

First aid needs assessment

This document should be completed and then reviewed annually. Its purpose is to help you collate information to establish what first aid provisions you should provide to your employees.

Date	
Company name	
Name of person carrying out assessment	
Date of next review	
Signature	

Q1. What type of work is carried out by the company?

List all different types of activities and use this to gather the specific risk assessments for each one.

--

Q2. What are the workplace hazards and risks?

List the specific hazards and risks that you have identified and assign them a rating

	Low	Medium	High

Q3. What is the nature of the workforce?

Consider the list below and identify specific categories that you need to consider.

Employee type	Number	Not applicable
Office / shop		
Industrial		
Construction Site		
Farm		
Transport		
Young workers		
Persons with disabilities		
Persons with known medical conditions		
Inexperienced workers / trainees		
Pregnant workers (average over previous five years)		
Confined spaces		
Total number of employees		

First aid needs assessment

Q7. What are the work patterns? Is there more than one shift or out of hours work?

You will need to think about sufficient first aid to cover multiple shifts, evenings and weekends if your employees don't all work the same hours.

Q8. How is the workforce distributed?

Do you have multiple locations or temporary locations such as construction sites? Think about whether teams work together or change to suit tasks. Also consider the size of buildings and how quickly a first aider can get to a casualty in a distant office or part of a factory or farm.

First aid needs assessment

Q9. Are any work locations remote from emergency medical services?

Think specifically about whether you have employees that work in remote locations that are far from the emergency services or may have little or no communications such as mobile phone signals.

Q10. Are there any shared or multi-occupancy sites?

Do any of your employees work on sites where you rely on first aid provisions provided by others. Do you have written agreements in place?

