



ASSESSMENT OF NEEDS CHECKLIST FOR FIRST AID

Suggested number of first aid personnel to be available at work at all times is based on assessment of risk and number of workers.

Category Of Risk	Number of employed at any location	Suggested number of first – aid personnel	Additional Considerations
Lower Risk E.g. Offices, Libraries, Shops	Fewer than 25	At least one appointed person	A suitably stocked first-aid kit.
	25 – 50	At least one first aider (EFAW) and a suitably stocked first-aid kit/s	Suitably stocked first-aid kit/s.
	More Than 50	At least one first-aider trained in FAW for every 100 employed (or part) and a suitably stocked first-aid kit/s.	Suitably stocked first-aid kit/s.
Higher Risk e.g. most construction, extensive work with dangerous machinery workshops, light engineering, assembly work, food prep or warehousing	Fewer than 5	At least one appointed person	See Below
	5-50	At least one first-aider trained in EFAW or FAW depending on the type of injuries that might occur	Additional training for first aiders to deal with injuries caused by special hazards. Additional first-aid equipment as required. Location of FA equipment and signage Need for providing a first aid room. Advance notice to emergency services of any specific hazards
	More than 50	At least one first-aider trained in FAW for every 50 employed.	As above
	Note	Where the hazard for additional first aider skills are necessary	In addition, at least one first aider trained in specific emergency action

Schools	Secondary and Special Schools	One first aider FAW / PFAW (2 for split site) plus 3 appointed persons or EFAW / EPFAW (4 for split site)	DofE Guidance First aid in schools, early years, and further education
	Primary Schools	One first aider FAW / PFAW (but preferably all staff FA trained)	
Child Care	Childminder or Home Child Carer Childcare provider	A first aid qualified member of staff. Appropriate to age group and environment	Check Ofsted current regulations when you make your assessment
***** Consider Provision for Absence *****			

Aspects to consider	Impact on First-aid Provision	Adequate Provision
History - What are the risks of injury and ill health arising from work as identified in your Risk assessment? Also where they have occurred.	If the risks are significant, you may need to employ an additional first aider/s, ensure your first-aid provision accommodates 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.	Yes / No
Are there any specific Risks, E.g. working with 1. Hazardous substances 2. Dangerous tools 3. Dangerous Machinery 4. Dangerous loads or animals	You will need to consider: - Specific Training for first aiders. - Extra first aid equipment - Precise arrangement of first aid equipment	Yes / No

Are there parts of your establishment where different levels of risk can be identified?	You will probably need to make different levels of provision in different parts of the establishment	Yes / No
Do members of the public visit the site	You may need to employ a first aider to deal with the higher probability of an accident	Yes / No
What is your record of accidents and cases of ill health? What type are they and where did they happen	You may need to – - locate provision in certain high risk areas - Review the contents of the first aid box	Yes / No
Are there inexperienced worker on the site or employees with disabilities	You will need to consider - special equipment - local positioning of equipment	Yes / No
Are the premises spread out E.G. spread out over several buildings or multi floor site?	You will need to consider provision in each building or on several floors	Yes / No
Is there shift work or out of hours working?	Remember there needs to be provision of first aid cover at all times of work.	Yes / No
Is your workplace remote from the emergency services?	You will need. - to inform the local medical services of your location - consider special arrangements with the emergency services	Yes / No
Do you have any employees who travel regularly or work alone	You will need to: - consider issuing personal first aid kits - Conduct training for staff - Issue personal communicators to staff	Yes / No
Do any of your employees work at sites occupied by other employers?		Yes / No
Do you have any work experience Trainees?	Remember that you first-aid provision must Cover them.	Yes / No
Do you have employees (or clients) with reading or language difficulties?	You will need to make special arrangements to give them First-aid information.	Yes / No

Assessed Requirements

First-aid personnel	Required Yes/no	Number needed
Appointed person		
First-aider with an emergency first aid at work certificate		
First-aider with a first aid at work certificate		
First-aider with additional training (specify)		
First-aid equipment and facilities	Required Yes/no	Number needed
Dust- and damp-proof first-aid container		
Kit contents		
Additional equipment (specify), eg foil blankets, eye wash bottles, shears, microporous tape, tourniquets, haemostatic dressings		
Defibrillator		
Travelling first-aid kit		
First-aid room		

Comments or concerns