

FIRST AID AT WORK – NEEDS ASSESSMENT

The checklist below can be utilised to assist in identifying the requirement for First Aid provision within a building or Service Area.

ESTABLISHMENT OR SERVICE NAME	
HEAD OF ESTABLISHMENT OR DUTY HOLDER	
DATE CHECKLIST COMPLETED	

Factor to consider	Notes	Impact on first-aid provision
Hazards (use the findings of your general risk assessment and take account of any parts of your workplace that have different work activities/hazards which may require different levels of first-aid provision)		
1. Does your workplace have low-level hazards such as those that might be found in offices and shops? Yes ☐ No ☐	<i>e.g. Slip, trip, falls, manual handling, DSE use, etc.</i>	The minimum provision is: • an appointed person to take charge of first-aid arrangements; • a suitably stocked first-aid box.
2. Does your workplace have higher-level hazards such as chemicals or dangerous machinery? Yes ☐ No ☐	<i>e.g. Using COSHH materials, heavy plant and machinery, such as chainsaw, whacker plate, forklift trucks, etc. or working at heights</i>	You should consider: • providing first-aiders; • providing additional training for first-aiders to deal with injuries resulting from special hazards; • providing a suitably stocked first-aid box; • providing additional first-aid equipment; • precise location of first-aid equipment; • providing a first-aid room; • informing the emergency services of specific hazards etc. in advance.

Factor to consider	Notes	Impact on first-aid provision
3. Do your work activities involve special hazards such as hydrofluoric acid or confined spaces? Yes ☐ No ☐	<i>e.g. any high risk work activities that would normally require a permit to work.</i>	You should consider: • providing first-aiders; • additional training for first-aiders to deal with injuries resulting from special hazards; • additional first-aid equipment; • precise location of first-aid equipment; • providing a first-aid room; • informing the emergency services of specific hazards etc in advance.
Employees		
4. How many people are employed on site? No of employees	<i>More information on numbers on guidance documents</i>	Where there are small numbers of employees, the minimum provision is: • an appointed person to take charge of first-aid arrangements; • a suitably stocked first-aid box. Where there are large numbers of employees, ie more than 25, even in low-hazard environments, you should consider providing: • first-aiders; • additional first-aid equipment;

Factor to consider	Notes	Impact on first-aid provision
		a first-aid room.
5. Are there inexperienced workers on site, or employees with disabilities or particular health problems? Yes ☐ No ☐		You should consider: - additional training for first-aiders; - additional first-aid equipment; - local siting of first-aid equipment. Your first-aid provision should cover any work experience trainees.

Accidents and ill-health record		
6. What is your record of accidents and ill health? What injuries and illness have occurred and where did they happen?		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.
Working arrangements		
7. Do you have employees who travel a lot, work remotely or work alone? Yes ☐ No ☐		You should consider: • issuing personal first-aid kits; • issuing personal communicators/mobile phones to employees.
8. Do any of your employees work shifts or out-of-hours? Yes ☐ No ☐		You should ensure there is adequate first-aid provision at all times people are at work.
9. Are the premises spread out, e.g. are there several buildings on the site or multi-floor buildings? Yes ☐ No ☐		You should consider the need for provision in each building or on each floor.
10. Is your workplace remote from emergency medical services? Yes ☐ No ☐		You should: • inform the emergency services of your location; • consider special arrangements with the emergency services; • consider emergency transport requirements.
11. Do any of your employees work at sites occupied by other employers? 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.

12. Do you have sufficient provision to cover absences of first-aiders or appointed persons? Yes ☐ No ☐		You should consider: • what cover is needed for annual leave and other planned absences; • what cover is needed for unplanned and exceptional absences.
Non-employees		
13. Do members of the public or non-employees visit your premises? Yes ☐ No ☐ <i>Please note contractors must make their own arrangements as per management of contractors policy</i>		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.

Based on the results of the checklist above the following requirement for First Aid Provision has been identified.

TYPE OF PROVISION	NUMBER REQUIRED	NAMES OR LOCATION
APPOINTED PERSON		
FIRST AID BOXES		
EMERGENCY FIRST AIDERS		
FIRST AIDERS		
FIRST AID ROOM		

Worked Example

FIRST AID AT WORK – NEEDS ASSESSMENT

The checklist below can be utilised to assist in identifying the requirement for First Aid provision within a building.

