




Beacon Academy Trust

A COMPELLING VISION FOR SUCCESS

FIRST AID POLICY & PROCEDURE

| | |
|-------------------------------|--|
| Approving Body | BMAT |
| Date of First Approval | Nov. 9th 2016 |
| Date of Last Amendment | |
| To Be Reviewed | |
| Responsible Officer |  |

I. INTRODUCTION – POLICY AND SCOPE.

1. This policy supplements the 'Health and Safety Policy' and the 'Medicine Policy', which are available on the BMAT website(s). This policy is guided by and in accordance with the Health and Safety (First Aid) Regulations 1981.
2. The fundamental aim of this policy is to ensure that, where required, people receive immediate and appropriate first-aid attention. This policy also aims to ensure that:
 - a. Adequate and appropriate first aid equipment, facilities, and trained staff are available on BMAT premises.
 - b. All staff are cognisant of this policy and the 'Health and Safety Policy'.
 - c. That designated members of staff are adequately trained; and that training is reviewed in accordance with legal requirements.
 - d. The content and implementation of this policy is reviewed every three years.
 - e. Records are kept of first aid training and practice.
3. This policy is reviewed annually and/or periodically; when new first-aiders are trained and when current first-aider(s) have moved location or leave their employment.

II. FIRST AID PERSONEL AND TRAINING

4. 'Appendix A – First Aid Personnel' lists the members of staff who are trained in first aid, including:
 - a. The source, start date and expiry date of their training;
 - b. Whether they are a qualified first-aider (someone holding a current first aid at work certificate from a course approved by the HSE) or an appointed person (someone with basic first aid training and who can take charge when someone is injured or falls ill, including calling for an ambulance if necessary; and can look after the first aid equipment and restock the first aid boxes).
5. Due to the large number of employees on our payroll, this list will be updated regularly. An up to date list will always be available for first-aid purposes.
6. All Employees **must** be informed of the first aid arrangements, including the location of equipment, facilities and first-aiders. First aid notices displaying such information are displayed in prominent locations in each building.
7. First aid information is included during the induction training of new staff.

III. MATERIALS, EQUIPMENT AND FACILITIES

8. First aid boxes are located throughout Trust premises and are clearly signposted.
Key areas include medical rooms, reception areas and high risk areas (e.g. physical education and applied science classrooms).
9. First-aid boxes are accessible at all times.
10. First aid at work does not include administering tablets or medicines to treat illnesses - tablets or medicines should not be kept in a first aid box. See 'Medicine and Asthma Guidance' on the BMAT website(s).
11. The contents of first aid boxes are regularly examined and restocked after. Once items have reached their expiry date, they are disposed of safely.
12. Automatic External Defibrillators ['AEDs'] are located in:
 - a. The First Aid Room of the Beal High School Upper Site,
 - b. The first Aid Room of the Beal High School Lower Site
 - c. At the Main Site Entrance of the Forest Academy. Guidelines are situated with the AEDs.
 - a. Employees do not need training to use an AED – they analyse the victim's cardiac rhythm to determine whether or not an electronic shock needs to be delivered.
 - b. An AED should be applied to any casualty who is unconscious and not breathing or non-responsive when shaken. If an AED is not immediately available, deliver CPR.
 - c. 999 must be called simultaneously.
 - d. Following the incident, a designated employee will conduct an incident debriefing and complete an Incident Report Form (Appendix B).
 - e. Maintenance of AEDs is conducted monthly and after every use, by designated personnel.

III. ACTION IN THE EVENT OF AN INJURY

13. For serious accidents to pupils or staff, the main consideration is to avoid delay in securing treatment. If the case is sufficiently serious to warrant hospital treatment (e.g. cases of suspected fracture) an ambulance should be called immediately.
14. If possible, arrangements should be made for a member of staff to accompany an injured pupil in the ambulance. Parents should be informed as soon as possible.

