

## FIRST AID NEEDS ASSESSMENT

### INTRODUCTION

The aim of first aid is to reduce the effects of injury or illness suffered at work, whether caused by the work itself or not. First-aid provision must be 'adequate and appropriate in the circumstances. This means that sufficient first-aid equipment, facilities and personnel should be available at all times.

How much first-aid provision is required depends on the circumstances i.e. the hazards and risks of each workplace. For example, a first aid needs assessment should consider:

- the nature of the work and workplace hazards and risks
- the nature of the workplace
- the organisation's accident history
- the size of the organisation
- the needs of travelling, remote and lone workers
- work patterns
- the distribution of the workforce
- the remoteness of the site from emergency medical services
- employees working on shared or multi-occupied sites
- annual leave and other absences of first aiders and appointed persons
- first-aid provision for non-employees

A responsible person from the management team or a health and safety professional are well placed to determine the level of hazard and risk as they will be familiar with the exact circumstances of their workplace including the buildings; the activities taking place; staffing; and working arrangements, etc. This knowledge can be used to assess the first-aid equipment; facilities and personnel that are appropriate and to demonstrate how the level of provision was decided.

Where a service area is based in more than one building a separate assessment should be conducted for each location.

Note! Anyone carrying out a first aid needs assessment must also refer to the Health & Safety Executive (HSE) document 'First aid at work Guidance on Regulations': <https://www.hse.gov.uk/pubns/priced/l74.pdf> and the information located at <https://www.hse.gov.uk/firstaid/index.htm>

In addition, anyone carrying out a first aid needs assessment for activities and premises that fall under the statutory framework for the early years foundation stage (EYFS) must refer to the statutory guidance located at:

<https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2>

## THE ASSESSMENT PROCESS

The assessment consists of the completion of six steps:

### STEP 1. BACKGROUND INFORMATION

Requires background information to be entered.

### STEP 2. DETAILS OF EXISTING FIRST AID PROVISION

This requires you to enter the full details of your existing first-aid provision, including numbers; names; certificate details; confirmation of the availability and willingness of the individual to fulfil the role; and details of existing first aid equipment and facilities.

### STEP 3. DETERMINATION OF FIRST AID PROVISION

This forms a major part of the process and seeks to determine the necessary first aid provision based on the types of activities and hazards that could be carried out, and encountered.

A number of questions are posed under the heading 'Factors to Consider' which the assessor must work through whilst guided by the information contained in the column headed 'First Aid Provisions' as well as the HSE document and website referred to above.

### STEP 4. BASIC MINIMUM NUMBER OF FIRST AID PROVISION

This provides an indication of the basic minimum first-aid provision that must be available. However, it is very important to note that this basic minimum provision may need to be increased if any of the Additional Factors listed in the fourth column apply.

Referring to the answers obtained in Section 2 the assessor should answer the questions in the first two columns. This will give an indication of the basic minimum provision in the third column.

The assessor must then consider the Additional Factors listed in the fourth column. Irrespective of whether your workplace risk is low, medium or high ticking any of the factors in the list may require you to increase your first-aid provision from the basic minimum.

STEP 5. DETAILS OF ADDITIONAL FIRST AID REQUIREMENTS

Using the information from STEPS 2, 3 & 4 enter the details of your additional first-aid requirements.

STEP 6. ACTION PLAN

Service Manager to record the actions required to put the identified first-aid provisions in place, e.g. arrange training; purchase equipment; put up signage etc.; the name of the person responsible; and the date they were actioned.

ASSESSMENT FORM

STEP 1. BACKGROUND INFORMATION

Premises Name & Location	
Name of Assessor	
Date of this Assessment	
Date of Review (min 12 months)	

**STEP 2. DETAILS OF EXISTING FIRST AID PROVISION**

FIRST AID PERSONNEL	TOTAL NUMBER	FULL NAME(S) OF FIRST AID PERSONNEL	CERTIFICATE START DATE	CERTIFICATE END DATE	IRRESPECTIVE OF BEING APPOINTED; TRAINED; CERTIFIED etc. IS THE INDIVIDUAL WILLING TO FULFILL THE ROLE?		WITH THE EXCEPTION OF LEAVE OR SICKNESS ABSENCE WILL THIS INDIVIDUAL ALWAYS BE AVAILABLE ON SITE TO FULFILL THE ROLE?	
					YES	NO	YES	NO
Appointed Person(s)								
Emergency First Aid at Work (EFAW) First Aider(s)								

