified above, this section of the assessment determines the need for trained first aiders and first aid equipment in line with HSE and ISI / DfE requirements.

First-Aiders

Whilst the number of persons on site is not the only criterion to be used in the assessment of first aid provision, current HSE guidance contains the statement that, for workplaces with more than 50 employees, at least one FA should be provided for every 100 employees (or every 50 employees where higher hazard work is undertaken).

Given the number of employees / pupils identified in the table above and assuming the whole site undertakes higher hazard work during normal working hours only, the School should therefore start from the position of having 18-20 FAs during normal working hours in term-time, 5-7 FAs out of hours in term time and 2-4 FAs during normal working hours in the holidays. These numbers account for absences due to annual leave etc. (lunch breaks are largely taken on site and at various locations spread through the campus, so cover for lunch breaks is not deemed to be required).

In determining the cover required in each part of the School and at each time of the day / year, this assessment looks at each category of building / department separately.

In determining whether the requirements of this assessment relating to first aider cover are met, a first aider trained to satisfy the requirements in one area may be taken to also satisfy the requirements of another area in which they work. For example, a housemistress may be trained as FA to cover her boarding house. If that housemistress is also a PE teacher, she may be counted in meeting the requirement for FA cover in the PE department. It is considered that the overall level of provision is sufficient that the adoption of this approach is acceptable.

Boarding Houses

Each boarding house has between 39 and 99 pupils and staff at any time. It is considered that one member of staff resident in each house should be trained to FAW level. In this way, there will be full FA cover for most of the term time and distances between houses are sufficiently short that absences may be covered by the FA from a neighbouring house.

Given the overnight nature of boarding accommodation, it is further considered that all boarding house residential staff and non-residential matrons should be trained to EFAW level. This will ensure that there is almost always at least one individual with some first aid training in the house at all times during term-time. It is considered that proximity of other first aid resource should mean that it is not necessary to have administrative arrangements in place to ensure that each house is always manned by a first aider. Where there is spare capacity, non-resident house tutors might also be trained to EFAW standard to provide additional coverage, though such coverage should not be seen as a mandatory requirement of this assessment.

Boarding house kitchens are areas of relatively high hazard. Pupils are prohibited from accessing the kitchens and staff do so only rarely and are not permitted to use any of the higher hazard equipment. On this basis, it is considered appropriate that our external Catering Provider supply whatever level of first aid cover is deemed necessary by their own needs assessment to cover the activities of their staff (see below). No additional provision by the School is necessary.

There are seven boarding houses, each with a houseparent and at least two other resident staff. This approach will therefore result in the provision of seven FAs and at least 14 EFAs both overnight and during the day in term time.

Provision for cleaners and Facilities Department staff are dealt with separately below. Out of term time, it is only cleaners and Facilities Department staff who are at work in the boarding houses, so further consideration of holiday cover in this section is not considered necessary.

Low Hazard Academic Buildings

The provisions for boarding houses in the section above allow for the presence of approximately 21 FAs on the site in term time. This exceeds the required 11-12 identified above. However, during lesson times, it is likely that the identified FAs will be elsewhere on the campus, rather than in their designated houses. It is therefore possible that a known FA may be difficult to locate during these times.

Although a technological solution might be worth considering in the future (e.g. radio-pagers or similar), it is considered that major academic buildings that are otherwise low hazard should be additionally provided with first aid cover for this reason. It is considered that EFA cover is appropriate in these areas (partly due to the low hazard nature of the buildings, but also due to their ability to prevent deterioration whilst waiting for an FA to be located). It should be noted that selection of staff to fill these appointments is based on their normal place of work, accepting that academic staff may not always be in these areas. Coverage from elsewhere is considered to negate any need to restrict appointees to their designated areas. It is considered that the following areas should be provided with EFA cover as stated:

Area	No. of EFAs
Main School Ground Floor	1
Main School East End 1 st & 2 nd Floors	2
Main School West End 1 st Floor & above (English Department)	1
Modern & Foreign Languages	0 (cover provided by Science first aiders)
Drama Department (Hut and Stuart Centre)	2
Beddington Building Ground & 1 st Floors	1
Beddington Building 2 nd Floor	1
Music Department (Merritt Centre)	2

Higher-Hazard Academic Buildings & Departments

Higher-hazard academic buildings and departments require additional first aid cover to reflect both the increased probability of injury requiring treatment and also the specific types of injuries likely as a result of the additional risks posed.

