

## Duty of employer to make provision for first-aid

This document has been created as a template for employers to be used in conjunction with the Health and Safety (First-Aid) Regulations 1981. Please use our guide to provide detail and advise when completing each section. The HSE documents and supporting documents can be found online [here](#).

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.

The below template can be used to capture key information and help you make decisions on the first aid provisions that you need to meet HSE legislation. We have provided a guide to be used alongside this template to help you understand the implications and considerations of the information collated in the template

Once complete, please email the document to [Info@Firststepsfirstaid.co.uk](mailto:Info@Firststepsfirstaid.co.uk).

We will be able to provide you with a free no obligation quote to fulfil your first aid requirements. For more information please visit our website [www.Firststepsfirstaid.co.uk](http://www.Firststepsfirstaid.co.uk). If you are not confident in completing your first aid needs assessment please [get in touch](#) and we can schedule a short video call to talk you through the process or answer any queries.

# First Aid Needs Assessment

## Section 1 - Your Details

Full Name:

Business Name:

Email Address:

Number of Staff:

Contact Number:

Type of Industry:

Role In Business:

Business Address:

Contact Number:



# First Aid Needs Assessment

## Section 2 - Your Workplace

**Q1.** Are the premises spread out, eg. are there several buildings on the site or multi-floor buildings? Please provide detail:

**Q2.** Is your workplace/s remote from medical services?

YES

NO

**Q3.** Is your site occupied by other employers? If so describe the type of work and agree if shared first aid provisions is appropriate.



# First Aid Needs Assessment

## Section 2 - Your Workplace

**Q4.** Do members of the public or non-employees visit your premises?

YES

NO

**Q5.** What is your record of previous accidents and ill health? What injuries and illness have occurred and where did they happen? Review any previous trends in your incident log and note them down.



# First Aid Needs Assessment

## Section 3 - Your Workforce

**Q1.** How many employees work at this location?

0-5

5-25

25-50

50+

**Q2.** Are there any inexperienced workers on site?

YES

NO

**Q3.** Are there any workers with disabilities or particular health needs?

YES

NO

**Q4.** Are there any pregnant workers on location?

YES

NO

**Q5.** Do you have employees who travel a lot, work remotely or work alone?

YES

NO



# First Aid Needs Assessment

## Section 3 - Your Workforce

**Q6.** Do any of your employees work shifts or out-of-hours?

YES

NO

**Q7.** Do you have sufficient provision to cover absences of first-aiders or appointed persons?

YES

NO

**Q8.** Are there any children in the workplace?

YES

NO

**NOTES**



# First Aid Needs Assessment

## Section 4 - Hazards

**Q1.** Does your workplace have low-level hazards such as those that might be found in offices and shops?

YES

NO

**Q2.** Does your workplace have higher-level hazards such as chemicals or dangerous machinery?

YES

NO

**Q3.** Do your work activities involve special hazards such as hydrofluoric acid or confined spaces?

YES

NO

**Q4.** Provide some detail on the risks identified and expand on any special hazards relevant to your workplace.



# First Aid Needs Assessment

## Section 5 - Layout

Utilise the information above in combination with our “First Aid Needs Assessment” Guide to aid decision making and determine your requirement for first aid provisions

Workplace/Area/Department	Number of Employees	Type of Work	Hazard Assessment	First Aid Provisions





# First Aid Needs Assessment

## Section 5 - Layout

Utilise the information above in combination with our “First Aid Needs Assessment” Guide to aid decision making and determine your requirement for first aid provisions

Workplace/Area/ Department	Number of Employees	Type of Work	Hazard Assessment (low/high/specific)	First Aid Provisions



# First Aid Needs Assessment

## Section 6 - Provisions

Use this table to sum up the total provisions required. First Steps First Aid Ltd can provide a one-stop shop for everything you need to fulfill your first aid provisions. [Get in touch!](#)

First Aid Personnel	Number Required	Notes (Refresher Only/Special Requirements)
Appointed Person		
Emergency First Aid at Work(EFAW)		
First Aid at Work(FAW)		
FAW with additional training		
Paediatric First Aid		



# First Aid Needs Assessment

## Section 6 - Provisions

Use this table to sum up the total provisions required. First Steps First Aid Ltd can provide a one-stop shop for everything you need to fulfill your first aid provisions. [Get in touch!](#)

First Aid Equipment and Facilities	Number Required	Notes
Basic first aid kit		
Advanced first aid kit		
Travelling first aid kit		
Dust and damp proof first aid container		
Individual refill items (specify)		



# First Aid Needs Assessment

## Section 6 - Provisions

Use this table to sum up the total provisions required. First Steps First Aid Ltd can provide a one-stop shop for everything you need to fulfill your first aid provisions. [Get in touch!](#)

First Aid Equipment and Facilities	Number Required	Notes
Defibrillator		
Eye wash station		
First aid room		
Shower for first aid purpose		
Other (specify)		



# First Aid Needs Assessment

**FULL NAME**

**SIGNATURE**

**DATE**

**REVIEW DATE**

**FURTHER CONSIDERATIONS:**

Once complete, please email this document to [Info@Firststepsfirstaid.co.uk](mailto:Info@Firststepsfirstaid.co.uk).

First Steps First Aid Ltd are specialists in workplace safety. We offer a collaborative approach to first aid at work, providing a simple and cost effective process to fulfill your first aid needs assessment. We make ongoing compliance as easy as possible including reminders of review dates, refresher dates and expiry dates for any equipment.

Don't leave safety to chance; invest in your team's preparedness and well-being with First Steps First Aid Ltd. [Contact us](#) today to explore our comprehensive training solutions tailored to your business's unique needs. Let's work together to create a safer, more confident, and empowered workplace for your team.