15. Staff working outside normal establishment hours (e.g. caretakers, cleaning staff) must have access to a telephone outside normal establishment hours.

IV. RECORDING AND REPORTING INCIDENTS/ACCIDENTS

16. For detailed guidance on how to conduct a risk assessment or accident/incident investigation, see 'Risk Assessment Guidance' and 'Accident Investigation Guidance' on the BMAT website(s).
17. First aiders should record the date, time and location of any incident; the name and job/form of the injured person; details of the injury and any treatment given; and details of what happened following treatment (e.g. went home, went to hospital, returned to work). Each entry should be dated and initialled by the first aider.
18. All accidents other than minor accidents (e.g. bumps, bruises, scrapes) to pupils/students, all incidents and near misses **must** be reported as promptly as possible by submitting an Accident Report Form (Appendix B) to the Health and Safety Officer ['HSO']. The HSO will complete RIDDOR F2508 (<https://www.hse.gov.uk/forms/incident/>) and inform the Health and Safety Executive ['HSE'] if the accident is significant as listed by the HSE, using F2509.
19. All accidents, however small, should be investigated and the findings recorded by the HSO. The time allocated to each investigation will depend on the seriousness of the accident. As a guide, minor accidents require a simple investigation lasting approximately one hour. A reportable or serious accident will require a standard investigation of approximately six hours. During or on completion of an investigation, a risk assessment should be carried out to avoid reoccurrence.

V. MANAGING RISKS TO FIRST-AID PERSONNEL

20. 'Appendix C – First-Aid Risk Assessment Form' contains a checklist for assessing the risk(s) posed to first-aiders. The assessment is signed, dated and reviewed on a regular basis, or as a minimum on an annual basis.
21. The maintenance of good hygiene standards is important. The risk from infection from bodily fluids etc. will be adequately controlled providing the hygiene procedures outlined below are followed:
- a. Disposable gloves - Vinyl disposable gloves (polythene disposable gloves with seams are unsuitable).

- b. Resuscitate aids (for use in mouth to mouth resuscitation)
- c. Disposable aprons.
- d. Assume body fluids (blood, vomit, urine etc.) may be infectious and always follow hygiene procedures;
 - a. Always wash hands before and after applying dressings;
 - b. Cuts and abrasions on exposed skin of the first aider should be covered with a waterproof plaster before treating the casualty;
 - c. Disposable gloves must be worn if contact with body fluids likely;
 - d. Resuscitate aids must be used for mouth-to-mouth resuscitation;
 - e. The type of mouthpiece known as a "rigid airway" must only be used by First Aiders specifically trained in its use;
 - f. Skin that has been in contact with another person's blood, vomit etc. should be washed with soap as soon as possible;
 - g. Splashes into eyes or mouth should be rinsed freely with clean cold water;
 - h. Puncture wounds should be encouraged to bleed freely. They should be washed with soap (not around eyes) and water and covered with a sterile dressing;
 - i. Blood and other body fluid spillages should be cleaned using whatever absorbent materials are available e.g. toilet paper, paper towels
 - j. Disposable gloves and aprons should be worn when cleaning such spills
 - k. Disinfect spillage area with bleach or other chlorine-releasing compound.
 - l. Disposable gloves and aprons, together with contaminated absorbent material and dressings, should be disposed of in sealed yellow plastic bags marked clinical waste bio-hazard and disposed of as clinical waste.

