|  |  |  |  |
| --- | --- | --- | --- |
| **College / Portfolio** |  | **School / Department** |  |
| **Campus** |  | **Date** |  |
| **Location Area** | **Building** |  | **Floor** |  | **Lab/Studio/Workshop/Room** |  |
| **Number of:** | *Staff -*  |  | *Students -*  |  | *HDRs -*  |  |
| **Low Risk Area** | *Yes*  [ ]  | *No* [ ]  | **High Risk Area** | *Yes*  [ ]  | *No* [ ]  | **Low and High Risk** | *Yes*  [ ]  | *No* [ ]  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Operational Leader** |  | **Senior Leader** |  |

| **Question** |  |  | **Notes** |
| --- | --- | --- | --- |
| **Risk level in the work and learning environment** |  |  |  |
| 1. Have the types of injuries or illnesses that could occur been determined and whether the work and learning environment is low risk or higher risk?
 | Yes [ ]  | No [ ]  |  |
| 1. Has there been consultation with staff and HSRs (if any) on the risk level in the work and learning environment?
 | Yes [ ]  | No [ ]  |  |
| **First aid officers**  |  |  |  |
| 1. Has there been consideration given to the work and learning environment’s operating times, distribution of staff across hours/days, and the need for first aid officers to cover staff leave and turnover?
 | Yes [ ]  | No [ ]  |  |
| 1. Has the number of required first aid officers been determined and how many first aid officers are required?
 | Yes [ ]  | No [ ]  |  |
| 1. In addition to the minimum training level, do first aid officers need advanced training, or additional training to meet specific work and learning environment hazards or needs?
 | Yes [ ]  | No [ ]  |  |
| 1. Do the first aid officers need immunisations?
 | Yes [ ]  | No [ ]  |  |
| **First aid kits**  |  |  |  |
| 1. How many basic first aid kits are needed?
 | Yes [ ]  | No [ ]  |  |
| 1. Are additional first aid kit modules required for specific needs or hazards in your work and learning environment? If yes, which ones?
 | Yes [ ]  | No [ ]  |  |
| 1. Is there a system for checking and restocking first aid kits?
 | Yes [ ]  | No [ ]  |  |
| **First aid rooms**  |  |  |  |
| 1. Is a first aid room needed?
 | Yes [ ]  | No [ ]  |  |
| **First aid equipment**  |  |  |  |
| 1. Is there a reasonably practicable need for an AED?
 | Yes [ ]  | No [ ]  |  |
| 1. Is a safety shower or emergency eye wash station required?
 | Yes [ ]  | No [ ]  |  |
| **First aid procedures**  |  |  |  |
| 1. Have first aid procedures been drafted and implemented?
 | Yes [ ]  | No [ ]  |  |
| **Signage**  |  |  |  |
| 1. Has first aid signage been posted?
 | Yes [ ]  | No [ ]  |  |
| **Reviewing arrangements**  |  |  |  |
| 1. Is there a plan for when and how first aid arrangements will be reviewed?
 | Yes [ ]  | No [ ]  |  |