

First Aid needs assessment

Workplace	See Through Glass Ltd
Type of work	Manufacturing of windows and PVC door frames
Name of assessor	
Date	

Factors to consider	Notes	Impact on my first aid provision
Hazards – What could cause harm in my workplace?		
Injury from lifting, carrying and handling heavy materials	A machine is provided to assist with lifting, but back, neck, arm and leg injuries could occur.	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.
Slips, trips and falls on same level	The warehouse has a clear, flat floor alongside well-maintained housekeeping.	
Exposure to extreme heat in glass production	Strict working procedures are in place, however over exposure is still possible.	
Cuts from sharp edges and tools	Gloves are provided to be worn at all times whilst handling glass and frames.	
Items falling onto people	'No walk areas' are in place where glass panels are lifted and there is a chance of over swinging on benches.	
Employees – Who works in my workplace?		
How many people?	25 employees are on site during the working day.	Where there are large numbers of employees, i.e. more than 25, or a high hazard environment you should consider providing <ul style="list-style-type: none"> - First-aiders;

		<ul style="list-style-type: none"> - Additional first-aid equipment - A first-aid room.
Take into account experience of workers, disabilities, people with health problems	All employees are well experienced and some apprentices are required to work under direct supervision.	Your first-aid should cover any work experience trainees, or apprentices.
Records – How often and what accidents have occurred in past?		
Numbers of accidents, what happened, how serious could they have been?	No serious injuries recorded. A few minor injuries have occurred resulting in cuts and bruises.	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	No lone working takes place.	
Night shift and out of normal hours working	On rare occasions, late or overnight working takes place to meet deadlines and sufficient staff levels are provided to cover this.	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 overall workspace is on a single floor around 5,000 square meters in size.	
How would the emergency services get to an injured person? How far is the workplace from a hospital with emergency care facilities?	The nearest A&E department is located within a 20-minute drive.	
Do we work in other peoples workplaces?	No, we are a supplier.	
What do I have in place when my trained staff are away from work?	Enough staff are provided for cover.	<p>You should consider:</p> <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	Members of the public are not on site.	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	Occasional visitors are on site e.g. contractors to maintain equipment etc.	

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	1***	8	Persons working on glass moulding and frame work areas to be trained
First Aiders at work	1***	4	All managers and supervisors to ensure cover at all times
First Aid kits	1****	3	1 in office, 1 in glass production area and one in

			canteen area
			Burns kit, eye wash, additional bandages to cover potential bleeding

*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 emergency first aid at work or first aid at work trained first aider, depending on the type of injuries that may occur.

****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.

Example