

Example First Aid Needs Assessment

Name of business	
Number & brief description of location(s)	
Number of employees	
Occupancy levels during normal hours	
Risk level of business	Low / Medium / High

The minimum provision on any worksite should be:

- a suitably stocked first-aid box;
- an appointed person to take charge of first-aid arrangements;
- information for all employees giving details of first-aid arrangements.

It is recommended that you complete this assessment in conjunction with the HSE's leaflet INDG214 "First aid at work - Your questions answered"

<http://www.hse.gov.uk/pubns/indg214.pdf>

Risk Consideration	Comments
Significant hazards present within the workplace <i>e.g. hazardous substances, confined spaces, dangerous machinery</i>	
Are there workers who are inexperienced, who have disabilities or particular health problems?	
Previous injuries and illness which have occurred – nature & location(s)	
Do any employees travel a lot, work remotely, shifts, out of hours or alone?	
Premises lay out. <i>e.g. several buildings on the site, multi-floor buildings.</i>	



Proximity to emergency services.	
Provision for employees working on other employers' sites.	
Provision for sickness/holiday cover for current first aiders/appointed persons.	
<p>Do members of the public visit your premises?</p> <p><i>NB Under the Regulations, you have no legal duty to provide first aid for non-employees, but the HSE strongly recommend that you include them in your first-aid provision</i></p>	

Assessment Summary

Nature of First Aid Requirements

Other comments

Assessment Completed By:

Name: _____ Position: _____

Signature: _____

Assessment date: _____ Next review date: _____