



First Aid Needs Assessment Guide

1.0 Purpose

This document details WCC guidance on undertaking First Aid Needs assessment and recording them within WCC to support WCC Policy.

2.0 The First Aid Needs Assessment Form

This first aid needs assessment can be used for any WCC workplace, premise or work activity. To use the assessment form, each column must be considered from left to right.

Managers/ Site Responsible Persons will therefore work out the basic first aid provision requirement, and then identify other considerations which may require that basic provision to be increased or provided in an alternative way (for example, within shared buildings the provision covers all building occupiers rather than just a particular team so liaise with other colleagues). Managers /Site Responsible Persons must ensure that minimum cover **must be place at all times during the working day.**

2.1 Reviewing of First Aid Needs Assessment

The manager should review the individual assessment every 12 months and if nothing has changed since the last review and the assessment is still considered adequate and is up to date then, the manager may sign the assessment off for another 12 months.

2.2 Recording of First Aid Needs Assessment

Managers/ Site Responsible Persons record the provision they require along with the names of personnel who will undertake the first aid duties. The Manager/Site Responsible Person is responsible for ensuring that the any requirements from the first aid needs assessment are actioned e.g. more first aiders, refresher training of existing first aiders, new first aid box. First Aid Needs assessments must be made available and brought to the attention of all relevant staff.

If you have any doubts, concerns, or queries about completion of a First Aid Needs Assessment please contact healthandsafety@warwickshire.gov.uk or tel 01926 476803.

WCC First Aid Needs Assessment - Guidelines and Record Sheet

Team		Group	
Building location		Building Name	
UPRN number		Date of this Assessment	
Assessor		Date to review (Annual)	

On the below, tick what applies for your workplace and activities so that this record can be retained as your first aid needs assessment.

As per WCC First Aid at Work Policy, is this assessment for:

☐ Large shared low risk office building¹
☐ Specific work activity

¹Note, Even if you work within a large shared office building, the nature of your work activity may warrant its own first aid provision

Overall workplace risk	No. of employees <i>(i.e in the premise or as part of the activity this covers)</i>	Basic minimum. <u>This provision should be available at any time during the working day</u> <u>For all, consider holiday/sickness cover</u>	Other considerations that may require additional provision to be identified, based on the risk groups and work activity risks <i>More trained personnel may then be required or cover may be provided by a neighbouring team in large shared buildings</i>	Additional comments <i>(please add as appropriate to your workplace, activity, premise)</i>
<input type="checkbox"/> Low Examples: <ul style="list-style-type: none"> offices, libraries, schools (generally) 	<input type="checkbox"/> Less than 25	<input type="checkbox"/> One emergency first aider trained to EFAW	In addition to whether your workplace risk is low, medium or high – any of the following may require you to increase your provision from the basic minimum or you may be able to provide it in another way. Tick all that apply and make comments in the next column as necessary: <input type="checkbox"/> Proximity to other building with first aid	
	<input type="checkbox"/> 25 – 50	<input type="checkbox"/> One emergency first aider trained to EFAW		

	<input type="checkbox"/> 50 – 100	<input type="checkbox"/> Two emergency first aider trained to EFAW	<input type="checkbox"/> personnel/ based in shared buildings	
	<input type="checkbox"/> 100 +	<input type="checkbox"/> Two emergency first aider trained to EFAW	<input type="checkbox"/> Proximity to hospital, doctors, fire brigade <input type="checkbox"/> Proximity to an Automated External Defibrillator <input type="checkbox"/> Remoteness of location <input type="checkbox"/> Size, scale and layout of site <input type="checkbox"/> Potential for burns, scalds, eye injury, chemical injury, anaphylactic shock, fracture injuries, falls from height. <input type="checkbox"/> History of previous accidents (think of number of accidents, cause and injury type) <input type="checkbox"/> Pupils on premise/ working with children <input type="checkbox"/> School off-site activities/trips <input type="checkbox"/> Out of school hours arrangements e.g. lettings/parents evening <input type="checkbox"/> School provision for lunchtimes and breaks <input type="checkbox"/> Visitors to building <input type="checkbox"/> Number and dispersal of visitors on site <input type="checkbox"/> Members of the public access building <input type="checkbox"/> Contractors working <input type="checkbox"/> Distribution of workforce within the building <input type="checkbox"/> Lone working, working away from the main premises	
<input type="checkbox"/> Medium – High Examples: <ul style="list-style-type: none"> • Catering • Forestry • Highways • Workshops • Construction • Print unit • Using chemicals • Using machinery • Schools (science/ design & technology) 	<input type="checkbox"/> Less than 25	<input type="checkbox"/> One First aider trained to FAW		
	<input type="checkbox"/> 25 – 50	<input type="checkbox"/> One First aider trained to FAW		
	<input type="checkbox"/> 50 +	<input type="checkbox"/> Two First aiders trained to FAW		

