

## First Aid needs assessment

Workplace	Reoss Bar and Grill
Type of work	Hospitality
Name of assessor	
Date	

Factors to consider	Notes	Impact on my first aid provision
<b>Hazards – What could cause harm in my workplace?</b>		
Cooking areas preparing food	Possible burns and cuts.	The minimum provision is: <ul style="list-style-type: none"> <li>- an appointed person to take charge of first-aid arrangement</li> <li>- a suitably stocked first-aid box.</li> </ul>
Bar service area – wet floors slips	Potential for staff to slip on the wet floor behind the bar.	
Cellar – lifting and carrying heavy barrels	Potential for barrels to be dropped or put down on feet and a risk of back injuries.	
Customers consuming food and alcohol	People being intoxicated resulting in injury and allergies to food.	
<b>Employees – Who works in my workplace?</b>		
How many people	12	Where there are small numbers of employees, the minimum provision is: <ul style="list-style-type: none"> <li>- an appointed person to take charge of the first-aid arrangements</li> <li>- a suitably stocked first-aid box.</li> </ul>
Take into account experience of workers, disabilities, people with health problems	The company has employed all employees for a long time, all new employees are fully trained and	

	all employees are all fit and healthy.	
Records – How often and what accidents have occurred in past?		
Numbers of accidents, what happened, how serious could they have been?	No accidents have been recorded.	
Working arrangements – How do we undertake our work and what factors could impact our first aid provision?		
Travel and lone working	A manager may work alone at the end of the night and start of the day.	You should consider: <ul style="list-style-type: none"> <li>- issuing personal first-aid kits</li> <li>- issuing personal communicators/mobile phones to employees.</li> </ul>
Night shift and out of normal hours working	Normal business hours are 11am to midnight between Monday to Saturday and 11am until 11pm on Sunday.	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 premises are medium sized featuring one open space with a kitchen and office behind a bar service area and a small garden with decking.	
How would the emergency services get to an injured person, how far is my workplace from a hospital with emergency care facilities?	We are a small country pub located on a small back road, ambulances can access the premises through the front doors but the road is narrow. We are around 30 minutes from the nearest hospital.	You should consider special arrangements with the emergency services.
Do we work in other peoples workplaces	We occasionally provide catering to other sites.	You should make arrangements with other site occupiers to ensure adequate provision of first aid. A written agreement between employers is strongly recommended.
What do I have in place when my trained staff are away from work?	We have many employees who rotate shifts and where this occurs we will ensure that at least one person is on every shift.	You should consider: <ul style="list-style-type: none"> <li>- what cover is needed for annual leave and other planned absences</li> <li>- what cover is needed for unplanned and</li> </ul>

		exceptional absences.
<b>Other people – who is lawfully on my site and what level of provision should I provide to them?</b>		
I don't have to provide cover but its strongly advised I consider it	We can accommodate around 50 people eating and another 80 people in the bar area on an average day.	Under the Health and Safety (First-Aid) Regulations 1981, you have no legal duty to provide first aid for non-employees but the 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 contractor to do maintenance on 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	1	5	One member of staff on each shift group
Emergency First Aiders	0	4	Chef manager and all duty managers
First Aiders at work	0	0	
First Aid kits	1***	2	One in kitchen and one in bar area
			Eye wash and burn gel for kitchen area

\*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.

\*\*\*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.