

First aid needs assessment checklist

Based on HSE guidance for employers

Look at your workplace, your workforce and the hazards and risks present, then decide your first aid cover, kit and training.

Service / area

Completed by

Date

Hazards

- ☐ Are the hazards low level, or are there higher hazards such as chemicals, equipment or specific activities?
- ☐ Do any activities involve special hazards that need extra training or equipment?

Your workforce

- ☐ How many people work on site at any one time, including nights and weekends?
- ☐ Are there inexperienced workers, trainees, or staff with disabilities or health conditions?
- ☐ Do staff work alone, travel or work remotely? Do they need a personal kit or a phone?

Your premises and history

- ☐ Is the site spread over several buildings or floors?
- ☐ How far are you from emergency medical services?
- ☐ What accidents and ill health have happened, and where and how?
- ☐ Do you share the site with other employers? Is there a written agreement?

Cover, kit and records

- ☐ Is there first aid cover at all times, including planned and unplanned absences?
- ☐ Are visitors included in your first aid provision?
- ☐ Are first aid kits stocked for your needs, checked and easy to find?
- ☐ Are first-aiders' certificate dates recorded, with refreshers and requalification planned?
- ☐ Are your findings recorded and reviewed regularly?