



FIRST AID NEEDS ASSESSMENT GUIDE

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

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LET'S GET THE LEGAL BIT DONE AND DUSTED

Did you know that, as a business owner or employer, you are required by law to look out for your employees' health and safety?

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 unique, and the level and type of first aid provision will vary accordingly.

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 help you identify what equipment and personnel to consider providing for your business.

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



WHAT DOES YOUR BUSINESS DO?

This means, what is the nature of your business?

Are you a small office with a few employees performing administrative tasks, or, on the other hand, is your business in engineering or construction, where you employ a large number of staff members and operate machinery on your premises?

This is a crucial 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 takes the longest, but it's crucial to your first aid needs assessment.



THE BUSINESS'S HISTORY OF ACCIDENTS

Although you may have had accidents or injuries on your property in the past, you should still consider these factors in your assessment.

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



DO YOU HAVE ANY REMOTE OR LONE WORKERS?

If an accident occurs that injures a remote staff member or one who is working alone, what provisions exist?

What measures do you have in place to reduce the risk and provide the assistance they require?



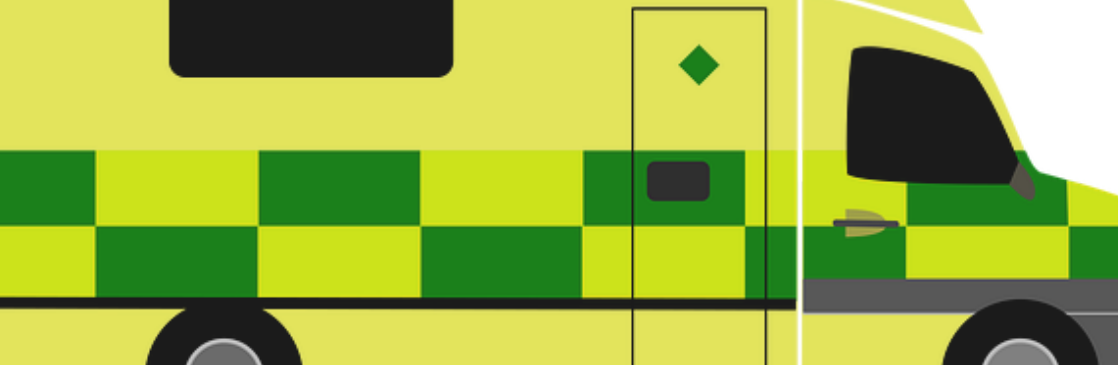
ARE WORK SITES SHARED OR NOT?

Does your business share a site with other companies?

Is the 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

Providing first aid for visitors to your business premises is not required, but most businesses do so so that if a visitor becomes ill or has an accident, they have first aid-trained staff who can act quickly.



ASSESSMENT

YOUR ASSESSMENT IS COMPLETED, NOW WHAT?

After completing your 'first aid needs assessment', you should now have a clear understanding of your requirements.

You can now choose the right level of first aid 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 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 two 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 is a popular qualification that is usually delivered over 1 day (6 tutor-led hours).

This qualification is ideal for a low-risk work environment or a higher-risk environment with fewer staff members.



FIRST AID AT WORK

Delivered over 3 days (18 tutor-led hours), First Aid at Work is a popular qualification for higher-risk workplaces.

This qualification is ideal for all workplaces, particularly those with a higher risk of injury or low-risk environments 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?

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