

ASSESSMENT OF FIRST-AID NEEDS

Minimum requirements
The minimum first-aid provision for each work site is:
<ul style="list-style-type: none"> • a suitably stocked first-aid container (see Section 4, paragraph 3.3) • a person appointed to take charge of first-aid arrangements (see Section 4, paragraph 3.6) • information for employees on first-aid arrangements (see Section 4, paragraph 4)
This checklist will help you assess whether you need to make any additional provision.

Aspects to consider	Impact on first-aid provision
1 What are the risks of injury and ill health arising from the work as identified in your risk assessment?	If the risks are significant you may need to employ first aiders.
2 Are there any specific risks? e.g. working with: <ul style="list-style-type: none"> • hazardous substances • dangerous tools • dangerous machinery • dangerous loads or animals 	You will need to consider: <ul style="list-style-type: none"> • specific training for first aiders • extra first-aid equipment • precise siting of first-aid equipment • informing emergency services • first-aid room
3 Are there parts of your establishment where different levels of risk can be identified (e.g. in a University with research laboratories)?	You will probably need to make different levels of provision in different parts of the establishment.
4 Are large numbers of people employed on site?	You may need to employ first aiders to deal with the higher probability of an accident
5 What is your record of accidents and cases of ill health? What type are they and where did they happen?	You may need to: <ul style="list-style-type: none"> • locate your provision in certain areas • review the contents of the first-aid box

6	Are there inexperienced workers on site, or employees with disabilities or special health problems?	You will need to consider: <ul style="list-style-type: none"> • special equipment • local siting of equipment
7	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.
8	Is there shiftwork or out-of-hours working?	Remember that there needs to be first-aid provision at all times people are at work.
9	Is your workplace remote from emergency medical services?	You will need to: <ul style="list-style-type: none"> • inform local medical services of your location • consider special arrangements with the emergency services
10	Do you have employees who travel a lot or work alone?	You will need to: <ul style="list-style-type: none"> • consider issuing personal first-aid kits • training staff in their use • consider issuing personal communicators to employees
11	Do any of your employees work at sites occupied by other employers?	You will need to make arrangements with the other site occupiers.
12	Do you have any work experience trainees?	Remember that your first-aid provision must cover them.
13	Do members of the public visit your premises?	You have no legal responsibilities for non-employees, but HSE strongly recommends you include them in your first-aid provision.
14	Do you have employees with reading or language difficulties?	You will need to make special arrangements to give them first-aid information.
<p>Don't forget that first aiders and appointed persons take leave and are often absent from the premises for other reasons.</p> <p>You must appoint sufficient people to cover these absences to enable first aid personnel to be available at all times people are at work.</p>		