

## First Aid Risk Assessment

This form is to be completed with reference to [First Aid and Infection Prevention and Control Procedure](#).

1. Personal Details			
Name of Person/s Conducting the Assessment: I. McKinlay		Date: 24 March 2024	
School / Workplace: TEMPLETON PRIMARY SCHOOL			
2. Items to be considered for the provision of First Aid in the workplace		Description	
Type of work performed and the nature of the hazards (e.g. science laboratories, workshops, chemical storage, offices, vehicles, excursions and camps etc.).		<p>Classroom safety – inspections quarterly to assess risks. Anaphylactic, asthmatic children listed with medical procedures and epi-pens in sickbay, if required.</p> <p>P.E. and Art – Risk Assessments and Safe Work Procedures completed.</p> <p>Camps &amp; Excursions – risks assessed for activities and travel.</p> <p>Hazardous Substances storage – MSDS file maintained &amp; inspections each quarter.</p> <p>Teaching Activities – e.g. cooking, use of electrical equipment, BBQs, etc., have completed a SWP. Swimming lessons by qualified Instructors.</p> <p>Staff – designated staff will complete a Risk Assessment and SWP for hazardous activities/use of equipment.</p> <p>Contagious Diseases – restricted by information sent to the school community, with suggested courses of action.</p>	
Potential illnesses or life threatening injuries (e.g. anaphylaxis and asthma, cardiac arrest where an Automatic External Defibrillator may be required) and likely causes.		Anaphylaxis, asthma, slips, trips, falls, cuts, travel sickness, drowning, and contagious diseases – caused by activities as described above.	
The size and layout of the workplace (e.g. terrain, access and egress, proximity of high hazard areas and isolated areas to first aid, etc.).		School terrain presents minimal risks Phone access across the school. Access & egress to all areas of the school are adequate.	
The number and distribution of employees and others, including arrangements such as shift work, travel requirements, visitors.		Staff members spread throughout the school. OSHC staff are at the school from 7:00 a.m. and	
<b>Central Office Use Only</b>		<b>Issue Date:</b> January 2011	<b>Last Reviewed:</b> May 2018
No. DET-ESWU-27-2-7		<b>Next Review Date:</b> May 2020	
<b>Authorised by:</b> Manager ESWU			

## 1. Personal Details

	leave at 6:00 p.m. Visitors fill out a sign-in procedure on a kiosk situated at Main Office.
The location of the site (e.g. proximity to medical facilities and access to ambulance services).	Nearest Medical Facility is Harold Street Medical Centre at 103 Harold Street, Wantirna. Within a 7-minute callout range for ambulance.

## 3. Are following minimum First Aid Room requirements available, where a first aid room is required as per section 3.3.1 in the *First Aid and Infection Prevention and Control Procedure*?

	Yes		Yes		Yes
Eye Protection	Y	Sharps Disposal System	Y	Desk/table and telephone	Y
Gown/Apron	Y	Biohazard Waste Container	Y	List of Emergency Numbers	Y
Disposable Gloves	Y	An upright Chair	Y	Electric Power points	Y
Resuscitation mask	Y	Storage Cupboards	Y	Sink (hot & cold water)	Y
Work Bench or Dressing Trolley	Y			Blankets and Pillows	Y

## 4. Minimum First Aid Facilities – also refer to School Policy and Advisory Guide - Student Health and First Aid and WorkSafe Victoria Compliance Code – First aid in the workplace

Site Characteristics	Minimum first aid requirements - <i>The minimum acceptable level of training is HLTAID003 Provide First Aid</i>		Tick
Less than 50 employees (and students)	1 first aid officer	1 first aid kit	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
50 - 199 employees (and students)	2 first aid officers	4 first aid kits	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
200 - 399 employees (and students)	4 first aid officers	6 first aid kits	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
400 - 599 employees (and students)	6 first aid officers	8 first aid kits	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
600 - 799 employees (and students) 737 students + 63 staff = 790 as of 26/02/20	8 first aid officers	10 first aid kits and a first aid room with a bed and stretcher	<b>Yes</b>

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**4. Minimum First Aid Facilities – also refer to School Policy and Advisory Guide - Student Health and First Aid and WorkSafe Victoria Compliance Code – First aid in the workplace**

Site Characteristics	Minimum first aid requirements - <i>The minimum acceptable level of training is HLTAID003 Provide First Aid</i>		Tick
800 - 999 employees (and students)	10 first aid officers	12 first aid kits (including specific "type of incident" treatment) and a first aid room with a bed and stretcher	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
>1000 employees (and students)	10 + one first aid officer for every additional 100 employees and students	12 + one kit for every additional 100 employees and students  A first aid room with a bed and stretcher	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Where access is limited to medical and ambulance services (e.g. remote workplaces, school field excursions etc.)	2 additional first aid officers for every category	2 additional first aid kits for every category	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A

**5. Additional First Aid Facilities**

Insert description of additional facilities required after completing and evaluating **sections 2, 3 and 4** of this form:

**6. Review Controls**

Workplace Manager and/or Management OHS Nominee verifies provision of the above first aid facilities:

**Name:**

Effective  Not effective

**Date:** / /

**Signature:**

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