**First Aid Risk Assessment**

This form is to be completed with reference to [First Aid and Infection Prevention and Control Procedure.](http://www.education.vic.gov.au/Documents/school/principals/management/firstaidinfectctrl.docx)

| 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.). | | | Classroom safety – inspections quarterly to assess risks. Anaphylactic, asthmatic children listed with medical procedures and epi-pens in sickbay, if required.  P.E. and Art – Risk Assessments and Safe Work Procedures completed.  Camps & Excursions – risks assessed for activities and travel.  Hazardous Substances storage – MSDS file maintained & inspections each quarter.  Teaching Activities – e.g. cooking, use of electrical equipment, BBQs, etc., have completed a SWP. Swimming lessons by qualified Instructors.  Staff – designated staff will complete a Risk Assessment and SWP for hazardous activities/use of equipment.  Contagious Diseases – restricted by information sent to the school community, with suggested courses of action. | | | | |
| 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 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  Gown/Apron  Disposable Gloves  Resuscitation mask  Work Bench or Dressing Trolley | Y    Y  Y  Y  Y | Sharps Disposal System  Biohazard Waste Container  An upright Chair  Storage Cupboards | | Y    Y  Y  Y | Desk/table and telephone  List of Emergency Numbers  Electric Power points  Sink (hot & cold water)  Blankets and Pillows | | Y  Y  Y  Y  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 -** *The minimum acceptable level of training is HLTAID003 Provide First Aid* | | | **Tick** |
| Less than 50 employees (and students) | 1 first aid officer | 1 first aid kit | | ❑ Yes ❑ No ❑ N/A |
| 50 - 199 employees (and students) | 2 first aid officers | 4 first aid kits | | ❑ Yes ❑ No ❑ N/A |
| 200 - 399 employees (and students) | 4 first aid officers | 6 first aid kits | | ❑ Yes ❑ No ❑ N/A |
| 400 - 599 employees (and students) | 6 first aid officers | 8 first aid kits | | ❑ Yes ❑ No ❑ 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 | | Yes |
| 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 | | ❑ Yes ❑ No ❑ 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 | | ❑ Yes ❑ No ❑ 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 | | ❑ Yes ❑ No ❑ 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:  Effective Not effective **Date:** / / | | | **Name:**  **Signature:** | |