



FIRST AID NEEDS ASSESSMENT USER GUIDE



User guide to completing your first aid needs assessment



Welcome to our first aid needs assessment user guide!

This comprehensive guide has been designed to be used alongside our first aid needs assessment template. This document will assist employers to maintain compliance with Health and Safety Executive (HSE) legislation regarding first aid provisions at work and equip you with the knowledge and tools needed to ensure the safety and well-being of your employees

How to use this guide

The guide will refer to various sections of the HSE First aid at work Health and Safety Regulations (1981) and offer considerations and recommendations based on the answers given in each section of the first aid needs assessment template document.

On completion of sections 1-4 the employer will have collated the information required to complete section 5+6 of the needs assessment template and make educated decisions regarding first aid provisions for their business.

If you require assistance completing your template (ie large business over multiple sites) please contact us at Info@Firststepsfirstaid.co.uk and we will arrange a free video call to discuss your needs.



Section 1 - Your Details

Person/s completing the assessment

The first aid needs assessment should be completed by a suitable member of staff who has a good understanding of the business at all levels. The staff member must have knowledge of staff details/training/experience.

The staff member must understand the risks associated with the business at all levels and all areas/workplaces.

Following this guide does not replace the requirement for the appointed person completing the assessment to access and understand the HSE legislation. This guide should be used in conjunction with HSE guidance.

It may be useful for the person completing the assessment to have carried out a risk assessment prior to a first aid needs assessment. The Management of Health and Safety at Work Regulations 1999 require employers to make an assessment of the risks to health and safety of their employees at work, and to identify what measures they need to take to prevent or control these risks. Information gathered from the risk assessment can help the employer carry out their assessment of first-aid needs if preventive or control measures fail.

Identifying the likely nature of an accident or injury will help the employer work out the type, quantity and location of first-aid equipment, and the facilities and personnel to provide.

Business Details

The details given in this section should apply to one business address. If your business is located across multiple addresses then a separate needs assessment will need to be completed for each address.

Multiple answers can be given to the type of industry if appropriate. Separate risk assessments may need to be carried out for individual departments, and the results of these should be carried over to the assessment of first aid provisions. Section 4 allows you to breakdown the provisions to the appropriate department. Examples of example risk assessments can be found [here](#).

There is no requirement for the assessment of first-aid needs to be formal or written down, although it may be useful for employers to retain a written record. By retaining a record of their needs assessment employers can demonstrate to a safety representative or an HSE or local authority inspector how they decided on their level of first-aid provision.



Section 2 - Your Workplace

Q1 - Considerations

An employer should consider how the size of the premises could affect quick access to first-aid facilities. For example, whether additional first-aid provision is needed on a site with more than one building, or whether the distance between buildings is such that additional provision would be unnecessary. Employers with a multi-floor building should consider how many first-aiders or appointed persons will be required to give adequate provision to employees on each floor.

Consideration should also be given to employees who work in self-contained areas and how their needs are assessed and met.

Q1 - Impact on first-aid provisions

- You should consider the need for provision in each building or on each floor.

Q2 - Considerations

Where a site is remote from emergency medical services, employers may need to make special arrangements to ensure appropriate transport is available. Employers should inform the emergency services, in writing, of their location and any particular circumstances, including specific hazards.

Q2 - Impact on first-aid provisions

You should:

- Inform the emergency services of your location;
- Consider special arrangements with the emergency services;
- Consider emergency transport requirements.

Q3 - Considerations

On a shared or multi-occupied site, employers can arrange for one employer to take responsibility for providing first-aid cover for all the workers. In these cases, a full exchange of information about the hazards and risks involved should help make sure that the shared provision is adequate. All employers should agree the arrangements and employees should be kept informed.

A written agreement between employers is strongly recommended to avoid any misunderstandings.

Where an employment business contracts out employees to another employer, the employment business should make sure, by arrangement with the user employer, that these employees have access to first-aid provision.



Section 2 - Your Workplace

Q3 - Impact on first-aid provisions

- You should make arrangements with other site occupiers to ensure adequate provision of first aid. A written agreement between employers is strongly recommended.