This assessment considers that the following academic departments / buildings are appropriately treated as higher-hazard. The table below specifies the required first aid cover in each case.

Area	First Aid Requirements
Science Department	All technicians to be FA. All teaching staff to be EFA.
PE / Sports Department	At least 50% of teaching staff to be FA or OFA, spread between sports. All other teachers to be EFA.
Adventure & Leadership Department	All permanent staff and adults leading expeditions to be FA or OFA ¹ .
Art / DT Department	All teachers (except those only teaching History of Art) and technicians to be EFA. DT teacher to be FA.
Food & Nutrition Department	All teachers and technicians to be EFA.

Higher-Hazard Non-Academic Departments

Higher-hazard non-academic departments require additional first aid cover to reflect both the increased probability of injury requiring treatment and also the specific types of injuries likely as a result of the additional risks posed.

This assessment considers that the following departments are appropriately treated as higher-hazard. The table below specifies the required first aid cover in each case.

Area	First Aid Requirements
Facilities Management Department, including caretakers	At least two technicians or managers to be FA. All duty caretakers to be EFA ² .
IT Support Department	All staff and apprentices to be EFA, apart from individuals who are only office-based.
Health Centre	Where not holding a relevant medical exemption ³ , all nursing staff to be FA.

External Catering Staff

As identified above, the catering staff are contractors on the site. The contract requires the School to provide first aid equipment (see below), indicating that the provision of first aiders is the responsibility of the Catering Provider.

This assessment has therefore not considered the provision of first aiders in boarding house kitchens or during event catering and leaves that assessment to the Catering Provider's management. However, in practice, it is clear that School first aiders may well be on scene and able to respond in addition to any provision made by the Catering Provider.

¹ Other accompanying staff are not required to have first aid training (though it is obviously desirable). This assessment is on the basis that pupils undertaking expeditions also receive first aid training that is broadly in line with EFAW requirements. This is the only circumstance where trained pupils are counted towards first aider requirements.

² May be the school EFA without the additional training (so a standard external EFAW course), if preferred. Facilities Management staff operate using a radio network, facilitating the rapid summoning of assistance. Duty caretakers are on site 24/7 during their duty periods and can provide cover both for Facilities Management and other staff (e.g. cleaners).

³ Any nurse maintaining registration with the Nursing & Midwifery Council is deemed to have a medical exemption as long as they are updated on current first aid practice as necessary. The requirement for FAW training would only apply where non-registered staff are used to deliver a nursing role in the Health Centre (e.g. Healthcare Assistants or similar). It is recommended that one member of the nursing team maintains an FAW qualification to ensure that update information is available within the team.

The School records its willingness to support the Catering Provider management in delivering their obligations by allowing their catering staff to attend School-run EFA training at no cost. The determination as to whether such training is appropriate to meet their statutory obligations remains with the Catering Provider's management and the School makes no warranty in that respect.

Cleaning Staff

Cleaning staff are employed by the School and managed by School staff.

Cleaners often work alone, both in term-time and in the holidays. Although the safe management of their lone working is covered in departmental risk assessments, the fact that they work alone must be taken into account in the determination of appropriate first aid cover for them.

Cleaners also work on a variety of shift patterns, including early morning shifts. They frequently change shifts and frequently change the areas and teams in which they are working. There is also a high turnover of staff.

Training a selection of cleaning staff in first aid is likely to result in significant gaps in coverage due to the variations in shift patterns and team composition and it is not considered reasonably practicable to train and maintain competence of 100% of cleaning staff. It is therefore considered that the most appropriate method of ensuring adequate first aid cover for this group is to rely on their ability to use existing lone working protocols to summon additional assistance, coupled with back-up coverage from the duty caretaker (who is required to be on site 24/7 and is required to be EFA).

Contractors

External catering staff are dealt with above. For other contractors, their employers are responsible for complying with the requirement in the 1981 Regulations to ensure that adequate first aid provision is made. Unless contractors specifically request that the School provide first aid cover for their staff (any such requests being dealt with on a case-by-case basis), this assessment assumes that contractors are self-sufficient for first aid and no additional provision is required.

Clearly, as with other categories of non-employees, the School has first aiders in place and they may well respond to injuries sustained by contractors, but such provision must not be relied upon by contractors.

Off-Site Activities

Where pupils are taken off-site for extra-curricular activities, the required first aid cover is defined by the School's Off-Site Activities Policy. This may vary from full FAW cover where an overseas trip involves high hazard activities to no cover at all in more local cases where both the transport method and destination provide their own first aiders and equipment.

This assessment therefore does not consider provision for off-site activities any further, relying on the [Off-Site Activities Policy](#) to do so. The section above on higher-hazard academic departments does, however, deal with the first aid requirements for staff within the Adventure & Leadership department.

Individual departments may wish to supplement their required first aid training defined above to ensure that there are sufficient FAs and EFAs within the department to deliver the planned level of off-site activities. The School is committed to supporting staff wishing to enhance their first aid skills.

First Aid Training for Pupils

This assessment is intended to reflect the requirements for the School to provide first aid cover for its staff and pupils in line with HSE and DfE requirements. The School also provides first aid training to pupils as part of their PSHEE syllabus and as part of the Duke of Edinburgh's Award Scheme. The only circumstances in which trained pupils will be counted as part of the School's first aid provision is when they are undertaking Duke of Edinburgh's Award Scheme expeditions, where their training negates the need for first aid trained staff to be physically accompanying every expedition group.

Additional Arrangements for Periods Outside of School Terms

It has already been identified that the requirements to provide first aid cover to employees (and the HSE guidance to provide first aid cover for non-employees) extends throughout the period where there are people at work. The requirements therefore apply equally during the school holiday periods.

The overall assessment based on numbers (see above) concludes that 2-4 FAs during normal working hours outside of term time should be the starting point.

The sections above have identified that two members of the Facilities department should be trained to FAW level and that the cleaners are covered by provision of EFAW training to the duty caretakers. In addition to those areas, the support staff working over the school holiday periods are generally based in a limited range of buildings. This provision therefore meets the requirements above as long as they are not absent together. Training of one additional individual is therefore considered appropriate to provide cover for holidays.

It is therefore considered appropriate that at least one of the following areas are provided with one individual trained to FAW level, where the nominated individual is contracted to work through the school holiday periods:

- Bursary / Development Hut
- Blair House / School Shop
- Main School Office

It is considered that the provision of one FA from one of these areas, together with the provision of two FAs in Facilities will result in a coverage which is more than adequate to deal with holiday absences.

First Aid Equipment

The majority of first aid equipment necessary within the School environment is provided by standard first aid kits. Suitable kits meeting HSE guidance and of an appropriate size for the area covered are provided where specified by this assessment. In addition, other specialist equipment is also provided (see below) to ensure that appropriate first aid can be rendered promptly and effectively.

First Aid Kits

In specifying first aid kits within this section, the terms "small", "medium" and "large" are used. These terms refer to the guidance issued by St. John's Ambulance and should be read as being equivalent to their workplace first aid kits for "up to 25 persons", "25 -50 persons" and "over 100 persons" respectively. Other manufacturers and suppliers of first aid kits may be used, but the contents should match those provided in the equivalent St. John's kit.

HSE guidance offers suggested contents for low risk work and travelling kits. It also references BS 8599-1:2019 (workplace kits) and BS 8599-2:2014 (motor vehicle kits). The School's policy is only to supply kits and additional supplies compliant with the relevant BS.

Where first aid kits are specified for provision in boarding house kitchens, or are used in temporary commercial catering facilities, types with blue detectable plasters and tape should be used instead of standard types. Catering-type kits are not required in mess rooms or facilities made available in boarding houses for pupils' use.

