



RISK MANAGEMENT SUMMARY

FIRST AID PROVISION

Overview – We recognise we have a duty of care that extends to our guests and our staff. First Aid protects our guests - attending adults, teachers, students and staff by creating a safe environment. It is the centre policy to provide a basic level of first aid to all those who come on to site. First Aid is always carried out by qualified First Aiders across the centre and Staff based on site are trained to deal with first aid related incidents. Accidents that occur on activities or in the outdoor environment will be dealt with quickly and effectively. Our First Aid provision is informed by our risk assessments. Allnatt Outdoors risk assessment follows the recognised five-step process as recommended by the Adventurous Activities Industry Advisory Committee and HSE. These are outlined below.

STAGE 1 - Identify the hazards

A hazard is something that has the potential to cause harm.

STAGE 2 - Identify who may be harmed

Category	Description
Students	Students participating in the programme
Group Leaders	School teachers, Leaders assisting with the programme
Instructors	Instructors or assistants
Group	The first three categories
Others	Non participating students, teachers or members of the public
All	All of the above

STAGE 3 - Determine the risk

Risk is determined by examining the likelihood and the consequence and multiplying the two together to obtain the risk rating.

Likelihood

Name	Description
Improbable	So unlikely the probability is close to zero
Remote	It is quite unlikely to happen, although conceivable
Possible	Could occur sometimes
Occasional	It is quite likely to happen
Likely or frequent	Occurs repeatedly, the event is expected

Consequence

Name	Description
None	No injury
Minor Injury	The subsequent injury would be minor, i.e. a cut, graze, scratch or bruise

Serious Injury	The subsequent injury would stop the individual from continuing the activity, i.e. sprain, minor fracture, a burn or hypothermia
Major Injury	The subsequent injury would be major, i.e. loss of limb, crush, fracture, loss of consciousness, permanent reduction in ability to work
Fatal	The subsequent injury would be fatal

STAGE 4 - Implement control measures - These are the measures taken to reduce the risk to an acceptable level.

STAGE 5 - Review the process - Reviewing of the documentation and subsequent measures on a regular basis is vital to close the loop. Accidents and Incidents are reviewed at our weekly meetings and risk assessments updated accordingly. Risk Assessments are reviewed annually and if there are any changes or new activities undertaken.

Policy Statement

Purpose

First Aid is always carried out by qualified First Aiders across the centre to ensure well-being of guests and staff. There is a first aider based on site trained to deal with first aid related incidents at all times. Accidents will be dealt with quickly and effectively. First Aid protects guests and staff by creating a safe environment. It is the centre policy to provide a basic level of first aid to all those who come on site.

What constitutes First Aid?

The following areas are problems that is considered should be dealt with only by First Aiders. First Aid is considered the first port of call after an accident, or seizure:

- Bleeding/cuts/grazes,
- Burns, Fainting,
- Head injuries – always dealt with very seriously,
- Epilepsy
- Asthma.

Minor health issues that First Aiders cannot deal with:

- Period pains
- Headaches
- Students complaining of feeling sick, fever, etc.
- Sore throat,

Existing problems such as backache, previous accidents that may have happened at the weekend or outside of school hours are deemed the responsibility of the parents/ carers. Further treatment from First Aiders on centre is unnecessary.

Paracetamol or Ibuprofen tablets cannot be issued for these ailments.

First Aid provision

The Head of teaching is responsible for ensuring that there is an adequate number of qualified First Aiders and the maintenance of the contents of the first aid boxes and other supplies on a monthly basis.

First aid kit locations-



The main first aid point and supplies can be found in the centre office. Around the centre can be found supplementary first aid boxes, these are located as below-

- Kitchen (containing blue detectable plasters and dressings)
- Grounds store (including eye wash facility).
- Archery range shed
- Bushcraft store
- Centre car
- Swimming pool shed

Tutors also carry travel first aid packs to all sessions,

Off Site kits for trailblazer expeditions are located in the resource room.

Lockable storage- All leaders rooms are lockable, there is also a safe in the office that may be used if required.

Cold storage for medicines- Fridges are available in each building's leaders lounge. There is also a fridge in the office if guests prefer.

First Aid Qualification

First aiders are qualified in Emergency First Aid at Work and First Aid at Work level in line with statutory guidelines.

Reporting Procedures

We record:

- Accidents, dangerous occurrences, and near misses.
- Intruder Incidents
- Missing Person reports

The centre office contains the incident reporting form used to record all incidents. Incident report forms will be monitored for trends / patterns Copies of these forms are available to schools and group leaders on request

Reporting to the Health and Safety Executive (HSE)

In the event of a fatality or major injury these incidents will be reported immediately (within 10 days) to the Health and Safety Executive (HSE) on-line at their web site: www.hse.gov.uk/riddor/ or by telephone on 0845 300 9923.

Serious Injury Procedure

In case of suspected broken bones, any head injury or disturbance to vital signs, the following steps must be undertaken:

- Call 999 / follow your first aid training
- Contact School staff immediately
- Contact Duty Manager

First Response to accidents on site

All Staff are trained to take the following priorities

- Take control of the situation
- Ensure their personal safety and that of others



- Assess the situation
- Apply first Aid as appropriate
- Make sure another adult takes responsibility for the welfare of the rest of the group.
- Provide aftercare as appropriate

First response and serious incident procedure

Body Fluid/Spillages/HIV

Gloves should be worn when contact with blood or body fluid is likely. Protective gloves are stored in the First Aid kits and main store.. All vomit, diarrhoea and blood must be cleaned immediately. This is vital for spread of infections to be reduced.

Clean up kit locations-

Mansion House- cupboard at the top of the main stairs.

Coach House- Cupboard under the sink in leaders lounge.

Clean up kit contents-

- Body fluid spillage granules
- Scoops or designated dustpan and brush
- Disposable Gloves (vinyl)
- Sick bags/bowls
- Refuse sacks
- Paper towels
- Disinfectant

Body spillage granules, sick bags and gloves can also be found in the office main first aid point store.

Absorbent body fluid granules should be dispersed over spillage and left to absorb for a few minutes then scooped up and placed in a bin bag for disposal through the usual waste disposal means. Wash the affected area with warm water and detergent and dry.