



**Honest Employment  
Law Practice Ltd**

*Help! On your terms!*

**First Aid - Assessment of Need**

**Company:** .....

Answers to these questions will help assess the requirements of a first aid provision. They have been drawn from the Health and Safety Executive guidance published in the booklet INDG 214.

**Assessment of First Aid Facilities**

To assess the first aid requirements of the Company, identify whether any of the following factors apply to your workplace or employees by ticking Yes or No in all cases: -

Assessment Factor	Apply?		Impact on First Aid Provision
	Yes	No	
Have your risk assessments identified significant risks of injury and ill health?			If the risks are significant you may need to appoint first aiders.
Are there any specific risks such as hazardous substances, dangerous tools or machinery, and dangerous loads or animals?			You will need to consider: Specific training for first aiders Extra first-aid equipment Precise siting of first aid equipment.
Are there parts of the workplace with different levels of risk?			You may need to make different levels of provision.
Have you had any significant accidents or cases of ill-health in the past 12 months?			You will need to check your records to review what type they are and where they occurred. You may need to locate first aid in certain areas and review the provision.
Are there inexperienced workers on site, or employees with disabilities or special health problems?			You will need to consider providing special equipment.

Assessment Factor	Apply?		Impact on First Aid Provision
	Yes	No	
Are the premises spread out, e.g. are there several buildings on the site or multi-floor buildings?			You will need to consider provision in each building or on several floors.
Is there shift work or out-of-hours working?			First-aid provision required at all times people are at work.
Is your workplace remote from emergency medical services?			You will need to tell them where you are or make special arrangements.
Do you have employees who travel a lot or work alone?			You will need to: Issue personal first-aid kits and train staff in their use Issue personal communications
Do any of your employees work at sites occupied by other employers?			You will need to make arrangements with the other site occupiers.
Do you have any temporary workers or volunteers?			Your first-aid provision must cover them.
Assessment Factor	Apply?		Impact on First Aid Provision
	Yes	No	
How many people are employed on each site or significant part of it: <ul style="list-style-type: none"> <li>- less than 5?</li> <li>- 5 to 49?</li> <li>- 50 to 100?</li> <li>- more than 100?</li> </ul>			You may need to employ first aiders – see table below.

The following table, produced by the Health & Safety Executive (HSE) offers suggestions on how many first aiders or appointed persons might be needed (you may need to increase this to cover for sickness and holiday absences).

Risk Level	Type of Workplace	Numbers of first-aiders required
Lower Risk	Shops, offices, libraries and similar workplaces	Fewer than 50 employed at any location: at least one appointed person*.

Risk Level	Type of Workplace	Numbers of first-aiders required
Medium Risk	Light engineering, assembly work, food processing, warehousing and similar workplaces	<p><b>Less than 20: at least one appointed person</b></p> <p>20-100: at least one first aider for every 50 employed (or part thereof).</p> <p>More than 100: one additional first-aider for every 100 employed.</p>
Higher Risk	Most construction, slaughter-houses, chemical manufacture, extensive work with dangerous machinery or sharp instruments and similar workplaces	<p>Fewer than 5: at least one appointed person</p> <p>5-50: At least one first aider.</p> <p>More than 50: one additional first-aider for every 50 employed.</p>

The HSE state that the minimum first-aid provision on **any work place** is:

- a suitably stocked first aid box; **and**
- an “appointed person.” This is not a trained first-aider, but someone who will take charge of first-aid arrangements at all times whilst people are at work. They should be trained to prepare for dealing with emergencies and keep control of first aid materials. They should undergo refresher training every 3 years.

### **Trained First-aiders**

They will have undergone a designated period of training and examination on a specific First Aid at Work (FAW) course recognised by the HSE. They will hold a FAW Certificate. Some courses last 3 days, others 4. Refresher training of at least 2 days is required every 3 years.

FIRST AID



### Assessment of First Aid Requirements

With regard to the factors identified in table 1 and advice in table 2, the following first aid equipment/facilities/personnel are required to be provided (includes sufficient personnel necessary to cover for absences).

Appointed Persons: (number and location)

Qualified First Aiders: (number and location)

First Aid Boxes: (number and location)

Travelling First Aid Boxes: (which staff?):

Special First Aid Facilities: (medical room, emergency showers, etc)

**What should you do next.....?**

### Action Plan

Item	What's needed	By Whom?	When due?	When done?
	<b>Appoint / Train necessary staff</b>			
	<b>Provide the necessary first aid equipment:</b>			
	<b>Informing Employees</b> 1. inform at induction 2. display notices to inform staff of who and where the first aiders or appointed persons are and where the first-aid box is?			


**Signature of Assessor:** .....

**Date:** .....