**STEP 2. DETAILS OF EXISTING FIRST AID PROVISION (continued)**

FIRST AID PERSONNEL	TOTAL NUMBER	FULL NAME(S) OF FIRST AID PERSONNEL	CERTIFICATE START DATE	CERTIFICATE END DATE	IRRESPECTIVE OF BEING APPOINTED; TRAINED; CERTIFIED etc. IS THE INDIVIDUAL WILLING TO FULFILL THE ROLE?		WITH THE EXCEPTION OF LEAVE OR SICKNESS ABSENCE WILL THIS INDIVIDUAL ALWAYS BE AVAILABLE ON SITE TO FULFILL THE ROLE?	
					YES	NO	YES	NO
First Aid at Work (FAW) First Aider(s)								

**STEP 2. DETAILS OF EXISTING FIRST AID PROVISION (continued)**

FIRST AID PERSONNEL	TOTAL NUMBER	FULL NAME(S) OF FIRST AID PERSONNEL	CERTIFICATE START DATE	CERTIFICATE END DATE	IRRESPECTIVE OF BEING APPOINTED; TRAINED; CERTIFIED etc. IS THE INDIVIDUAL WILLING TO FULFILL THE ROLE?		WITH THE EXCEPTION OF LEAVE OR SICKNESS ABSENCE WILL THIS INDIVIDUAL ALWAYS BE AVAILABLE ON SITE TO FULFILL THE ROLE?	
					YES	NO	YES	NO
First Aider(s) with additional training (please specify additional training undertaken)								
Paediatric First Aider(s)								

**STEP 2. DETAILS OF EXISTING FIRST AID PROVISION (continued)**

FIRST AID EQUIPMENT AND FACILITIES	ON SITE?		NUMBER ON SITE / DETAILS
	YES	NO	
Damp and dust proof First-Aid container			
Contents/Equipment needed for the First-Aid container(s) which must include the HSE's 'Basic Advice on First Aid at Work' Leaflet INDG 347.			
Additional equipment (specify) e.g. foil blankets, eye wash bottles, shears, microporous tape, tourniquets, haemostatic dressings			
Defibrillator			
Travelling First Aid Kit			
First Aid Room			
Shower for first aid purposes			
Deputy / Cover Arrangements			

### STEP 3. DETERMINATION OF FIRST AID PROVISION

FACTORS TO CONSIDER			FIRST AID PROVISION	NOTES
Hazards: Use general risk assessment to inform the First-Aid requirements, consider types of activities/hazards and the levels of first-aid provision required				
Does the workplace have low level hazards e.g. those found in an office?	Yes	No	The minimum provision is: <ul style="list-style-type: none"> <li>• An appointed person to take charge of first aid-arrangements</li> <li>• A suitably stocked first-aid box</li> </ul>	
Does the workplace have higher-level hazards e.g. Covid-19; or chemicals or dangerous machinery such as those found in a laboratory or mechanical workshop?	Yes	No	You should consider: <ul style="list-style-type: none"> <li>• Providing first aiders</li> <li>• Providing additional training for first aiders to deal with injuries resulting from special hazards</li> <li>• Providing a suitably stocked first aid box</li> <li>• Providing additional first aid equipment</li> <li>• Signage showing the precise location of first aid equipment</li> <li>• Providing a first aid room</li> <li>• Informing the emergency services of specific hazards etc. in advance.</li> </ul>	
Do your work activities involve special hazards e.g. confined spaces; explosives; high voltages; hydrofluoric acid; lone working; machinery; manual handling; pathogens; toxic substances; work in remote areas, etc.	Yes	No		

**STEP 3. DETERMINATION OF FIRST AID PROVISION (continued)**

FACTORS TO CONSIDER			FIRST AID PROVISION	NOTES
Employees and others: Consider the number of people and those that may be at higher risk				
Enter below the number of people that work on the premises:			Where there are small numbers of employees, the minimum provision is: <ul style="list-style-type: none"> <li>• An appointed person to take charge of first aid arrangements</li> <li>• A suitably stocked first-aid box.</li> </ul>	
			Where there are large numbers of employees, i.e. more than 25, even in low-hazard environments, you should consider providing: <ul style="list-style-type: none"> <li>• First aiders</li> <li>• Additional first aid equipment</li> <li>• A first-aid room</li> </ul>	
Are there staff on site that may be at higher risk? Consider inexperienced workers; those with existing health problems; young persons; new and expectant mothers; employees with disabilities; those on work experience.	Yes	No	You should consider: <ul style="list-style-type: none"> <li>• Providing additional training for first aiders</li> <li>• Providing additional first aid equipment</li> <li>• Local siting of first aid equipment</li> <li>• Providing a first aid room</li> <li>• Informing the emergency services of specific hazards etc. in advance.</li> </ul>	