Q4- Considerations

These Regulations do not require employers to provide first aid for anyone other than their own employees. However, many organisations, such as schools, places of entertainment, fairgrounds and shops, provide a service for others and it is strongly recommended that employers include non-employees in their assessment of first-aid needs and make provision for them.

This may require first-aiders to receive additional training above the legal minimum requirement so that they are able to act competently, for example additional training in paediatric first aid if operating in a school.

Q4 - Impact on first-aid provisions

- Under the Health and Safety (First-Aid) Regulations 1981, you have no legal duty to provide first aid for non-employees but HSE strongly recommends that you include them in your first-aid provision.
- Where first-aid provision is intended to cover both employees and non-employees, employers should check their liability insurance covers all the activities of first-aiders. They should also ensure that:
 - the level of provision for employees does not fall below the standard required by these Regulations;
 - the level of provision for non-employees complies with any other relevant legislation and guidance.

Q5 - Considerations

Information collected when investigating previous accidents/incidents should be used when assessing the adequacy of future first-aid provision.

For large and/or multi-site organisations, this information could be helpful in determining where first-aiders should be located, what geographical area they should be required to cover and what first-aid equipment is necessary.



Section 2 - Your Workplace

Q5 - Impact on first-aid provisions

- Ensure your first-aid provision will cater for the types of injuries and illnesses that have occurred in your workplace.
- Monitor accidents and ill health and review your first-aid provision as appropriate.



Section 3 - Your Workforce

Q1 - Considerations

Generally, the larger the workforce, the greater the first-aid provision that is required. However, employee numbers should not be the sole basis for determining first-aid needs. A greater level of provision may be required when fewer people are at work but are undertaking more high-risk tasks such as maintenance work. Employers should provide sufficient cover for the various circumstances that can occur.

Even in workplaces with a small number of employees, particularly if there are significant hazards and/or risks present, there is still the possibility of an accident or sudden illness. Therefore, employers may wish to consider providing a qualified first-aider.

Q1 - Impact on first-aid provisions

- Where there are small numbers of employees, the minimum provision is:
 - an appointed person to take charge of first-aid arrangements;
 - a suitably stocked first-aid box.
- Where there are large numbers of employees, ie more than 25, even in low-hazard environments, you should consider providing:
 - first-aiders;
 - additional first-aid equipment;
 - a first-aid room.

Q2 - Considerations

First-aid provision should also be extended to work experience trainees. Ensure new staff are aware of the first aid provisions and how to access them.

Q2 - Impact on first-aid provisions

- You should consider:
 - Local siting of first-aid equipment.
 - Your first-aid provision should cover any work experience trainees.



Section 3 - Your Workforce

Q3 +4 - Considerations

The particular needs of young workers, trainees, pregnant workers and employees with disabilities or particular health problems, where known (eg asthma, diabetes, peanut allergy, epilepsy or a history of heart disease), should be addressed (noting other relevant legislation accordingly). For example, using the age profile of your workforce as a crude indicator can help you identify the likelihood of employees being at greater risk of developing heart conditions.

Q3+4- Impact on first-aid provisions

- You should consider:
 - Additional training for first-aiders;
 - Additional first-aid equipment;
 - Local siting of first-aid equipment.

Q5 - Considerations

Employers are responsible for meeting the first-aid needs of their employees working away from the main site, for example those who travel regularly or who work elsewhere. The assessment should determine whether those who travel long distances or are continuously mobile should carry a personal first-aid kit. Organisations with employees who work in remote areas should consider making special arrangements such as issuing personal communicators and providing additional training. Where employees work alone, other means of summoning help, such as a mobile phone, may be useful to call for assistance in an emergency.

Employers should consider issuing travelling types of first-aid kits to all mobile members of staff or, alternatively, placing them in vehicles used by mobile members of staff for business purposes. Depending on the needs assessment, you should also consider whether these employees undergo a course of instruction in emergency first aid at work, particularly if they are involved in higher-hazard activities.

Q5- Impact on first-aid provisions

- You should consider:
 - issuing personal first-aid kits;
 - issuing personal communicators/mobile phones to employees.
 - Ensuring traveling first aid kits are available for vehicles.



Section 3 - Your Workforce

Q6 + 7 - Considerations

First-aid requirements may vary where employees work shifts or out-of-hours. It is important that sufficient provision is always available when employees are at work, and separate arrangements may have to be made for each shift. This means considerations are given to ensure that an appropriately trained member of staff is available at all times.

