

First Aid Needs Assessment

Location.....Date.....

Factors to consider	Impact on First Aid Provision	Notes
<p>Identified Hazards Use the findings from your generic and or specific risk assessments while taking account of any parts of your workplace that have different work activities/hazards that may require different levels of first aid provision</p>		
<p>Does your workplace have low level hazards such as those that may be found in offices or libraries ?</p>	<p>The minimum provision is</p> <ul style="list-style-type: none"> - an appointed person to take charge of first aid arrangements - A suitably stocked first aid box 	
<p>Does your workplace have higher level hazards for example chemicals or dangerous machinery, working at height?</p> <p>Do your work activities involve specific hazards for example confined space work?</p>	<p>You must consider</p> <ul style="list-style-type: none"> - providing trained first aiders - additional training for first aiders to deal with specific hazards - additional first aid equipment - specific siting of first aid equipment - Informing emergency services [very high risk only] 	
<p>Employees</p>		
<p>How many people are employed at the workplace?</p>	<p>Where there are a small number of employees, the minimum provision is</p> <ul style="list-style-type: none"> - an appointed person to take charge of first aid equipment - a suitably stocked first aid box <p>Where there are larger numbers of employees you must consider providing</p> <ul style="list-style-type: none"> - trained first aiders - additional first aid equipment 	
<p>Are there inexperienced workers on site or employees with disabilities or particular health problems?</p>	<p>You must consider</p> <ul style="list-style-type: none"> - additional training for first aiders - additional first aid equipment <p>local siting of first aid equipment</p>	

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Accidents and Ill Health records		
<p>What is your record of accidents and ill health frequencies?</p> <p>What injuries and illnesses have occurred and where in the workplace did they happen?</p>	<p>You must ensure your first aid provision will cater for the type of injuries and illness that might occur in your workplace</p> <p>Monitor accidents and ill health and review your first aid provision as appropriate</p>	
Working arrangements & environment		
<p>Do you have employees who are transient, work remotely or alone?</p>	<p>You should consider</p> <ul style="list-style-type: none"> - issuing personal first aid kits - ensuring means of communication for first aid assistance 	
<p>Do any employees work shift patterns or out of normal hours?</p>	<p>You must ensure there is adequate first aid provision at all times your employees are at work.</p>	
<p>Is your workplace spread out, for example is there several buildings on your site or multi floor buildings?</p>	<p>You will need to make consideration of first aid provision in each building or floor where needed</p>	
<p>Is your workplace remote from emergency or medical services?</p> <p>urban areas are normally not considered remote and are usually within easy access to medical attention from emergency services</p>	<p>You should</p> <ul style="list-style-type: none"> - inform the emergency services of you location - consider special arrangements with the emergency services 	
<p>Do your employees work at sites occupied by other workgroups or employers?</p>	<p>You can make arrangements with other site occupiers to ensure adequate provision of first aid is provided.</p> <p>A written agreement with the other group is strongly recommended.</p>	
<p>Do you have sufficient provision to cover absences of first aiders or appointed persons?</p>	<p>You must consider</p> <ul style="list-style-type: none"> - what cover is needed for annual leave and other planned absences - what cover is needed for unplanned and exceptional absences 	

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Non Employees		
Do members of the public visit/attend your premises workplace	The First Aid at Work Regulations make <u>no legal duty</u> to provide first aid for non employees, however given the nature of our service provision, schools , sports centres for example it is strongly recommended that you include them in degree of your provision of first aid to employees	

Assessment of first aid requirements needs

Having regard to the factors identified from our generic specific risk assessments, and notes made from the above in table, the following first aid personnel/equipment and facilities require to be provided (includes sufficient personnel necessary to cover for absences) at

Location or Work Site _____

Service _____

	No.		No.
First Aiders		Eye Wash Bottles	
Emergency First Aiders		First Aid Room	
Appointed Persons			
First Aid Boxes			
Travelling First Aid Kits			

Further actions required	Yes/No
Have arrangements been made to engage/train the necessary level of requirement first aid persons	
and for the required amount of first aid equipment to be supplied?	

Informing Employees

	Yes/No
Have arrangements been made to inform employees of the first aid arrangements (ideally at their induction) and notices posted to inform staff who and where the first aiders or appointed persons are;	
and where the nearest first aid box is located?	

Signature of assessor(s)

Date