



## **First aid needs assessment**

The purpose of a first aid needs assessment is to determine the first aid provision: personnel; equipment and facilities that are needed for each group of staff, clients and visitors in each workplace. Managers are the best-placed people to make decisions on what first aid provision their own staff will need.

You need to consider all the relevant factors involved to reach your conclusion as to what is required. No single factor can be used to accurately assess what your first aid needs will be. As an example, the number of employees on site, whilst being taken into account, is not the only basis for determining your first aid needs. In general terms, the larger your workforce, the more first aid personnel you will need. However, you need to balance the number of employees (and non-employees where this applies) against the risks associated with their activities.

After completing the needs assessment form on the following pages, you can use the flow chart in Appendix 1 as a guide on how many first-aiders or appointed persons might be needed. The numbers quoted are suggestions only, it may be that you only have a few employees but the work is extremely hazardous – here, first aid requirements would be far greater than for a low risk environment where there may be a large number of employees.

Our approach to first aid provision and the terms used in the form below are explained in our First Aid Policy. You should complete the form below, considering the guidance provided, and commenting on the circumstances of your own workforce/workplace. At the end of the form there is space for you to record your decisions on the numbers and types of first aid personnel and first aid equipment that you will need.



Name and address of premises/site		
Factors	Guidance	Comments (box is expandable)
Does your workplace have low level hazards such as those that might be found in offices?	<p>The minimum provision is:</p> <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 your workplace have higher level hazards such as chemicals or dangerous machinery?	<p>You should consider:</p> <ul style="list-style-type: none"> <li>-providing first aiders</li> <li>-providing suitably stocked first aid boxes</li> <li>-the precise location of first aid equipment</li> <li>-informing the emergency services of specific hazards in advance</li> </ul>	
Do your work activities involve special hazards such as working at height, working with acids or in confined spaces?	<p>You should consider:</p> <ul style="list-style-type: none"> <li>-providing first aiders</li> <li>-additional training for first aiders to deal with injuries resulting from special hazards</li> <li>-additional first aid equipment</li> <li>-the precise location of first aid equipment</li> <li>-providing a first aid room</li> <li>-informing the emergency services of specific hazards in advance</li> </ul>	



### The nature of the workforce

The particular needs of young workers, trainees, pregnant workers and employees with disabilities or particular health problems, where known (e.g. asthma, diabetes, peanut allergy, epilepsy or a history of heart disease), should be addressed

How many people are employed on site?	<p>Generally, the larger the workforce, the greater the first-aid provision that is required. However, employee numbers should not be the sole basis for determining first-aid needs. A greater level of provision may be required when fewer people are at work but are undertaking more high-risk tasks such as maintenance work.</p> <p>This is a general guide to first aid personnel requirements. It should be balanced against the other factors applicable to your premises / operations.</p> <p>Where there are small numbers of employees, the minimum provision is:</p> <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> <p>Where there are large numbers of employees, ie more than 25, even in low- hazard environments, you should consider providing:</p> <ul style="list-style-type: none"><li>– first-aiders;</li><li>– additional first-aid boxes</li></ul>	
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Are there any inexperienced workers on site, or employees with disabilities or particular health problems?	<p>You should consider:</p> <ul style="list-style-type: none"> <li>– additional training for first- aiders;</li> <li>– additional first-aid equipment;</li> <li>– local siting of first-aid equipment.</li> </ul> <p>Your first-aid provision should cover any work experience trainees</p>	
What is your injury / ill health record (i.e. what injuries / illness has occurred and where)	Ensure your first-aid provision will cater for the types of injuries and illnesses that have occurred in your workplace. Monitor accidents and ill health and review your first-aid provision as appropriate.	
Do you have employees who travel a lot, work remotely or work alone?	<p>The assessment should determine whether those who travel long distances or are continuously mobile should carry a personal first-aid kit.</p> <p>Are your communications arrangements appropriate?</p>	
Do any of your employees work shifts or out of hours?	You should ensure there is adequate first-aid provision at all times people are at work.	
Are the premises spread out, e.g. are there several buildings on the site or multi floor buildings?	You should consider how the size of the premises could affect quick access to first-aid facilities. For example, whether additional first-aid provision is needed on a site with more than one building, or whether the distance between buildings is such that additional provision would be unnecessary. If you have a multi-floor building you should consider	

