

First Aid needs assessment

Workplace	Best deals supermarket
Type of work	Supermarket
Name of assessor	
Date	

Factors to consider	Notes	Impact on my first aid provision
Hazards – What could cause harm in my workplace?		
Lifting, carrying, moving trolleys and stock	Staff are issued protective shoes to prevent toe injuries.	You should consider: <ul style="list-style-type: none"> - providing first-aiders - providing additional training for first-aiders to deal with injuries resulting from special hazards - providing additional first-aid equipment - precise location of first-aid equipment - providing a first-aid room - informing the emergency services of specific hazards in advance.
Exposure to cold in freezer and fridge storage	Staff are issued fleeces and coats and first aiders are aware of this risk.	
Exposure to heat from large ovens in bakery area	First aiders to be aware of the risk in this area, a first aider will be appointed in the bakery area.	
Cuts from handling broken glass		
Injury from chemicals dealing with breakages or spillages	COSHH data will be available to first aiders.	
Using knives and cutting equipment on meat/fish and delicatessen counters	First aiders to be from the counter service team.	
Employees – Who works in my workplace?		
How many people	80 staff at any one time.	Where there are large numbers of employees, i.e. more than 25, you should consider providing

		<ul style="list-style-type: none"> - first-aiders; - additional first-aid equipment - a first-aid room.
Take into account experience of workers, disabilities, people with health problems	Mixture of experienced staff and student workers, including staff with various health complaints.	<p>You should consider:</p> <ul style="list-style-type: none"> - additional training for first-aiders - additional first aid equipment - local positioning of first-aid equipment.
Records – How often and what accidents have occurred in past?		
Numbers of accidents, what happened, how serious could they have been?	Few minor incidents including one customer who suffered a heart attack whilst shopping.	Ensure your first-aid provision will cater for the type of injuries that have occurred in your workplace. Monitor accidents and ill health and review your first-aid provision as appropriate.
Working arrangements – How do we undertake our work and what factors could impact our first aid provision?		
Travel and lone working	Staff only work in the supermarket.	
Night shift and out of normal hours working	A nightshift team of around 20 staff re-stock shelves overnight.	You should ensure there is adequate first-aid provision at all times people are at work.
How big is the workplace, how many floors, how long would it take a first aider to get to someone	The shop floor is 12,000 square meters. The warehouse is around 800 square meters. There are also small offices, a canteen and large car park area.	You should consider the need for provision in each building or on each floor.
How would the emergency services get to an injured person, how far is my workplace from a hospital with emergency care facilities?	The large main entrance and front of the store, along with several emergency doors could be used. The nearest hospital is located within 20 minutes by road.	
Do we work in other peoples workplaces	No, we only work on our own premises.	
What do I have in place when my trained staff are away from work?	Most staff are trained to cover each other.	You should consider:

		<ul style="list-style-type: none"> - what cover is needed for annual leave and other planned absences - what cover is needed for unplanned and exceptional absences.
Other people – who is lawfully on my site and what level of provision should I provide to them?		
I don't have to provide cover but its strongly advised I consider it	The majority of previous accidents and injuries have occurred to customers involving slips and medical conditions.	Under the Health and Safety (First-Aid) Regulations 1981, you have no legal duty to provide first aid for non-employees but HSE strongly recommends that you include them in your first-aid provision.
How many people who are not my employees are on our site and why	Contractors who maintain and repair equipment.	

My assessment of need for first aid

Taking all of the above into account I feel I should have

	Minimum number recommended by HSE*	Minimum number recommended by the British Red Cross**	Located and notes
Appointed persons	0		
Emergency First Aiders	0	20	Tannoy system used to summon

			assistance
First Aiders at work	1***	10	To be located in bakery, service counters and all duty managers
First Aid kits	1****	6	Located throughout store in higher risk areas: > customer service desk > office > bakery > meat/fish counters > restaurant area > spare kit in admin cupboards.
			Deliberator to be located at customer service desk

*Suggested numbers of first aid personnel to be available at all times people are at work by the Health and Safety Executive. Employers are responsible for meeting the first aid needs of their employees working away from the main site, those who travel regularly, work elsewhere, work alone or are temporary workers.

** Requirement recommended by British Red Cross Health and Safety Development Officer.

***At least one first aid at work trained first aider for every 50 employed (or part thereof).

****Every employer should provide for each work site at least one first aid container supplied with a sufficient quantity of first-aid materials suitable for the particular circumstances.