Taking into account the populations and risk profiles of the relevant areas, the following provision of first aid kits is considered justified. Kits in boarding houses and academic buildings have been specified in open areas (as opposed to locked offices) to facilitate their easy access by those without keys to those rooms (including holiday lets etc.)

In the table below, the following symbols are used:

- “*” refers to catering first aid kits, which contain traceable blue plasters and microporous tape (where included) in place of standard plasters and tape.
- “**” refers to first aid kits specifically for vehicle use, with different contents to a “standard” kit.

Area / Building	Small	Medium	Large
Adventure & Leadership Department (Expedition Hut)	x 10		
Aldhelmsted East (Lobby)			
Aldhelmsted East (Kitchen)*			
Aldhelmsted West (Kitchen)*			
Aldhelmsted West (Main Entrance Lobby)			
Art & Design Building (Design Workshops)			
Art & Design Building (First Floor Landing)			
Beddington Building (Main Entrance Lobby)			
Beddington Building (Main Stairs, Second Floor Landing)			
Bursary (Kitchen)			
Catering Vehicle**			
Drama Hut (Stage End)			
Dun Holme (Kitchen)*			
Dun Holme (Main Entrance Lobby)			
Facilities Department (Reception)			
Facilities Department (Workshop)			
Facilities Vehicles**	x 10		
IT Department			
Kenelm (Kitchen)*			
Kenelm (Main Entrance Lobby)			
Main School (Dungeon)			
Main School (Library)			

Area / Building	Small	Medium	Large
Main School (School Office)			
Merritt Centre (Lower Foyer)			
Merritt Centre (Upper Foyer)*			
Minibuses**	x 5		
Modern & Foreign Languages (Main Entrance Lobby)			
Modern & Foreign Languages (Second Floor Lobby)			
Mulliner (Main Entrance Foyer)			
Mulliner (Kitchen)*			
Blair House (Health Centre)			
Blair House (Health Centre, Travel Kit Stocks)	x 6	x 2	
Blair House (School Shop)			
PE Department (Oxley Office) (For Matches)	x 10		
Reader Harris (Lobby)			
Reader Harris (Kitchen)*			
Science (Biology Prep Room)			
Science (Chemistry Prep Room)			
Science (Physics Prep Room)			
Sixth Form Centre			
Stuart Centre (Main Entrance Lobby)			
Westcott (Home Economics Prep Room)			
Wingfield Digby (Kitchen)*			
Wingfield Digby (Lobby Outside House Office)			
TOTALS:	46	15	20

Automatic External Defibrillators

The School has purchased five Automatic External Defibrillators (AEDs) to supplement its first aid provision. These are in addition to the AED held by Oxley Sports Centre. Three are positioned in unlocked, alarmed external cabinets at strategic locations along the length of the School campus, with additional indoor units. The units are:

- On the North wall of Blair House, between the Health Centre and School Shop entrances (external cabinet)
- On the East wall of Kenelm, adjacent to the external fire escape (external cabinet)
- On the North wall of Aldhelmsted East, between the main entrance and the central fire escape (external cabinet)

- In the lower foyer of the Merritt Centre, adjacent to the fire alarm panel (wall mounted bracket)
- In the treatment room of the Health Centre (for Health Centre use only)

Oxygen Therapy and Other Advanced First Aid Equipment

The School's Health Centre is equipped with oxygen therapy and associated diagnostic equipment (pulse oximeters etc.) for use by Health Centre nursing staff as required. Other first aiders are not trained in the use of the equipment. The close proximity of emergency medical services and the relatively low risk profile of the School is considered to justify the acceptability of this position.

As a fully-equipped facility, the School's Health Centre also provides equipment and trained staff to supplement basic first aid cover throughout the School during term times. Again, the low risk profile of the School justifies the lack of provision outside of term times.

Specialist Equipment for Severe Asthma Attacks

In addition to other first aid equipment, boarding houses, the Merritt Centre, the main school office, Science department, Home Economics and Art & Design are provided with specialist kits for the first aid treatment of severe asthma attacks. The contents and management arrangements for these kits are specified and overseen by the Health & Wellbeing Lead. No additional training is required beyond that covered in the normal EFAW course.