APPENDIX A – FIRST AID PERSONNEL (UPDATED 06.09.16)

3-DAY QUALIFIED FIRST AIDERS – 2015/2016

| NAME | PAYROLL NUMBER | DATE QUALIFIED | EXPIRY DATE | PLACE OF ASSESSMENT | PAYROLL INFORMED |
|-----------------------|-----------------------|-----------------------|--------------------|---|-------------------------|
| CANALI, Sean | - | 14.11.14 | 14.11.17 | Aid Training and Operations Ltd (Qualified Instructor) | Teacher |
| Deborah Griffin-Anker | | 08.07.16 | 08.07.19 | Aid Training and Operations Ltd (Qualified Instructor) | Instructor |
| CHANDLER, Aaron | - | 30.01.15 | 30.01.18 | Frinton School of First Aid - Chigwell | Teacher |
| CIRINO, Denise | 205787 | 15.06.14 | 15.06.17 | Frinton School of First Aid - Chigwell | Yes – 03.06.14 |
| GOSS, Sean | - | 30.01.15 | 30.01.18 | Frinton School of First Aid – Chigwell | Teacher |
| HOKKER, Jo | - | 03.11.11 | 03.11.17 | Frinton School of First Aid – Chigwell | Teacher |
| KALSI, Jasbir | - | 09.07.14 | 09.07.17 | Frinton School of First Aid – Chigwell | Yes – 10.07.14 |
| KHILOCHIA, Monisha | 209751 | 15.06.14 | 15.06.17 | Frinton School of First Aid - Chigwell | Yes – 03.06.14 |
| MCGOWAN, Cathy | - | 09.12.14 | 09.12.17 | Frinton School of First Aid – Chigwell | Teacher |

| | | | | | |
|-------------------|--------|----------|----------|--|-------------------|
| O'LEARY, Anita | - | 09.07.14 | 09.07.17 | Frinton School of First Aid - Chigwell | Yes – 10.07.14 |
| PURCELL, Michelle | 209517 | 25.11.11 | 24.11.17 | Frinton School of First Aid – Fairlop Waters | Yes – 01.12.11 |
| SAVILLE, Geoff | 206180 | 15.06.14 | 15.06.17 | Frinton School of First Aid – Chigwell | Instructor |
| WARD, Tom | 214509 | 03.12.13 | 03.12.16 | Frinton School of First Aid – Chigwell | Yes |
| WEBB, Patricia | - | 09.07.14 | 09.07.17 | Frinton School of First Aid – Chigwell | Yes – 10.07.14 |

1-DAY QUALIFIED FIRST AIDERS -2015-16

| NAME | DEPARTMENT | PLACE OF ASSESSMENT | DATE QUALIFIED | RENEWAL DATE |
|----------------|------------|---|----------------|--------------|
| Aishah Mangara | CLD | Aid Training – Sean Cannai & Adam Shorey | 16.07.15 | 16.07.18 |
| Alan Miller | DT Tech | Aid Training – Sean Cannai & Deborah Griffin- Anker | 02.09.16 | 02.09.19 |
| Alana Huzzey | TA – CLD | Frinton School of First Aid – Chigwell | 22.06.12 | 16.06.18 |
| Amy White | Nelta/CPD | Aid Training – Sean Cannai & Adam Shorey | 03.05.16 | 03.05.19 |
| Amy Wilson | Admin | Aid Training – Sean Cannai & Deborah Griffin- Anker | 02.09.16 | 02.09.19 |

| | | | | |
|-----------------------|----------------|---|----------|----------|
| Ann Fenton | CLD | Aid Training – Sean Cannai & Adam Shorey | 16.07.15 | 16.07.18 |
| Brendan O'Mahoney | Teacher | Aid Training – Sean Cannai & Adam Shorey | 16.07.15 | 16.07.18 |
| Careen Bergh | Food Tech HoD | Aid Training – Sean Cannai & Deborah Griffin- Anker | 02.09.16 | 02.09.19 |
| Charlotte Owen | PE Teacher | Aid Training – Sean Cannai & Adam Shorey | 16.07.15 | 16.07.18 |
| Claudia Baker | Inclusion | Aid Training – Sean Cannai & Adam Shorey | 16.07.15 | 16.07.18 |
| Craig Utteridge | CLD | Aid Training – Sean Cannai & Adam Shorey | 03.05.16 | 03.05.19 |
| Davinder Saund | Sixth Form | Aid Training – Sean Cannai & Deborah Griffin- Anker | 02.09.16 | 02.09.19 |
| Deborah Griffin-Anker | TA – Boys' PE | Frinton School of First Aid – Chigwell | 16.07.15 | 16.07.18 |
| Debra Hammond | Admin | Aid Training – Sean Cannai & Deborah Griffin- Anker | 02.09.16 | 02.09.19 |
| Grace Mensah | CLD | Aid Training – Sean Cannai & Adam Shorey | 16.07.15 | 16.07.18 |
| Ingrid Tully | School Manager | Aid Training – Sean Cannai & Adam Shorey | 03.05.16 | 03.05.19 |

