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)
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| **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)
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| **Consider Hazards –****Identify potential injuries and illnesses*** past Injuries/illnesses/incidents
* first aid records
* people with specialised health needs.
* specific hazard areas – see below:

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| **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.
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| **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?
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| **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. |