Administrative Arrangements for First Aid Equipment

Administrative arrangements for first aid equipment are included in Part 1 of this document (the main body for AEDs and Annex B for other first aid equipment).

Specialist Additional Training for Particular Pupils

Whilst outside the remit of a first aider, the School's responsibilities in acting *in loco parentis* may require the administration of emergency medication for certain pupils in specific circumstances. This is most likely to be, for example, pupils with diagnosed epilepsy who have emergency medication for buccal (or similar) administration in a prolonged seizure but may also apply in other circumstances. The Health & Wellbeing Lead is responsible for identifying pupils for whom specialist additional training may be required and putting in place arrangements to ensure that those members of staff who may need to administer the medication are appropriately trained to do so. Any proposals to train persons other than members of staff to undertake this administration (including, *in extremis*, pupils) must be discussed with the Senior Deputy Head, Health & Wellbeing Lead and Health & Safety Manager before implementation.

4. Conclusions

This assessment has considered the available guidance on first aid provision in schools, assessed the School's risk profile against each of the relevant factors in the guidance and drawn the conclusion that the current provision is adequate. Compliance with the needs assessment will always require management of leavers, new starters and role or building changes and it is noted that provision of training may be difficult to achieve immediately a person is identified as requiring it. Contingency built into the assessment is considered to mean that adequate provision will still be achieved even for those periods when full compliance with the assessment is not achieved.

The assessment provides an approach to meeting the requirements of relevant legislation and guidance that attempts to balance the need for adequate first aid cover with the ability of the School to identify and train the right members of staff in first aid roles.

The headline provision assessment considers that the amount of first aiders and first aid equipment required to meet the School's obligations with sufficient headroom to cover absences is:

- First Aiders (3-day trained): 20
- Outdoor First Aiders (2-day trained): 6
- Emergency First Aiders (1-day trained): 89
- First Aid Kits: 81
- AEDs: 5

The above numbers are arrived at by taking the required provision across each section and totalling. As a result, there is no reduction for possible "double-hatting", where, for example, a resident house tutor may also be a PE teacher and count as part of the first aid provision for both the house and the PE department. Careful selection of candidates for first aid training is therefore likely to result in a reduction of the above numbers.

The numbers quoted also assume that, where a choice of training is specified in the relevant section, half the staff take each option. Again, reductions in the number of 3-day courses may be possible where the shorter OFA option is taken. Also, the numbers do not account for any particular department's need to train more staff as EFA or FA in order to be able to staff the department's off-site activities programme in compliance with the first aid requirements of the Off-Site Activities Policy.

Supporting documents

The following documents are specifically referred to in the body of this policy:

- Legislation – Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
- Legislation – Health and Safety (First Aid) Regulations 1981
- HSE Guidance – "The Health and Safety (First Aid) Regulations 1981 – Guidance on Regulations", L74, Third Edition, 2013 (with 2018 amendments)
- Legislation – Education (Independent Schools Standards) Regulations 2014
- DfE Guidance – "First Aid in Schools, Early Years and Further Education", February 2022
- DfE Guidance – "National Minimum Standards for Boarding Schools", September 2022 edition
- British Standard – BS 8599-1:2019 – "Workplace First Aid Kits : Specification for the Contents of Workplace First Aid Kits"
- British Standard – BS 8599-2:2014 – "First Aid Kits : Specification for the Contents of Motor Vehicle First Aid Kits"

The following documents cover topic areas similar to this policy:

- Resuscitation Council (UK) – Resuscitation Guidelines, 2021 edition.

The latest available issue of a document is inferred unless otherwise indicated.

This policy has been written with consideration of the following School documents:

- Accidents, Incidents & Near Misses Policy
- Report of an Accident, Incident or Near Miss (MS Form)
- Infection Prevention and Control Policy
- Off-Site Activities Policy

To request a copy of any of the documents listed above please contact the Policies, Inspection and Strategy Coordinator: g.shavesmythies@sherborne.com

Appendix 1: Summary of Changes in Issue 3.4

- References to 'Chartwells' changed to generic 'Catering Provider' following the rebranding of the catering provider.