It is essential that adequate provision is made to cover all times people are at work. Employers therefore need to ensure there is cover for annual leave or holiday and other planned absences of first-aiders or appointed persons. Employers should also consider what cover is needed for unplanned and exceptional absences such as sick leave or special leave due to bereavement.

Q6 + 7 - Impact on first-aid provisions

- You should ensure there is adequate first-aid provision at all times people are at work.

Q8 - Considerations

There is no requirement for employers to provide first aid for anyone other than their own employees. However, many organisations, such as schools, places of entertainment, fairgrounds and shops, provide a service for others and it is strongly recommended that employers include non-employees in their assessment of first-aid needs and make provision for them. This may require first-aiders to receive additional training above the legal minimum requirement so that they are able to act competently, for example additional training in paediatric first aid if operating in a school.

Q8 - Impact on first-aid provisions

- You should consider:
 - additional training for first-aiders;
 - additional first-aid equipment;
 - Do your staff require training in paediatric first aid



Section 4 - Hazards

Q1 - Considerations

Use the findings of your general 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.

Q1- Impact on first-aid provisions

- The minimum provision for low level hazards environment is:
 - An appointed person to take charge of first-aid arrangements;
 - A suitably stocked first-aid box.

Q2 - Considerations

The Management of Health and Safety at Work Regulations 1999 require employers to make an assessment of the risks to health and safety of their employees at work, and to identify what measures they need to take to prevent or control these risks.¹ Information gathered from the risk assessment can help the employer carry out their assessment of first-aid needs if preventive or control measures fail. Identifying the likely nature of an accident or injury will help the employer work out the type, quantity and location of first-aid equipment, and the facilities and personnel to provide.

Q2- Impact on first-aid provisions

- For higher level risk areas, you should consider:
 - providing first-aiders;
 - providing additional training for first-aiders to deal with injuries resulting from special hazards;
 - providing a suitably stocked first-aid box;
 - providing additional first-aid equipment;
 - precise location of first-aid equipment;
 - providing a first-aid room;
 - informing the emergency services of specific hazards etc in advance.



Section 4 - Hazards

Q3 + 4 - Considerations

To help employers, the table below gives examples of a number of hazards commonly found in the workplace, the causes of accidents that might occur in working with them, and the injuries that might arise. It is not intended to cover all hazards that may be present in the workplace or all injuries that might occur.

It should also be remembered that an employee might become ill at any time. An assessment of first-aid needs should consider this possibility, whether or not an illness is caused by work. More detailed information on workplace hazards, risk assessment and how to prevent work-related injuries and illness is available on HSE's website (see 'Further information').

Hazard	Cause of Accident	Examples of injuries requiring first-aid
Chemicals	Exposure during handling, spillages, splashing, leaks	Poisoning, loss of consciousness, burns, eye injuries, respiratory problems
Electricity	Failure to securely isolate electrical systems and equipment during work on them, poorly maintained electrical equipment, contact with overhead power lines, underground power cables or mains electricity supplies, using unsuitable electrical equipment in explosive atmospheres	Electric shock, burns, heart attack



Section 4 - Hazards

Hazard	Cause of Accident	Examples of injuries requiring first-aid
Machinery	Loose hair or clothing becoming tangled in machinery, being hit by moving parts or material thrown from machinery, contact with sharp edges	Crush injuries, amputations, fractures, lacerations, eye injuries
Manual handling	Repetitive and/or heavy lifting, bending and twisting, exerting too much force, handling bulky or unstable loads, handling in uncomfortable working positions	Fractures, lacerations, sprains and strains
Slip and trip hazards	Uneven floors, staircases, trailing cables, obstructions, slippery surfaces due to spillages, worn carpets and mats	Fractures, lacerations, sprains and strains
Work at height	Overreaching or overbalancing when using ladders, falling off or through a roof	Head injury, loss of consciousness, spinal injury, fractures, sprains and strains, lacerations



Section 4 - Hazards

Hazard	Cause of Accident	Examples of injuries requiring first-aid
Workplace transport	Hit by, against or falling from a vehicle, being hit by part of a load falling from a vehicle, being injured as a result of a vehicle collapse or overturn	Crush injuries, head injury, fractures, sprains and strains