			<input type="checkbox"/> Employees and/or visitors with disabilities <input type="checkbox"/> New and expectant mothers <input type="checkbox"/> Young workers/ inexperienced workers <input type="checkbox"/> Employees with existing health problems <input type="checkbox"/> Construction work <input type="checkbox"/> Shift work <input type="checkbox"/> Low risk environment with low number of staff (i.e less than 5)* <input type="checkbox"/> Working with foundation stage children** <input type="checkbox"/> Operational fire-fighters/ work at fire station ^ <input type="checkbox"/> Caring/supporting customers in the community^^	
EFAW	Emergency First Aid at Work training can be booked onto on WILMa under <i>FA011 Emergency First Aid at Work</i>			
FAW	First Aid at Work training is a three day training course provided externally, to book onto this you will need to contact the <i>British Red Cross</i> , or <i>Saint John Ambulance Service</i>			
<input type="checkbox"/> Appointed Person*	<p>In exceptional circumstances there may be some workplaces that are low risk with low number of staff whereby the manager/ Site Responsible Person may deem a trained first aider as not being required. In these instances, an Appointed Person may be appointed. However, before the appointment of Appointed Persons the manager/ Site Responsible Person must contact the relevant Group Senior Health and Safety Advisor so as to ensure appropriateness of this first aid provision.</p> <p>Please note: Even in these small, low-hazard areas where first aiders are considered unnecessary, there is always the possibility</p>			

	of an accident or sudden illness so someone must always be available to take charge of the arrangements (i.e. equipment and facilities) and call the emergency service.
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<input type="checkbox"/> Paediatric first aid **	<p>Paediatric first aid is the requirement of the Early Years Statutory Framework: foundation stage classes in nursery, infant and primary schools must have at least one person with a current paediatric first aid certificate on the premises at all times when children are present. They must also accompany children on any off site visits/trips.</p>
<input type="checkbox"/> Operational Fire fighters and fire stations ^	<p>Office and similar environments within Fire & Rescue will be guided by the above 'low' workplace section.</p> <p>Fire stations and operational environments present a higher level of risk. To ensure sufficient first aiders are available to meet both the requirements of the Regulations and the need to provide trauma care to members of the public at incidents, all EFAD drivers (Fire-fighter role only) and Watch Manager Training Instructors at the TADC will be/remain qualified in first aid and trauma care.</p> <p><i>Refer to Fire & Rescue's Service Order 01.08.16.</i></p>
<input type="checkbox"/> Community First Aid ^^	<p>While there is no statutory requirement to provide first aid to customers, it is strongly recommended that staff caring/supporting people in the community receive, as a minimum, a basic awareness of First Aid.</p>

Now record your first aid provision on the form overleaf.

RECORD OF FIRST AID NEEDS ASSESSMENT

Summary of first aid needs based on the assessment

First aid personnel required <i>(including training type – e.g. EFAW, FAW, Paediatric; and numbers required)</i>		
Deputy/ cover arrangements		
First aid equipment needed and numbers <i>(e.g. boxes which includes the 'Basic Advice on First Aid at Work' leaflet)</i>		
Manager /Site Responsible Person to record any actions taken following completion of this assessment e.g. arrange training	Action taken	Date actioned

Assessor Signature		Date	
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REVIEW LOG (after 12 months)

I can confirm that there are no changes to this assessment.			
Assessor Signature		Date	

Names of first aid personnel, deputies, training required, refresher date and their location of work.

Inform others of their first aid arrangements as soon as this provision has been implemented.

Name	Work location/ room number	Contact number	Training required (e.g. type – EFAW, FAW)	Date attended	Date refresher required

To book all courses contact healthandsafety@warwickshire.gov.uk or telephone 01926 476803