



First Aid Assessment	
Reference: GN09e	Effective date: 1 Dec 2018
Page no: 1 of 2	Approved: Oct 2022
Last revision date 26 Sept 2022	Next revision due: Sept 2024

Introduction

The Health and Safety Executive does not lay down strict quotas for the level of first aid provision in the workplace (see <http://www.hse.gov.uk/firstaid/needs-assessment.htm>). First aid provision must be 'adequate and appropriate in the circumstances' based on a first-aid needs assessment that considers the circumstances of the workplace, workforce and the hazards and risks that may be present.

Hazards

Hazards vary across departments, though no areas have very high hazard risks. All areas have potential for minor injuries (cuts & grazes), trips, minor burns or scalds (eg kettles and microwaves in kitchen areas), and electrical equipment. To cover such risks the Facilities Manager is the appointed person in charge of first aid provision and a general first aid kit is located in each of the following areas:

- Reception
- Nursery Office
- Administration Office
- Farm Office
- Café

In addition, some areas have additional risks.

Department	Risk	First Aid implication
Café	Use of sharp knives – elevated risk of cuts Use of oven, hob and grill – elevated risk of burns	No special equipment required
Farm and Gardens	Use of power tools – elevated risk of cuts Lifting heavy objects – muscular-skeletal injuries Contact with large animals – crushing, bruising Use of veterinary medicines – sharps, allergies Use of secateurs Insect bites	Procedure for safe egress from animal areas required COSHH information available with first aid kit
Outdoor learning	Use of open fire pizza oven – risk of burns	No special equipment required
Facilities	Use of cleaning chemicals – allergies, dermal injuries	COSHH information available with first aid kit
Nursery	No additional first aid risks	
Administration	No additional first aid risks	

Employees

The organisation employs around 120 staff (full and part time), though it is rare for all of them to be on site at the same time. There are 12 first aiders (trained to 'First Aid at Work' level – 3-day course) on-site. The number of staff with known particular needs (eg allergies, disabilities) is very low. The historic record of accidents and injuries on site is that there have been generally few requiring first aid attention and very few requiring hospital treatment.



First Aid Assessment	
Reference: GN09e	Effective date: 1 Dec 2018
Page no: 2 of 2	Approved: Oct 2022
Last revision date 26 Sept 2022	Next revision due: Sept 2024

Environment

The organisation operates from one site that has several buildings. First aid kits are distributed among departments. The premises are operational 7 days-a-week 365 days-a-year. The site is open and staffed from 7.30 am to 9.30 pm on weekdays and 8 am to 5 pm on weekends with occasional extended hours for events and curtailed hours during the Christmas period (generally 24 Dec – 1 Jan).

Lone working is sometimes required, particularly during the evening when one person will be last to leave and lock up the site and during the Christmas period when one person will be required to feed animals. Risk assessments are undertaken for lone-working staff. The number of staff on site during the weekend periods is greatly reduced compared to week days.

The organisation is located in central Bristol. It is a 20-minute walk to the nearest Accident and Emergency Department (similar time in a vehicle dependent on traffic). Emergency services can attend the site in a short time (10-15 minutes) for high-priority emergencies.

Public

The site is open to the public in a variety of ways. It hosts a day-care nursery service for children aged 9-months to 5 years old. All nursery staff are trained in paediatric first aid. Adult services include courses and volunteering opportunities, including those for vulnerable adults (people with mental health issues, learning difficulties, some physical disabilities).

General visitors use the site in variable numbers. There are generally at least two staff on site with a general first aid qualification during the daytime period. Teams booking the sports pitch in the evening are expected to manage their own first aid needs, though they may be supported by caretaking or cleaning staff on site.

There are several events on site each year, which attract in the order of up to 2,500 people. Additional first aid support is put in place for these events.

Record Keeping

Accident books and a log of incidents are maintained by the Facilities Manager. Accidents and incidents are reported to the trustees by the Chief Executive at board meetings (approximately every 8 weeks).

First Aid Kit Locations

First aid kits are located around Windmill Hill City Farm in the following locations:

- Reception
- Café corridor (catering kit & burns kit)
- Carpentry workshop
- Central services

All first kits are checked and topped up regularly by a member of the facilities team.