ESTABLISHMENT NAME	SAMPLE PRIMARY SCHOOL
HEAD OF ESTABLISHMENT OR LEAD OFFICER	HEAD TEACHER
GROUPS PRESENT	TEACHING AND SUPPORT STAFF, CATERING, FACILITIES MANAGEMENT, CONTRACTORS VISITORS, PUPILS.
DATE CHECKLIST COMPLETED	15/11/2020

Factor to consider	Space for notes	Impact on first-aid provision
Hazards (use the findings of your general risk assessment and take account of any parts of your workplace that have different work activities/hazards which may require different levels of first-aid provision)		
Does your workplace have low-level hazards such as those that might be found in offices and shops? Yes ☒ No ☐		The minimum provision is: an appointed person to take charge of first-aid arrangements; a suitably stocked first-aid box.
Does your workplace have higher-level hazards such as chemicals or dangerous machinery? Yes ☒ No ☐	Yes; machinery and other hazards are present within the school kitchen and used by facilities management. First aid provision within the establishment should be available to cover the identified employee groups.	You should consider: providing first-aiders; providing additional training for first-aiders to deal with injuries resulting from special hazards; providing a suitably stocked first-aid box; providing additional first-aid equipment; precise location of first-aid equipment; providing a first-aid room; informing the emergency services of specific hazards etc in advance.

Factor to consider	Space for notes	Impact on first-aid provision
Do your work activities involve special hazards such as hydrofluoric acid or confined spaces? Yes ☐ No ☒		You should consider: providing first-aiders; additional training for first-aiders to deal with injuries resulting from special hazards; additional first-aid equipment; precise location of first-aid equipment; providing a first-aid room; informing the emergency services of specific hazards etc in advance.
Employees		
How many people are employed on site? No of employees 63	There are 63 employees including Catering and Facilities Management. This does not include those Staff employed in the Nursery wing of the school building.	Where there are small numbers of employees, the minimum provision is: an appointed person to take charge of first-aid arrangements; a suitably stocked first-aid box. Where there are large numbers of employees, ie more than 25, even in low-hazard environments, you should consider providing: first-aiders; additional first-aid equipment; a first-aid room.
Are there inexperienced workers on site, or employees with disabilities or particular health problems? Yes ☒ No ☐	Employees and school pupils can have a range of health related issues.	You should consider: additional training for first-aiders; additional first-aid equipment; local siting of first-aid equipment. Your first-aid provision should cover any work experience trainees.
Accidents and ill-health record		
What is your record of accidents and ill health? What injuries and illness have occurred and where did they happen?	While most incidents are relatively minor, major injuries such as broken bones or ill health attacks such as asthma and diabetes are possible and have occurred.	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.
Working arrangements		
Do you have employees who travel a lot, work remotely or work alone? Yes ☐ No ☒		You should consider: issuing personal first-aid kits; issuing personal communicators/mobile phones to employees.
Do any of your employees work shifts or out-of-hours? Yes ☒ No ☐	Facilities management employees can be on site out of hours or on their own when opening or locking up.	You should ensure there is adequate first-aid provision at all times people are at work.

Factor to consider	Space for notes	Impact on first-aid provision
Are the premises spread out, e.g. are there several buildings on the site or multi-floor buildings? Yes ☒ No ☐	The building has a Nursery which has its own first aid provision, the school operates over more than one floor however access to all areas of the building is good.	You should consider the need for provision in each building or on each floor.
Is your workplace remote from emergency medical services? Yes ☐ No ☒	No, the local Hospital with an A&E department is approximately 6 miles from the school via good roads.	You should: inform the emergency services of your location; consider special arrangements with the emergency services; consider emergency transport requirements.
Do any of your employees work at sites occupied by other employers? 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.
Do you have sufficient provision to cover absences of first-aiders or appointed persons? Yes ☐ No ☒	No – There are currently no first aiders because the first aider has left and no one is willing to take on the role.	You should consider: what cover is needed for annual leave and other planned absences; what cover is needed for unplanned and exceptional absences.
Non-employees		
Do members of the public or non-employees visit your premises? Yes ☒ No ☐	There are approximately 450 plus pupils on the school roll. Some of the pupils have additional support needs in terms of medical issues including diabetes and epilepsy.	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.

Based on the results of the checklist above the following requirement for First Aid Provision has been identified.

TYPE OF PROVISION	NUMBER REQUIRED	NAMES OR LOCATION
APPOINTED PERSON	1 (IF NOT THE DESIGNATED FIRST AIDER) TO CHECK FIRST AID BOXES ETC ON A REGULAR BASIS.	
FIRST AID BOXES	1 OR MORE DEPENDING ON CONTENTS.	
EMERGENCY FIRST AIDERS	2 (TO ASSIST FIRST AIDER TO TAKE CARE OF MINOR INJURIES, I.E. BUMPED HEADS AND GRAZED KNEES.)	CONSIDER HAVING FACILITIES MANAGEMENT AND OR CLEANING EMPLOYEES ALSO TRAINED.
FIRST AIDERS	1	
FIRST AID ROOM	1	MEDICAL ROOM