

First Aid needs assessment

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|------------------|---------------------------------------|
| Workplace | Evans Solicitors |
| Type of work | Solicitors - small high street office |
| Name of assessor | |
| Date | |

| Factors to consider | Notes | Impact on my first aid provision |
|--|---|---|
| Hazards – What could cause harm in my workplace? | | |
| Working at computers | All employees work at a computer workstation. | The minimum provision is : <ul style="list-style-type: none"> - an appointed person to take charge of first-aid arrangement - a suitably stocked first-aid box. |
| Kettles and hot water | Hot drink facilities are located throughout the building. | |
| Moving around office slips and falls, stairs | Someone has previously tripped down the stairs. | |
| Lifting and carrying deliveries | Many deliveries of varying weights are received. | |
| Employees – Who works in my workplace? | | |
| How many people | 8 | Where there are small numbers of employees, the minimum provision is : <ul style="list-style-type: none"> - an appointed person to take charge of the first-aid arrangements - a suitably stocked first-aid box. |
| Take into account experience of workers, disabilities, people with health problems | Mix of ages, abilities and health. | |
| Records – How often and what accidents have occurred in past? | | |
| Numbers of accidents, what happened, how serious could they have been? | Nothing known about. | |

| Working arrangements – How do we undertake our work and what factors could impact our first aid provision? | | |
|--|---|--|
| Travel and lone working | None takes place. | |
| Night shift and out of normal hours working | The office is only used between the normal working hours of 9am to 5pm. | |
| How big is the workplace, how many floors, how long would it take a first aider to get to someone | Small office located on the high street of about 20 square meters in total. | |
| How would the emergency services get to an injured person, how far is my workplace from a hospital with emergency care facilities? | The main door off the high street can be access to the rear of the building, which is about 45 minutes from the hospital. | |
| Do we work in other peoples workplaces | No. | |
| What do I have in place when my trained staff are away from work? | We will have sufficient trained personnel to cover all leave and absence. | <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 | Occasionally clients will attend meetings. | 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 | None we know of. | |

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 | 3 | All admin staff to be trained |
| Emergency First Aiders | 0 | | |
| First Aiders at work | 0 | | |
| First Aid kits | 1*** | 1 | On wall in tea area |
| | | | No additional equipment required |

*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.