



First Aid Needs (Risk) Assessment

The Health and Safety Executive states the 'employer' is best placed to understand the exact nature of their workplace. Your first aid provision must be 'adequate and appropriate'. This means that you must provide sufficient first aid equipment (first aid kit), facilities and trained personnel at all times.

In order to decide what provision you need, you should undertake a first aid needs (risk) assessment.

In assessing your first aid needs, you should consider:

- the nature of the work you do
- workplace hazards and risks (including specific hazards requiring special arrangements)
- the nature and size of your workforce
- the work patterns of your staff
- holiday and other absences of those who will be first aiders
- your organisation's history of accidents

You may also need to consider:

- the needs of travelling, remote and lone workers
- the distribution of your workforce
- the remoteness of any of your sites from emergency medical services
- whether your employees work on shared or multi-occupancy sites
- first aid provision for non-employees (eg members of the public).

HSE has published [further guidance](#) on all the factors above that will help you carry out your first aid needs assessment.

We will get in touch following your download to ensure that you are managing to complete your assessment correctly, and offer an objective opinion if you would like one. From there we can help identify exactly what you need to satisfy your legal requirements and demonstrate best practice.

Or, you can contact us for more information anytime you need help:

07585 723763 / 0333 4330731 (free from landlines and mobiles)

First Aid Needs (Risk) Assessment

Name of business	
Person carrying out assessment	
Date	
Number & brief description of location(s)	
Nature of business	
Number of employees	
Occupancy levels during normal hours	
Describe general risk level of business	Low / Medium / High

The minimum provision on any worksite should be:

- *a suitably stocked first-aid box;*
- *an appointed person to take charge of first-aid arrangements;*
- *information for all employees giving details of first-aid arrangements. It is recommended that you complete this assessment in conjunction with the HSE's leaflet INDG214 "First aid at work - Your questions answered"*

<http://www.hse.gov.uk/pubns/indg214.pdf>

Risk Consideration	Notes
List significant hazards present within the workplace e.g.: • Hazardous substances • Dangerous machinery or equipment • Working at height, or in confined spaces • Workplace transport • Electricity or Gas • Slip & Trip hazards • Manual handling • Long hours • Lone working • ...	Consider each area of the workplace and document the risks present and possible injuries that could occur
Are there workers who are inexperienced, who have disabilities or particular physical or mental health problems? Also consider the age of workers and clients	
Previous injuries and illness which have occurred – nature & location(s) Accidents that could have led to first aid incidents	

Do any employees: travel a lot, work remotely, shifts, out of hours or alone?	
Premises lay out e.g.: Several buildings on the site, multi- floor buildings.	

Proximity to emergency services. Closest hospital, AED, Nebulizer Access to phones	
Provision for employees working on other employers' sites.	
Provision for sickness/holiday cover for current first aiders/appointed persons.	

Do members of the public visit your premises? <i>Under the Regulations, you have no legal duty to provide first aid for non- employees, but the HSE strongly recommend that you include them in your first-aid provision</i>	Consider your visitors or clients as well as workforce, in all of the above boxes for a 'best practice' approach
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Summary of first aid provision required (Include both physical and mental health first aid provision)	Call us to talk through these boxes for an objective opinion - 0333 4330731 (free from landlines and mobile phones)
Number of first aiders (per site)	
Type of first aid course required	
Other specific first aid requirements	

Next review date: _____



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Notes: