First aid - risk assessment guide

Use this guide to identify the first aid requirements for your location and document the decision making process.

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| **Assessment Criteria** | **Response / Comments** |
| **Consider the Physical Workplace –**  **Size and Location of the Workplace:**   * number of floors * access between floors (stairs/elevator) * nearest hospital (name/minutes) * nearest medical/health service (name/minutes) * maximum time to medical service (ambulance arrival time) |  |
| **Consider the Workplace Composition -**   * number of people on site (staff, students, volunteers) * any people (staff, students, others) on site after hours * remote or isolated workers (Cleaners, Schools Officers) |  |
| **Consider Hazards –**  **Identify potential injuries and illnesses**   * past Injuries/illnesses/incidents * first aid records * people with specialised health needs. * specific hazard areas – see below:  |  |  | | --- | --- | | **Hazard** | **Potential harm including but not limited to:** | | Sport / PE | muscular sprain/strain, laceration, concussion, fracture | | Manual tasks | muscular strain/sprain | | Animals | bites, stings, kicks, scratches, diseases | | Machinery / equipment | laceration, fractures, amputation, bruises, dislocation, crushing | | Biological | infection, allergic reactions. | | Working at height | fractures, lacerations, dislocation, concussion | | Electricity | electric shock, burns | | Hazardous chemicals | poisoning, irritation, chemical burns. Injury resulting from fire or explosion | | Extreme temperatures | burns, heat stress, fatigue, hypothermia, frost bite, shock | | Built/Natural Environment | bruises, lacerations, slips, trips, falls | | Violence | nausea, shock and physical injuries | | Medical Conditions | health conditions requiring emergency response/medication (e.g. anaphylaxis, asthma, diabetes, epilepsy) |       **Assessing the Risk of Workplace Injury and Illness:**  **Consider**   * past incidents – what injuries required immediate first aid treatment * type of work and activities being undertaken * number of workers (including students) with diagnosed medical conditions that may require first aid e.g. asthma, anaphylaxis * exposure to hazards – what types injuries could result from this exposure. * effectiveness of current controls * curricular and extracurricular activities such as fetes, dances, concerts and other special events as well as off-site activities such as excursions, sporting activities and camps. Refer to [School Excursions and International School Study Tours](http://ppr.det.qld.gov.au/education/management/Pages/School-Excursions.aspx) and [Managing Risks in School Curriculum Activities](http://ppr.det.qld.gov.au/education/management/Pages/Managing-Risks-in-School-Curriculum-Activities.aspx) * emergencies e.g. lockdowns/evacuations * is it a low risk workplace *(office)*? * is it a high risk workplace *(workshop)*? * is there a combination low risk in some areas and high risk in others? * distance / time to medical treatment * specified health needs for staff/students. |  |
| **Outcomes – First Aid Recommendations**  **– ensure decision making processes are documented.**  First Aiders *(link to First Aid Officers, Training and Recommended Numbers (2 - 16/494441))*   * Number of first aid officers needed? (e.g. low risk workplaces 1:50 – 1 trained first aid officer per 50 employees and students). * Location of first aid officers? * Training required?   First Aid Kits   * Number of kits? * Type of kits? * Location of kits? * Other equipment? * Who is responsible for maintenance? * Emergency Medication? (asthma, anaphylaxis) * Protocols established mitigate first aid hazard? (e.g.   calling an ambulance, head injury management, infection control)  First Aid Facilities   * + First aid room/area contents?   + Additional facilities such as Automated External Defibrillator (AED)?   + Location of facilities?   + Disposal of first aid waste? |  |
| **Review**  First aid arrangements reviewed regularly to ensure effectiveness. A First Aid Review template is available from the [First Aid](https://mpe.education.qld.gov.au/initiatives-and-strategies/health-and-wellbeing/workplaces/safety/hazards) Resources list. |  |
| **Completed by:**  **Signature: Date:**  (Principal/Manager)  **Note:** Principal/Manager responsible for implementing First Aid Recommendations. | |