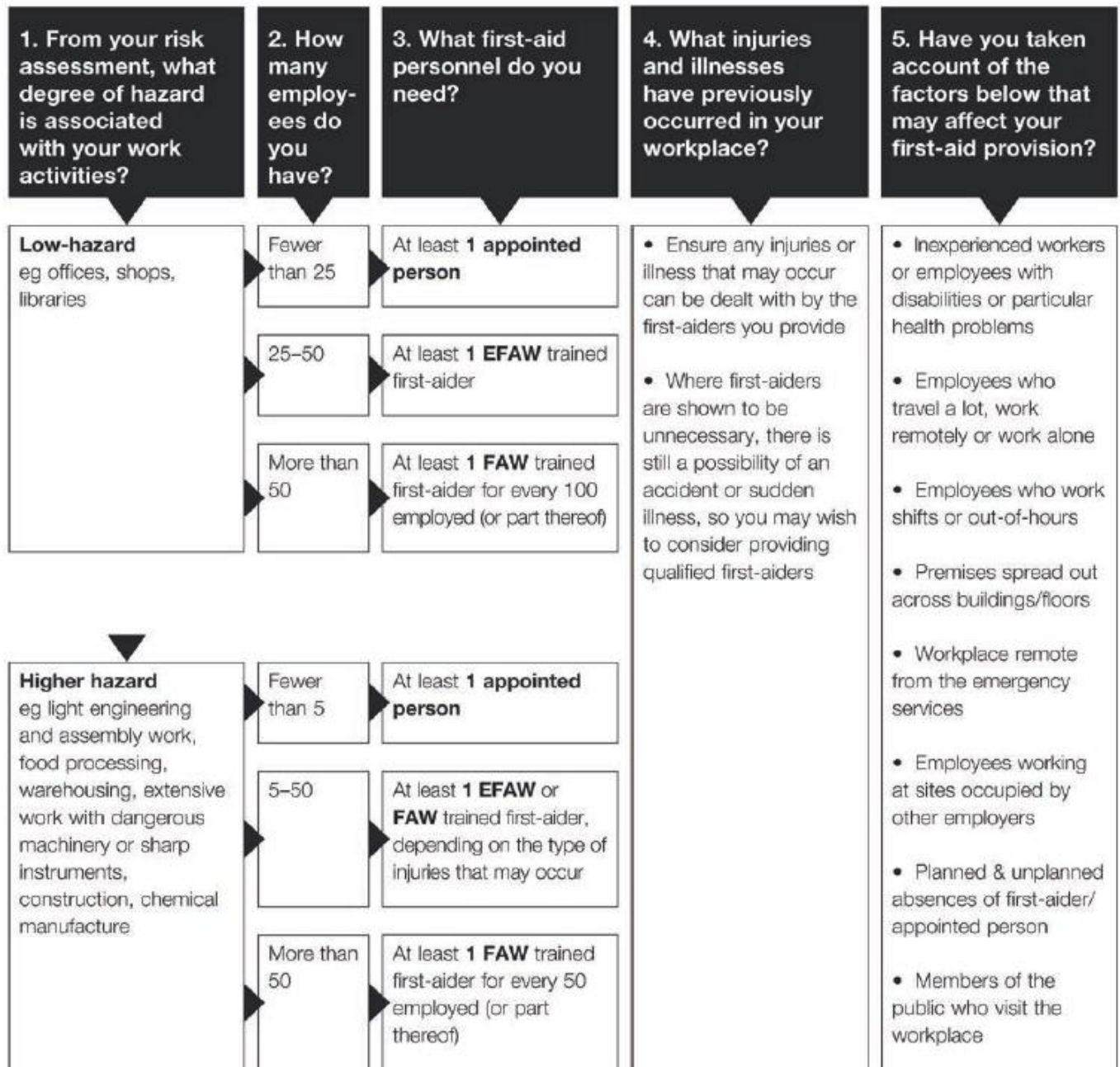


	how many first-aiders or appointed persons will be required to give adequate provision to employees on each floor. You should also consider employees who work in self-contained areas and how their needs are assessed and met.	
Is your workplace remote from emergency medical services?	If you are remote from emergency medical services you may need to consider emergency transport arrangements should an incident occur. Consider too how employees can summon help – do they have easy access to a phone?	
Do any of your employees work on shared / multi occupied sites?	You can either decide to make separate provision for your employees, or you may wish to have an agreement whereby one of the employers / partners takes responsibility for all the first aid facilities. If you have the situation where another employer / partner is taking care of the first aid provision you need to fully explain your identified hazards and risks to them so that you can be satisfied that the provision is adequate for your needs. A written agreement is always recommended to help avoid misunderstandings	
Do you have sufficient provision to cover absences of first aiders or appointed persons?	It is essential to ensure first aid cover is available at all times people are at work. You need to ensure that there is cover for both planned and unplanned absences of first aid personnel. Remember to cover situations such as lunch breaks, planned annual leave, training courses and for unplanned absences such as sick leave.	



<p>Do members of the public / people using our services / pupils etc visit or use your premises?</p>	<p>When assessing your first aid needs you should take into account the number of non-employees (visitors, people using our services, pupils for example) that may use or be present in the building at any one time. As an example, a museum may have 15 employees but possibly 100 visitors each day. As a result, first aid provision should be based on 115 people using those premises.</p> <p>In other premises, for example schools, the relationship and degree of responsibility we have for the pupils, means that we would normally make comprehensive provision for their first aid needs.</p> <p>There are DfE first aid requirements for some children.</p> <p>If you are organising a large event at your premises, you will need to ensure adequate first aid assistance is available, including quick access to medical and ambulance services.</p>	
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Appendix 1 – Suggested numbers of first aid personnel to be available at all times people are at work.





### The provision of first aiders and first aid equipment

Based upon your findings above, you will now be in a position to make decisions on the personnel and equipment that you will need. Guidance on first aid training can be given by the HR/Operations Team.

Personnel	Numbers Required (ensure this includes cover for holidays / sickness etc)	Comments / Action (including dates for actions)
Appointed person		
Emergency First Aider		
First Aider		
First Aider (or another employee) with additional training (specify training)		
Equipment	Number and type required, location	Comments / Action (including dates for actions)
First Aid Equipment (first aid boxes etc.) required.		

Assessor's name (please print)	Assessor's signature	Date assessment completed
Manager's / Premises Manager's name (please print)	Manager's / Premises Manager's signature	Date received  Date for review
The assessment should be reviewed at least annually. Date of review	Reviewed by (name)	Remarks