| | | | | |
|-----------------------|------------|---|----------|----------|
| Jagdeep Panesar | PE | Aid Training – Sean Cannai & Adam Shorey | 03.05.16 | 03.05.19 |
| Kirsty Wood | Drama | Nuco Training | 19.10.16 | 19.10.19 |
| Leigh Blainey | Admin | Aid Training – Sean Cannai & Deborah Griffin- Anker | 02.09.16 | 02.09.19 |
| Louis John | BBIH | Aid Training – Sean Cannai & Adam Shorey | 16.07.15 | 16.07.18 |
| Maddy Rank | TA | Aid Training – Sean Cannai & Adam Shorey | 03.05.16 | 03.05.19 |
| Mervin O'Connor-Smith | Facilities | Aid Training – Sean Cannai & Adam Shorey | 03.05.16 | 03.05.19 |
| Ouma Soobadoo | Admin | Aid Training – Sean Cannai & Adam Shorey | 16.07.15 | 16.07.18 |
| Paul McKenzie | PE Teacher | Aid Training – Sean Cannai & Deborah Griffin- Anker | 02.09.16 | 02.09.19 |
| Paul Watson | CLD | Aid Training – Sean Cannai & Adam Shorey | 16.07.15 | 16.07.18 |
| Rob Smith | CLD | Aid Training – Sean Cannai & Adam Shorey | 16.07.15 | 16.07.18 |
| Sarah Martin | DT HoD | Aid Training – Sean Cannai & Adam Shorey | 03.05.16 | 03.05.19 |

| | | | | |
|---------------------|------------|---|----------|----------|
| Shapna Begum | Admin | Aid Training – Sean Cannai & Adam Shorey | 16.07.15 | 16.07.18 |
| Sharon Yates | CLD | Aid Training – Sean Cannai & Adam Shorey | 03.05.16 | 03.05.19 |
| Stephen Lombard | PE Teacher | Aid Training – Sean Cannai & Deborah Griffin- Anker | 02.09.16 | 02.09.19 |
| Veronica Stedronska | BBIH | Frinton School of First Aid – Chigwell | 17.07.14 | 17.07.17 |
| Vincent Shirto | Caretaker | Frinton School of First Aid – Chigwell | 22.06.12 | 22.06.15 |
| Yazmin Hussain | Admin | Aid Training – Sean Cannai & Deborah Griffin- Anker | 02.09.16 | 02.09.19 |

AED Training

| NAME | DEPARTMENT | PLACE OF ASSESSMENT | DATE QUALIFIED | RENEWAL DATE |
|----------------|-------------------|------------------------------------|----------------|--------------|
| Leigh Blainey | Admin | London Ambulance NHS – Tim Chivers | 03.12.15 | 03/12/18 |
| Ouma Soobadoo | Admin | London Ambulance NHS – Tim Chivers | 03.12.15 | 03/12/18 |
| Ingrid Tully | Admin | London Ambulance NHS – Tim Chivers | 03.12.15 | 03/12/18 |
| Anita O'Leary | First Aid Officer | London Ambulance NHS – Tim Chivers | 03.12.15 | 03/12/18 |
| Shapna Begum | Admin | London Ambulance NHS – Tim Chivers | 03.12.15 | 03/12/18 |
| Vincent Shirto | Facilities | London Ambulance NHS – Tim Chivers | 03.12.15 | 03/12/18 |

