



FIRST AID NEEDS ASSESSMENT GUIDE

**Conducting an assessment is a legal
requirement under Health & Safety
legislation**

Warwickshire First Aid Training Ltd
www.warwickshirefirstaid.co.uk



LET'S GET THE LEGAL BIT DONE AND DUSTED

Did YOU know that you have a legal requirement as an employer or business owner to protect the health and safety of your staff members.

Unfortunately injuries and illnesses do happen so having an adequate first aid provision in place will help minimise the effects of these occurrences when or if they happen.



WHAT THE LAW REQUIRES.

The law requires YOU the employer or business owner to provide, or in some circumstances consider providing, suitable resources in relation to first aid.

Each and every workplace is different, and the level and also the type of first aid provision will vary to reflect this too.

To ensure YOU have the best provision, YOU should undertake a first aid needs assessment for your business.



ASSESSMENT

FIRST AID NEEDS ASSESSMENT

A first aid needs assessment will assist you in identifying what equipment and personnel you should consider providing for your business.

This assessment should around 40 – 50 minutes and take the following into account.



WHAT DOES YOUR BUSINESS DO?

By this we mean what is the nature of your business? Are you a small office that employs a few people that do administration work, or, going to the other extreme, is your business is engineering or construction which employs a large number of staff members, and which has machinery on your site.

This is a very important starting point for your assessment; you need to determine exactly what your business does.



WHAT WORKPLACE HAZARDS OR RISKS DO YOU HAVE?

- Trip hazards such as hidden hazards in walkways.
- Slip hazards such as wet floors.
- Spillages of liquids.
- Injuries due to lifting heavy items.
- Injuries due to moving machinery especially mobile operator ones.
- Risks due to having chemicals on your site.

This is the more time consuming part of your assessment but also plays a major part in compiling your first aid needs assessment.



THE BUSINESS'S HISTORY OF ACCIDENTS

Although you may have had accidents or injuries on your site in the past. These must still be taken into consideration when completing your assessment.

If you have had accidents in the past, consider what you have done to minimise this happening again in the future, and what safe guards have you put in place, or what do you do differently now.



DO YOU HAVE ANY REMOTE OR LONE WORKERS?

What provisions exist if an accident occurs injuring a staff member is working remotely, or one who is working alone?

What do you have in place to minimise the risk, and provide the assistance they require?

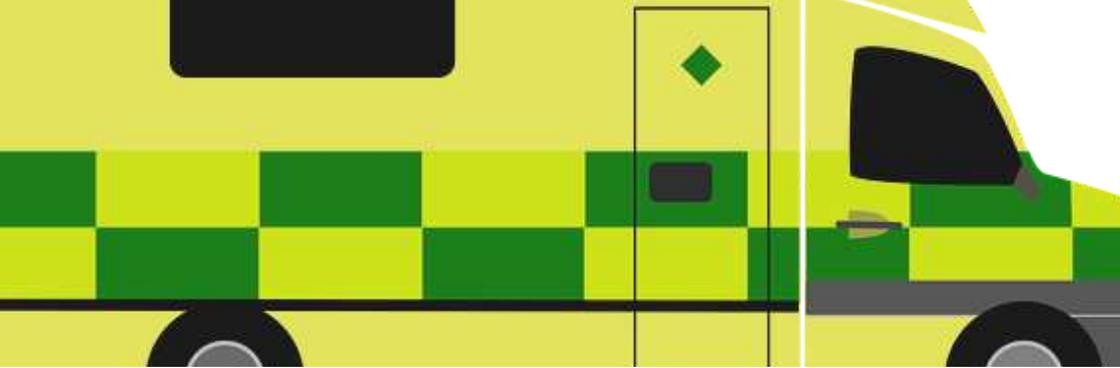


ARE WORK SITES SHARED OR NOT?

Does your business share a site with other companies. Is first aid provision shared across the site?

Are you responsible for your own first aid provision even though it's a shared site?

All this needs to be considered and added to your first aid needs assessment.



MAKING A PROVISION FOR VISITORS

Although you are not required to provide first aid provision for visitors to your business premises, the majority of businesses do make provision for this so that if a visitor becomes ill or has an accident on your business premises, you will have first aid trained members of staff who can react quickly to this.



ASSESSMENT

YOUR ASSESSMENT IS COMPLETED, NOW WHAT?

Now you have completed your 'first aid needs assessment; you should now have a good understanding of what your requirements are.

Now you can make an informed choice on what level of first aider you require for your business.



ASSESSMENT IDENTIFIES NO FIRST AIDER REQUIRED

Where your first-aid needs assessment identifies that a first aider is not required, you must appoint a person to take charge of the first aid arrangements, including looking after the equipment and facilities and also calling the emergency services when required.

An appointed person is not required to have any formal training.



IF YOUR ASSESSMENT IDENTIFIES FIRST AIDERS ARE REQUIRED

There are 2 main first aid qualifications that relate to workplace first aid.

- Emergency first aid at work
- First aid at work



EMERGENCY FIRST AID AT WORK

Emergency first aid at work qualification is a popular qualification and usually delivered over 1 day (6 tutor led hours).

This qualification is ideal for low risk work environment or a higher risk environment with lower numbers of staff members.



FIRST AID AT WORK

First aid at work qualification is a popular qualification for higher risk workplaces and is delivered over 3 days (18 tutor led hours).

This qualification is ideal for all workplaces, but in particular higher risk of injury environment, or in low risk environment with more than 100 members of staff.



FINALLY

By now, hopefully, you have completed your first aid needs assessment, and have set in motion everything you need to do to keep you and your staff members safe in their working environment.



NEED TO GET IN TOUCH WITH US?

Warwickshire First Aid Training Ltd
17, Carew Walk.
Rugby.
Warwickshire.
CV22 7JH

Tel:01788 700881
E: admin@warwickshirefirstaid.co.uk
W: www.warwickshirefirstaid.co.uk