Do members of the public or non-employees, e.g. visitors; contractors; children; students visit your premises?	Yes	No	Under the Health and Safety (First Aid) Regulations 1981, you have no legal duty to provide first-aid for non-employees, but HSE strongly recommends that you include them in your first-aid provision.	
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**STEP 3. DETERMINATION OF FIRST AID PROVISION (continued)**

FACTORS TO CONSIDER			FIRST AID PROVISION	NOTES
Accident and ill-health records:				
Consider your record of accidents and ill health.  Consider the types of accidents; injuries and illnesses that have previously occurred and where they happened.			Ensure your first-aid provision will cater for the types of accidents; injuries and illnesses that have occurred in the past in addition to those that are foreseeable.  Monitor accidents and ill health and review your first-aid provision as appropriate.	
Working Arrangements:				
Do any staff work alone?	Yes	No	Ensure access to first aid kits Consider issuing personal first aid kits Ensure communications lines are accessible e.g. mobile phone, lone working device.	
Do any staff work remotely?	Yes	No		
Do any staff travel a lot?	Yes	No		

Do any staff work shifts or out-of-hours?	Yes	No	Ensure there is sufficient first-aid provision at all times people are at work.	
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**STEP 3. DETERMINATION OF FIRST AID PROVISION (continued)**

FACTORS TO CONSIDER			FIRST AID PROVISION	NOTES
Working Arrangements:				
Are the premises spread out?	Yes	No	Consider First-Aid provisions in each building and/or on each floor.	
Do you occupy more than one building on the site	Yes	No		
Do you operate on multiple floors?	Yes	No		
Do any staff work at other employers' site?	Yes	No	You should make arrangements with other site occupiers to ensure adequate provision of first aid. A written agreement between employers is strongly recommended.	
Are there times when the First Aider might be on leave or absent?	Yes	No	You should consider: <ul style="list-style-type: none"> <li>• What cover is needed for annual leave and other planned staff absences</li> <li>• What cover is needed for unplanned and exceptional absences.</li> </ul>	

**STEP 3. DETERMINATION OF FIRST AID PROVISION (continued)**

FACTORS TO CONSIDER			FIRST AID PROVISION	NOTES
Working Arrangements:				
Do any staff travel i.e. drive as part of work commitments?	Yes	No		Ensure mobile First-Aid kits are provided Consider providing additional specialist First-Aid
Do any staff conduct work off site, e.g. fieldwork, where specialist First Aid may be required?	Yes	No		Consider providing: Additional specialist First Aid training Specialist First-Aid kits
Emergency Services:				
Is your workplace remote from emergency medical services?	Yes	No	If 'Yes' you should: <ul style="list-style-type: none"> <li>• Inform the emergency services of your location</li> <li>• Consider special arrangements with the emergency services</li> <li>• Consider emergency transport requirements,</li> </ul>	
How far away is the nearest hospital?				
What is the name of the nearest hospital?				