| | | | | |
|-----------------------|---------------|------------------------------------|----------|----------|
| Michelle Purcell | Admin | London Ambulance NHS – Tim Chivers | 03.12.15 | 03/12/18 |
| Debra Hammond | Admin | London Ambulance NHS – Tim Chivers | 03.12.15 | 03/12/18 |
| Debra Griffin – Anker | PE/ Inclusion | London Ambulance NHS – Tim Chivers | 03.12.15 | 03/12/18 |
| Paul Watson | CLD | London Ambulance NHS – Tim Chivers | 03.12.15 | 03/12/18 |
| Aishah Mangera | CLD | London Ambulance NHS – Tim Chivers | 03.12.15 | 03/12/18 |
| Emma Watkins | TFA | London Ambulance NHS – Tim Chivers | 29.01.16 | 29.01.19 |
| Debbie Ewers | TFA | London Ambulance NHS – Tim Chivers | 29.01.16 | 29.01.19 |
| Tracy Hogan | TFA | London Ambulance NHS – Tim Chivers | 29.01.16 | 29.01.19 |
| Carol Livermore | TFA | London Ambulance NHS – Tim Chivers | 29.01.16 | 29.01.19 |
| Jeanette Willis | TFA | London Ambulance NHS – Tim Chivers | 29.01.16 | 29.01.19 |
| Maureen Sedgwick | TFA | London Ambulance NHS – Tim Chivers | 29.01.16 | 29.01.19 |
| Susan Giles | TFA | London Ambulance NHS – Tim Chivers | 29.01.16 | 29.01.19 |
| Lee Roper | TFA | London Ambulance NHS – Tim Chivers | 29.01.16 | 29.01.19 |
| Elizabeth Irving | TFA | London Ambulance NHS – Tim Chivers | 29.01.16 | 29.01.19 |
| James Brooker | TFA | London Ambulance NHS – Tim Chivers | 29.01.16 | 29.01.19 |

STAFF TRAINED IN THE USE OF AN EPIPEN (EPIPEN users should be updated on a yearly basis) Last training session 14.01.16

Venue: Beal High School/Run by: Nicola Stevens Vicki Walter & Hannah Hayes, School Nurse (Next training session: 14th January 2017)

| NAMES | NAMES | NAMES | NAMES |
|------------------|---------------|--------------------|-------|
| Tom Ward | Debra Hammond | Debs Griffin Anker | |
| Michelle Purcell | Ingrid Tully | Ouma Soobadoo | |
| Anita O'Leary | Shapna Begum | | |
| Leigh Blainey | Julie Gard | | |

STAFF TRAINED IN HOW TO ADMINISTER BUCCAL MIDAZOLAM FOR EPILEPSY

| NAMES | NAMES | NAMES | NAMES |
|------------------|---------------|--------------------|-------|
| Tom Ward | Shapna Begum | Julie Gard | |
| Christine Harris | Leigh Blainey | Debs Griffin Anker | |
| Anita O'Leary | Debra Hammond | Ouma Soobadoo | |
| Michelle Purcell | Ingrid Tully | | |

CLD STAFF TRAINED IN HOW TO ADMINISTER BUCCAL MIDAZOLAM FOR EPILEPSY & EPIPEN

(Training date: 05.09.16 – Renewal: 05.09.17)