Q3 + 4 - Impact on first-aid provisions

- Where the work involves higher level hazards such as chemicals or dangerous machinery, or special hazards such as hydrofluoric acid or confined spaces, first-aid requirements will be greater.
- Employers may then need to:
 - provide sufficient numbers of qualified first-aiders so that someone is always available to give first aid immediately following an incident;
 - provide additional training for first-aiders to deal with injuries resulting from special hazards;
 - consider additional first-aid equipment;
 - provide one or more first-aid rooms;
 - inform the local emergency services, in writing, of the site where hazardous substances or processes are in use.

Note: The minimum first-aid provision for each worksite is:

- A person appointed to take charge of first-aid arrangements;
- A suitably stocked first-aid kit;

Information for all employees about what they need to do in case of an emergency.

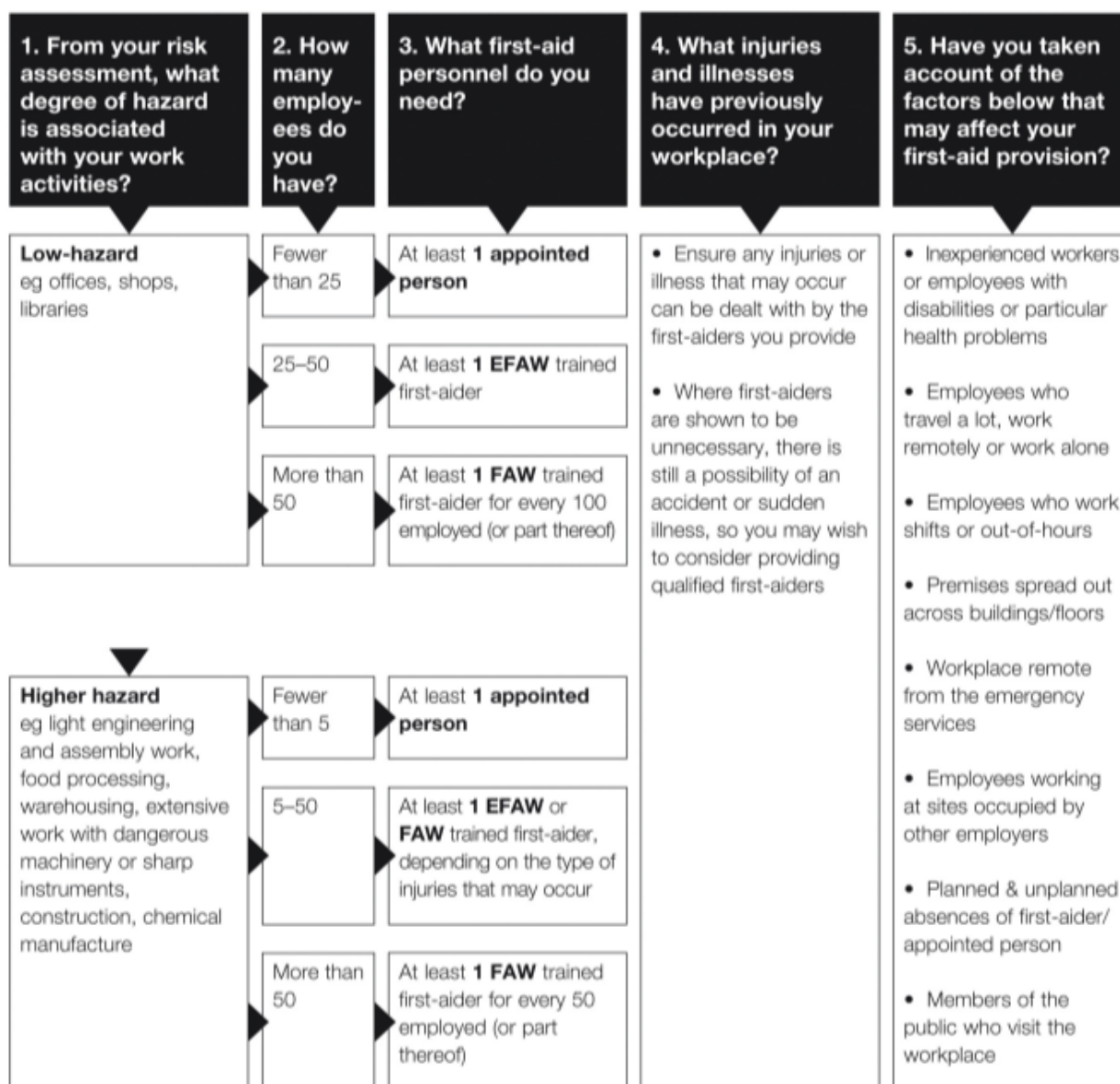


Section 5 - Layout

Layout Considerations

Section 5 allows employers to use the information gathered in previous sections to make decisions regarding the level of provisions required across departments/floors/buildings.

The table below will provide some guidance around suggested numbers of first-aid personnel to be available at all times people are at work. Please use this information in conjunction with the information gathered in sections 1-4.





Section 6 - Provisions

Additional Training Needs

The table below contains examples of additional training that may be required after a first-aid needs assessment due to special requirements.

Additional Training	When additional training may be relevant
Management of a casualty suffering from hypothermia or hyperthermia	Extensive exposure to the outdoor environment due to, for example, regular maintenance activity, eg trackside rail work, forestry
Management of a casualty suffering from hydrofluoric acid burns	Glass industry, chemical manufacture, or other industries using pickling pastes containing hydrofluoric acid
Management of a casualty suffering from cyanide poisoning	Chemical manufacture
Oxygen administration	Confined space work, for example tank cleaning operations and working in sewers. Also, where there is a risk of exposure to hydrogen cyanide
Management of a drowning casualty	Swimming pools, fish farms
Management of a casualty suffering from hypothermia or hyperthermia	Extensive exposure to the outdoor environment due to, for example, regular maintenance activity, eg trackside rail work, forestry



Section 6 - Provisions

Additional Training	When additional training may be relevant
Application of haemostatic dressings and/or tourniquets	Sectors such as agriculture, forestry and construction Employers of people working in hospitality, events or other relevant sectors might wish to consider additional training to prepare for injuries to colleagues or the public, resulting from terrorist acts or other violent incidents
