


**First-Aid (General) – Risk Assessment Template No. 21 (List additional hazards, risks and controls particular to your school using Template No.74)**

| Hazards   | Is the hazard present?<br>Y/N | What is the risk?   | Risk rating<br>H = High<br>M = Medium<br>L = Low | Control measures   | Is this control in place?<br>Y/N | If no, what actions are required to implement the control? | Person responsible | Date action completed |
|---|-------------------------------|---|--|--|----------------------------------|--|--------------------|-----------------------|
| Inadequate first-aid equipment/kits               |                               | Injuries could be serious or life threatening if not dealt with quickly and appropriately | H  | First-aid kits are kept well stocked in accordance with the Health and Safety Authority guidelines<br><b>See 'Recommended contents of first-aid boxes and kits' on next page</b>   |                                  |  |                    |                       |
|   |                               |   | H  | Specific responsibility has been given to a designated staff member for restocking the kits  |                                  |  |                    |                       |
|   |                               |   | H  | Defibrillators (where present) are maintained in accordance with the manufacturer's instructions   |                                  |  |                    |                       |
| Inadequate information about trained first-aiders |                               | Injuries could be serious or life threatening if not dealt with quickly and appropriately | H  | The appropriate number of occupational first-aiders <sup>10</sup> are available during working hours   |                                  |  |                    |                       |
|   |                               |   | H  | Staff and pupils should be aware of who the occupational first-aiders are and how to alert him/her in emergencies. It is good practice to ensure the name (and perhaps photograph for larger workplaces and workplaces with people of many nationalities present) of the occupational first aiders is clearly visible on staff or student notice boards in and around the school |                                  |  |                    |                       |
|   |                               |   | L  | If an occupational first-aiders is temporarily unavailable an alternate person is designated to take over in the event of an accident  |                                  |  |                    |                       |

 <sup>10</sup> PHECC FAR is the recognised training standard for occupational first-aiders. The current list of PHECC FAR Instructor Recognised Institutions (RIs) can be found at [www.phecit.ie](http://www.phecit.ie). © All Rights Reserved

If there is one or more **High Risk (H)** actions needed, then the risk of injury could be high and immediate action should be taken. **Medium Risk (M)** actions should be dealt with as soon as possible. **Low Risk (L)** actions should be dealt with as soon as practicable.

**Risk Assessment carried out by:** \_\_\_\_\_ **Date:** / /

## Recommended contents of first-aid boxes and kits

| Materials   | First-aid travel kit contents | First-aid box contents |                 |                   |
|---|-------------------------------|------------------------|-----------------|-------------------|
|   |                               | 1 - 10 Persons         | 11 - 25 Persons | 26 - 50 Persons*1 |
| Adhesive plasters   | 20                            | 20                     | 20              | 40                |
| Sterile eye pads (no.16) (bandage attached)   | 2                             | 2                      | 2               | 4                 |
| Individually wrapped triangular bandages  | 2                             | 2                      | 6               | 6                 |
| Safety pins   | 6                             | 6                      | 6               | 6                 |
| Individually wrapped sterile unmedicated wound dressings - medium (no. 8) (10 x 8cms)         | 1                             | 2                      | 2               | 4                 |
| Individually wrapped sterile unmedicated wound dressings - large (no. 9) (13 x 9cms)          | 1                             | 2                      | 6               | 8                 |
| Individually wrapped sterile unmedicated wound dressings - extra large (no. 3) (28 x 17.5cms) | 1                             | 2                      | 3               | 4                 |
| Individually wrapped disinfectant wipes   | 10                            | 10                     | 20              | 40                |
| Paramedic shears  | 1                             | 1                      | 1               | 1                 |
| Pairs of examination gloves   | 3                             | 5                      | 10              | 10                |
| Sterile water where there is no clear running water*2   | 2x20mls                       | 1x500ml                | 2x500mls        | 2x500mls          |
| Pocket face mask  | 1                             | 1                      | 1               | 1                 |
| Water based burns dressing - small (10x10cms)*3   | 1                             | 1                      | 1               | 1                 |
| Water based burns dressing - large*3  | 1                             | 1                      | 1               | 1                 |
| Crepe bandage (7cm)   | 1                             | 1                      | 2               | 3                 |

### Notes:

**\*1: Where more than 50 persons are employed, pro rata provision should be made.**

**\*2: Where mains tap water is not readily available for eye irrigation, sterile water or sterile normal saline (0.9%) in sealed disposable containers should be provided. Each container should hold at least 20ml and should be discarded once the seal is broken. Eye bath/eye cups/refillable containers should not be used for eye irrigation due to the risk of cross-infection. The container should be CE marked.**

**\*3: Where mains tap water is not readily available for cooling burnt area.**