**STEP 4. BASIC MINIMUM NUMBER OF FIRST AID PROVISION**

FROM YOUR RISK ASSESSMENT, WHAT DEGREE OF HAZARD IS ASSOCIATED WITH YOUR WORK ACTIVITIES?	HOW MANY EMPLOYEES DO YOU HAVE?  (i.e. in the premise or as part of the activity this covers)	BASIC MINIMUM  This provision should be available at any time during the working day  Consider holiday / sickness cover	ADDITIONAL FACTORS  Irrespective of whether your workplace risk is low, medium or high, any of the factors in the list below may require you to increase your first-aid provision from the basic minimum  Tick all that apply and make comments in the next column as necessary	ADDITIONAL COMMENTS  (To be added as appropriate to your workplace, activity, or premise)
<input type="checkbox"/> Low hazard  Examples: <ul style="list-style-type: none"> <li>• offices,</li> <li>• libraries,</li> <li>• schools (generally)</li> </ul>	<input type="checkbox"/> Less than 25	At least 1 Appointed Person	<input type="checkbox"/> Low risk environment with low number of staff (i.e. less than 5)* <input type="checkbox"/> History of previous accidents (think of number of accidents, cause and injury type) <input type="checkbox"/> Proximity to hospital, doctors, fire brigade <input type="checkbox"/> Proximity to an Automated External Defibrillator <input type="checkbox"/> Proximity to other building with first aid personnel/ based in shared buildings <input type="checkbox"/> Size, scale and layout of site <input type="checkbox"/> Remoteness of location <input type="checkbox"/> Distribution of workforce within the building <input type="checkbox"/> Members of the public accessing the building** <input type="checkbox"/> Visitors to building** <input type="checkbox"/> Number and dispersal of visitors on site <input type="checkbox"/> Potential for burns, scalds, eye injury, chemical injury, anaphylactic shock, fracture injuries, falls from height. <input type="checkbox"/> Lone working, working away from the main premises <input type="checkbox"/> Shift work <input type="checkbox"/> Pupils on premises / working with children <input type="checkbox"/> School provision for lunchtimes and breaks <input type="checkbox"/> Out of school hours' arrangements e.g. lettings/parents evening <input type="checkbox"/> School off-site activities/trips <input type="checkbox"/> Working with foundation stage children*** <input type="checkbox"/> Contractors working <input type="checkbox"/> Construction work <input type="checkbox"/> Employees and/or visitors with disabilities <input type="checkbox"/> Employees with existing health problems <input type="checkbox"/> New and expectant mothers	
	<input type="checkbox"/> Between 25 - 50	At least 1 EFAW trained First Aider		
	<input type="checkbox"/> More than 50	At least 1 FAW trained First Aider for every 100 (or part thereof)		
<input type="checkbox"/> Medium – Higher hazard  Examples: <ul style="list-style-type: none"> <li>• Catering</li> <li>• Forestry</li> <li>• Highways</li> <li>• Workshops</li> <li>• Construction</li> <li>• Print unit</li> <li>• Using chemicals</li> <li>• Using machinery</li> <li>• Schools (science/ design &amp; technology)</li> </ul>	<input type="checkbox"/> Less than 5	At least 1 Appointed Person		
	<input type="checkbox"/> Between 5 - 50	At least 1 EFAW trained First Aider (consider the type of injuries that may occur)		
	<input type="checkbox"/> More than 50	At least 1 FAW trained First Aider for every 50 (or part thereof)		

			<input type="checkbox"/> Young workers/ inexperienced workers	
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<p>* Appointed Person</p>	<p>In exceptional circumstances there may be some workplaces that are low risk with low number of staff whereby the Manager / Head teacher may deem a trained first aider as not being required. In these instances, an Appointed Person may be appointed. However, before the appointment of Appointed Persons the Manager / Head teacher must contact the Corporate Safety Section so as to ensure appropriateness of this first aid provision.</p> <p>Note! Even in small, low-hazard areas where first aiders are considered unnecessary, there is always the possibility of an accident or sudden illness so someone must always be available to take charge of the arrangements (i.e. equipment and facilities) and call the emergency service.</p>
<p>** Non-employees (including members of the public and visitors)</p>	<p>The HSE strongly advise that arrangements for First-Aid provisions also take into account non-employees that may be on the premises</p>
<p>*** Paediatric first aid</p>	<p>Paediatric first aid is a requirement of the Early Years Statutory Framework: foundation stage classes in nursery, infant and primary schools must have at least one person with a current paediatric first aid certificate on the premises at all times when children under the age of five years are present. They must also accompany children on any off-site visits/trips.</p>
<p>Types of Training</p>	<p>First-aiders must undertake suitable training; have an appropriate first-aid qualification and remain competent to perform their role.</p> <p>Typically, first-aiders will hold a valid certificate of competence in either First Aid at Work (FAW) or Emergency First Aid at Work (EFAW) and, for early years foundation stage settings they must hold a Paediatric First Aid Certificate</p> <p>EFAW training enables a first aider to give emergency first aid to someone who is injured or becomes ill at work.</p>

	<p>FAW training includes EFAW and also equips the first aider to apply first aid to an additional range of specific injuries and illnesses.</p> <p>Paediatric First Aid (PFA) training enables the first aider to give first aid to children under the age of five years.</p>
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**STEP 5. DETAILS OF ADDITIONAL FIRST AID REQUIREMENTS**

FIRST AID PERSONNEL	REQUIRED?		NUMBER REQUIRED / DETAILS
	YES	NO	
Appointed Person			
EFAW First Aider			
FAW First Aider			
First Aider with additional training (please specify additional training undertaken)			
Paediatric First Aider			
FIRST AID EQUIPMENT AND FACILITIES	REQUIRED?		NUMBER REQUIRED / DETAILS
	YES	NO	
Damp and dust proof First-Aid container			
Contents/Equipment needed for the First-Aid container(s) which must include the HSE's 'Basic Advice on First Aid at Work' Leaflet INDG 347.			
Additional equipment (specify) e.g. foil blankets, eye wash bottles, shears,			

microporous tape, tourniquets, haemostatic dressings			
Defibrillator			
Travelling First Aid Kit			
First Aid Room			
Shower for first aid purposes			
Deputy / Cover Arrangements			