Recognise the presence of major illness and provide appropriate first aid (including heart attack, stroke, epilepsy, asthma, diabetes)	Wherever the environment is low hazard but you have identified a risk, either based on the known health profile, age and number of employees or a need to consider members of the public
Paediatric first aid, as required by the Department for Education or local authorities, which complies with the syllabus produced by OFSTED for first-aid provision for children in a school or other childcare setting	Schools and nurseries

In addition to the above, when working in areas where you have significant exposure to members of the public but are classified as low hazard you may wish to consider EFAW training, as listed in Appendix 6, and the management of major illness.



Section 6 - Provisions

Provisions Required

Section 6 is used to provide an overview of all provisions required to meet your first-aid needs assessment. Please email your requirements to Info@firststepsfirstaid.co.uk and we will provide a quote to fulfill all of your first aid provisions.

As well as certified training courses we also provided competitively prices HSE approved first-aid kits to enable you to meet your first-aid needs. There is no mandatory list of items to be included in a first-aid container. The decision on what to provide will be influenced by the findings of the first-aid needs assessment. The HSE does provide guidance on what a minimum stocked first-aid kit for a low hazard area may contain.

further information regarding contents of first-aid kits, first-aid rooms and training provider selection can be found in the HSE regulations 1981.

First Steps First Aid Ltd can manage ongoing compliance with your first-aid needs assessment. We hold all training dates and equipment provisions on our database and we can provide reminders for review dates, refreshers, expiry dates and more. The responsibility for notifying us or another supplier when first aid provisions need replenishing lies with the “Appointed Person”.

If you have special requirements to meet your first aid needs, please get in touch and explain your requirements and we can arrange a short video call to discuss. Our friendly, knowledgeable staff are happy to answer any questions.



First Steps First Aid Ltd are a first-aid training company founded and operated by two dedicated Paramedics with over 25 years experience in emergency care. Our commitment to saving lives and promoting safety drives our mission to empower businesses like yours with the knowledge and tools needed for effective first aid readiness. For more information on our training programs and services, please visit our website at www.Firststepsfirstaid.co.uk