

## First Aid Assessment

Department \_\_\_\_\_ Location \_\_\_\_\_

Date \_\_\_\_\_

<b>CHECKLIST FOR THE ASSESSMENT OF FIRST AID REQUIREMENTS</b>		
<i>Points to consider</i>	<i>Impact on first aid provision</i>	<i>Notes/Action</i>
<b>Hazards</b>		
Use the findings of your 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, like you might find in offices and shops?	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 your workplace have higher level hazards, e.g. light engineering and assembly work, warehousing, work involving moving parts or dangerous machinery, sharp instruments, chemicals? Do your work activities involve any special hazards e.g. exposure to hydrofluoric acid, confined spaces?	You should consider: <ul style="list-style-type: none"> <li>• providing first-aiders;</li> <li>• additional training for first-aiders to deal with injuries caused by special hazards;</li> <li>• additional first-aid equipment;</li> <li>• precise siting of first-aid equipment;</li> <li>• providing a first-aid room;</li> <li>• informing the emergency services</li> </ul>	
<b>Employees</b>		
How many people are employed on site?		
<b>Low Hazard</b>		
<25	at least 1x appointed person	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> <li>• Where there are large numbers of employees 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> </li> </ul>
25-50	at least 1x EFAW trained first aider	
50+	at least 1x FAW trained first aider for every 100 employees	
<b>High Hazard</b>		
<5	at least 1x appointed person	You should consider: <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> Your first-aid provision should cover work experience trainees
5-50	at least 1x EFAW or FAW trained first aider (depends on injuries)	
50+	at least 1x FAW trained first aider for every 50 employees	
Are there inexperienced workers on site, or employees with disabilities or particular health problems?		
<b>Accidents and Ill Health Record</b>		
What injuries and illness have occurred in your workplace and where did they happen?	Make sure your first-aid provision caters for the type of injuries and illness that might occur in your workplace. Monitor accidents and ill health and review your first-aid provision as appropriate.	

## First Aid Assessment continued....

CHECKLIST FOR THE ASSESSMENT OF FIRST AID REQUIREMENTS Cont'd.....		
<i>Points to consider</i>	<i>Impact on first aid provision</i>	<i>Notes/Action</i>
<b>Working Arrangements</b>		
Do you have employees who travel a lot, work remotely or work alone?	You should consider: <ul style="list-style-type: none"> <li>• issuing personal first-aid kits;</li> <li>• issuing pagers or mobile phones</li> </ul>	
Do any of your employees work shifts or work out of hours?	You should ensure there is adequate first aid provision at all times people are at work	
Do any of your employees work at sites occupied by other employers?	<ul style="list-style-type: none"> <li>• You should make arrangements with other site occupiers to ensure adequate first-aid provision. A written agreement between employers is strongly recommended.</li> </ul>	
Do you have enough provision to cover for your first-aiders or appointed persons when they are absent?	You should consider: <ul style="list-style-type: none"> <li>• what cover is needed for annual leave and other planned absences;</li> <li>• what cover is needed for unplanned and exceptional absences</li> </ul>	
<b>Non Employees</b>		
Do members of the public visit your premises?	Under the Regulations, you have no legal duty to provide first aid for non-employees, but HSE strongly recommends that you include visitors to the premises in your first-aid provision <b>NOTE : YOU ARE NOT REQUIRED TO MAKE PROVISION FOR PASSENGERS ON VEHICLES</b>	
<b>Record of Provision</b>		<b>Required Yes/No</b>
First Aider with First Aid At Work Certificate (FAW)?		
First Aider with Emergency First Aid At Work Certificate (EFAW)?		
Additional training required?		
Appointed person?		
First Aid Container?		
Additional Equipment?		
Travelling First Aid Kit?		

**REMEMBER TO TAKE INTO ACCOUNT ANNUAL LEAVE AND OTHER POTENTIAL ABSENCES OF FIRST AIDERS AND APPOINTED PERSONS, YOU MUST APPOINT SUFFICIENT PERSONS TO PROVIDE A REASONABLE LEVEL OF AVAILABILITY**