| NAMES | NAMES | NAMES | NAMES |
|----------------------|-------------------|---------------------------|-----------------------------|
| Adele Mulcare | Craig Utteridge | Lee Mills | Sian Davies |
| Aishah Mangera | Dean Cumberbatch | Lucy Joseph | Sonia Tardetti Piergiovanni |
| Alana Huzzey | Faye Linay | Neha Chandarana | Syrah Akram |
| Amanda Jones | Geffe Saville | Parmit Kundi | Tom Forman |
| Amelia Cole | Geraldine Roche | Paul Watson | Zoe Kuszny |
| Amy Yates | Grace Mensah | Robert Smith | Chris Manahan |
| Aneela Bhatti | Hayley McKenzie | Sadique Choudhury | |
| Angela Horgan | Helen Burgess | Sam Naish | |
| | Julia Morgan | Sarah Atkinson | |
| Alessandro Guarniero | Kesrick Roban | Sasikala Kathirgama Rajah | |
| Basma El-Mujtahad | Laura Hakes | Sharon Law | |
| Carol Rogers | Laura Silverstein | Sharon Yates | |

APPENDIX B – ACCIDENT AND INCIDENT REPORT FORM.

Important information for the injured party

Inform consent: I hereby allow for this information to be passed onto 3rd parties (e.g. Insurance Officers and Trade Union Representatives.)

Injured Person (to be signed)..... Date.....

| |
|--|
| <p><i>For safety section use only</i></p> <p>Code:</p> <p>Date:</p> |
|--|

- Manager to complete this form in accordance with the “**Reporting Injuries & Dangerous Occurrences**” Wall Chart BMATPS1318”
- Ask employees involved and witnesses for information
- Tick appropriate boxes.
- Where not applicable write N/A

1. Was it an accident **or incident** (Tick ✓ as appropriate)

2. What type was it?

Accident Non-Physical Abuse Physical Abuse Other

3. Subject of the report (tick any that apply)

| | | | |
|--|--|--|--|
| Fatality <input type="checkbox"/> | Specified major injury or condition <input type="checkbox"/> | Minor Injury <input type="checkbox"/> | Near Miss <input type="checkbox"/> |
| Dangerous occurrence (see wall chart) <input type="checkbox"/> | Personal Safety Of Staff Incident (If you tick this box please complete Q7) <input type="checkbox"/> | Member of the public, client, resident or pupil taken from scene of accident directly to hospital for treatment <input type="checkbox"/> | Work Related ill health <input type="checkbox"/> |

4.Details of the person involved

Name D.O.B.

| | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|
| | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|

 Male
Female

Dept/Reg Grp/Bldg/..... Home Tel. No.
.....

Job Title Pay No.
.....

Address.
.....

Injury/Body Part/Condition
.....
(e.g. Cut to upper left leg)

Date of injury/Dangerous Occurrence/Diagnosis of ill health condition.

| | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|
| | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|

Name of Manager/Supervisor on duty Time.....
am/pm

5.Where did it happen?

Location.....

6.Status of the affected person (Identify one only) if student registration group is required.....

Employee Pupil/Student Resident/ Client Student Teacher/Trainee/ Work Experience

Visitor/ Member of Public Contractor/ Self Employed Other (Please state)

| |
|--|
| |
|--|

7.Did the injured person (tick any that apply)

Go Home Go to Hospital Resumed Work Received First Aid
Over 3 days lost from work 1 to 3 days lost from work

8.What kind of behaviour was involved (PSS Incidents only)

Physical Assault-

Physical Assault Minor injury

Physical Assault – No injury

Physical Assault- Damage to property

Major Injury

Verbal Abuse

Anti-social/spiteful Behaviour

Threatening Behaviour

Homophobic Incident

Note: If this incident involves harassment by a member of staff please refer to the Dignity at Work policy

9.Type of injury

Indicate what kind of incident led to the injury or condition

Struck by moving vehicle

Injured whilst handling, lifting or carrying

Drowning or asphyxiation

Contact with electricity or electrical discharge

*Struck by moving, including flying or falling object

Slip/Trip or fall on same level

Exposure to fire or excessive heat

Injured by an animal

Contact with moving machinery or material being machined

Fall from height*

Exposure to or contact with harmful substance*

Distance through which person fell

*Name of substance

*Machine type and make

Struck against something fixed or stationary

Trapped by something collapsing

Exposure to an explosion

10. Account of accident/PSS incident/dangerous occurrence/injury (Continue on a separate sheet if necessary)

Describe what happened to cause the accident/dangerous occurrence and if persons were injured what they were doing at the time. Include weather, surface, lighting and condition information.

.....
.....
.....
.....
.....
.....

Injured Person (to be signed)
Date.....

11. Educational establishments only

Incident occurred: In lesson Breaktime Lesson Changeover

Supervision Ration [.....:.....] Do you consider this to be: Adequate Inadequate

Witness (if any)
Name:

Witness (if any)
Name:

Address:

12. Following investigation by Manager – state what action has been taken or is planned to prevent a recurrence.

.....
.....
.....
.....
.....

13. Line manager's details (please print)

Name & Job title of Manager

.....

Work address of Manager

.....

Service Area.....

Work Tel no.

Signature of Manager Date

Ensure all sections are completed

Pass original of this form to the BMAT Health and Safety Officer:

Leigh Blainey

Health and Safety Officer

EXT 411 (Beal) 0208 551 4954

Received..... Date.....

As required under the "Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995"

APPENDIX C – FIRST-AID RISK ASSESSMENT FORM.



| | | |
|------------------------|----------------------------|---|
| Assessors name: | Date of Assessment: | Activity/Task: Risks to first aiders |
| Directorate: | Service: Group: | Head Teacher: |

| Hazards | Who may be harmed & How | Existing Controls | Risk Rating | Further Controls | Residual Risk | Actions by whom & when | Implemented Y/N |
|----------------|---|--|--|-------------------------|--|-----------------------------------|------------------------|
| Body fluids | First-aiders. Contact with body fluids (blood, vomit, urine etc) and the potential | Assume all body fluids are infectious and follow strict hygiene procedures: <ul style="list-style-type: none"> Wash hands thoroughly before and after administering first aid and use disposable gloves. | Likelihood: Consequence: Risk Level: | | Likelihood: Consequence: Risk Level: | | |

| | | | | | | | |
|--|---|--|--|--|--|--|--|
| | <p>risk from HIV, Hepatitis, and other infectious diseases.</p> | <ul style="list-style-type: none"> • Skin that has been in contact with body fluids of another person must be thoroughly washed with soap and warm/hot water as soon as possible. • Splashes into eyes or mouth should be rinsed freely with cold water. • Encourage puncture wounds to bleed freely before thorough rinsing, drying and covering with a sterile dressing. • Body fluid spillages cleaned using available absorbent materials, e.g. toilet paper, paper s cat litter or other absorbent granules. Disposable gloves and apron worn | | | | | |
|--|---|--|--|--|--|--|--|

| | | | | | | | | |
|--|--|---|--|--|--|--|--|--|
| | | <p>when cleaning spillages. Area cleaned with bleach or other chlorine-releasing compound.</p> <p>Mouth to mouth resuscitation:</p> <ul style="list-style-type: none"> • Mouthpiece used for mouth to mouth resuscitation, • A rigid airway only to be used by first-aiders trained in its use. <p>All used disposable gloves, aprons etc. are disposed of in yellow, clinical waste bags marked "Clinical Waste – Bio-hazard". Full bags sealed and disposed of as clinical waste.</p> | | | | | | |
| | <p>Contamination from disposable gloves, aprons etc. contaminated with body fluids</p> | | | | | | | |

| | | | | |
|----------------------|---|---|--|--|
| Hazardous substances | First Aider Exposure to hazardous substances | Ascertain what hazardous substance was involved and consult the COSHH assessment for first aid information. | Likelihood: Consequence: Risk Level: | Likelihood: Consequence: Risk Level: |
|----------------------|---|---|--|--|

Review date: _____ **Date communicated to staff:** _____

Is a safe system of work required _____ **Yes / No**

If a new activity/equipment/any changes have been identified then Risk Assessment must be reviewed otherwise it should be reviewed annually.