

FIRST AID NEEDS ASSESSMENT

Companies are required by law to evaluate any significant risks that arise in the workplace or via the activities you participate in, in order to identify possible risks of injury and ill-health. The risk assessment will determine what first aid equipment, training, and facilities you will require.

An employer must:

1. Conduct an assessment to determine the level of first aid service that must be provided for a workplace.
2. Provide adequate and appropriate first aid equipment, supplies, facilities, attendants, and services.
3. Develop written first aid procedures.
4. Keep and maintain adequate first aid records.

How often must an employer conduct a first aid assessment?

Each employer must conduct a first aid assessment. A further assessment may be required if there is a significant change in the employer's work processes or procedures. The assessment should be regularly reviewed.

Potential Hazard	Required Control
Working with hazardous substances or materials.	<ul style="list-style-type: none"> • Specific first aid training. • Specific first aid equipment required. • A first aid room is required and must be located at a precise site.
Working with power tools or potentially hazardous tools.	
Working with potentially hazardous machinery.	
Working with heavy loads.	
Working with dangerous animals.	
Number of employees.	<p>Low risk e.g. shops and offices, libraries etc.</p> <ul style="list-style-type: none"> • Fewer than 25 employees – at least one appointed person. • 25–50 employees – at least one first aider. • More than 50 employees – one additional first aider for every 100 employed. <p>High risk e.g. most construction, slaughterhouses, chemical manufacture, extensive work with dangerous machinery or sharp instruments.</p> <ul style="list-style-type: none"> • Fewer than 5 employees – at least one appointed person. • 5–50 employees – at least one first aider. • More than 50 employees – one additional first

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	aider for every 50 employed.
Employees who travel by car on company business.	<ul style="list-style-type: none"> • Issue first aid kits for cars. • Provide training on use of first aid kits. • Issue of mobile phones (make it clear that these are not to be used whilst driving).
Lone Workers travelling alone or working alone and off site.	<ul style="list-style-type: none"> • Issue of mobile phones (Make it clear that these are not to be used whilst driving). • Issue first aid kits. • Provide training on use of first aid kits. • Emergency procedures to be implemented and briefed.
Work experience trainees or young persons.	<ul style="list-style-type: none"> • First aid facilities must include these staff. • Medical consent for young persons, or contact details required in the case of an emergency.
Sharing of work facilities with other employers.	Arrangements to include interface with other employers and responsibilities.
Members of the public visit your workplace.	Ensure first aid provisions cover visitors.
Workplace in a remote area away from emergency medical services.	Inform local medical services of your company location and take into consideration any special arrangements made with the emergency services.
Shift work or out-of-hours working.	First aid provision to include shift work and out of hours working.
Review past accidents and incidents.	<ul style="list-style-type: none"> • Determine where first aid facilities will be best located. • Review contents of first aid kit. • Determine level of first aid training.
Employment of workers who have disabilities or particular health problems.	Consider specialist equipment and take into account any personal medication or conditions that may affect first aid treatment.
Company located over a large/split area.	Consider the first aid requirements and emergency arrangements for each building or floor.
Provision to cover for first-aiders or appointed persons when they are absent.	Consider cover for planned and unplanned absences.
COVID-19	<ul style="list-style-type: none"> • Updated guidance for first aiders. • Additional PPE in first aid kits. • Designated room for first aid treatment of people with COVID-19 symptoms.