

First aid needs assessment checklist

Based on HSE L74, First aid at work: The Health and Safety (First-Aid) Regulations 1981, Guidance on Regulations. From [ambertraining.co.uk/tools/first-aid-needs-assessment-checklist](https://www.ambertraining.co.uk/tools/first-aid-needs-assessment-checklist)

About this assessment

Organisation

Site or premises

Assessment carried out by

Date of assessment

Part A: factors to consider

HSE L74 lists these as the things to think about when deciding what first aid provision you need. Tick each point once you have considered it and note what you found.

1. Nature of the work and workplace hazards

Start with the hazards and risks your risk assessments have already identified. Higher-hazard work usually needs more first aiders, a higher level of training and more equipment.

- ☐ We have decided whether our work is lower hazard or higher hazard
Lower hazard: offices, shops, libraries. Higher hazard: for example light engineering and assembly, food processing, warehousing, construction, work with dangerous machinery or chemicals.
- ☐ We have listed specific hazards that could need first aid (for example machinery, sharp tools, chemicals, hot surfaces, working at height, electricity, vehicles)
- ☐ We have checked whether any hazard needs extra training or equipment beyond the standard course (for example burns, chemical splashes, serious bleeding)
- ☐ We have considered the needs of our workforce, such as young workers, pregnant workers, staff with disabilities or known health conditions, and mental health

Notes and actions

2. Size of the organisation and number of employees

Count the people at work at the same time, not just the total on the payroll. HSE L74 suggests minimum numbers of first aiders by headcount and hazard level.

- ☐ We know the largest number of employees at work at any one time
- ☐ We have compared that number with HSE's suggested numbers of first aiders or appointed persons
The free first aid needs calculator on this site does this for you.
- ☐ We have allowed for planned growth or seasonal peaks in staff

Notes and actions

3. History of accidents and ill health

Your own records show what actually happens at your workplace and where first aid is most likely to be needed.

- ☐ We have reviewed our accident book, first aid records and any RIDDOR reports
- ☐ We have noted the types of injury or illness that occur and where they happen
- ☐ We have looked at near misses as well as actual injuries

Notes and actions

4. Travelling, remote and lone workers

Employers remain responsible for staff who work away from the main site, alone or on the road.

- ☐ We have identified staff who travel for work, work remotely or work alone
- ☐ We have decided whether they need personal or vehicle first aid kits
- ☐ They have a reliable way to call for help (for example a mobile phone or lone worker device)
- ☐ We have decided whether any of them need first aid training themselves

Notes and actions

5. Shifts and out of hours working

First aid cover is needed whenever employees are at work, not only during office hours.

- ☐ Every shift, including nights and weekends, has a first aider or appointed person on duty
- ☐ We have planned cover for overtime, early starts and staff working late

Notes and actions

6. Distribution of the workforce and premises

Where people are spread across floors, buildings or sites, one first aider may not be able to reach everyone quickly.

- ☐ We have considered how many floors, buildings or separate sites we have
- ☐ A first aider and a first aid kit can reach every area quickly
- ☐ We have decided whether each floor, building or site needs its own first aider

Notes and actions

7. Remoteness from emergency medical services

If an ambulance would take longer to arrive, first aiders may need to manage a casualty for longer.

- ☐ We have considered how far we are from emergency medical services and the nearest hospital emergency department
- ☐ Emergency services can find and reach us easily (clear address, access route, someone to meet them)
- ☐ Where we are remote, we have considered extra training, equipment or arrangements

Notes and actions

8. Shared or multi-occupied sites

Employers on the same site can agree to share first aid provision, but each employer stays responsible for its own staff.

- ☐ Where we share a building or site, we have a written agreement with the other occupiers about first aid cover
- ☐ We have checked the shared arrangements cover our hours, our hazards and our numbers

Notes and actions

9. Annual leave and absences of first aiders

Plan for first aiders being on holiday, off sick, on training or otherwise away.

- ☐ We have enough first aiders or appointed persons to cover holidays, sickness and other planned or unplanned absences
- ☐ We track certificate expiry dates so cover does not lapse (certificates are valid for three years)

Notes and actions

10. Non-employees and members of the public

The regulations do not require first aid for non-employees, but HSE strongly recommends including them in your assessment.

- ☐ We have considered visitors, customers, contractors, volunteers, students or service users on our premises
- ☐ We have decided whether our first aid provision will cover them, and recorded that decision

Notes and actions

Part B: what you have decided

Record the outcome of your assessment. HSE expects your provision to be adequate and appropriate for the factors in Part A.

- ☐ Number of first aiders or appointed persons needed, per shift and in total
- ☐ Level of training for each first aider: Emergency First Aid at Work (1 day) or First Aid at Work (3 days), plus any extra training for specific hazards
- ☐ Number, location and contents of first aid kits, and who checks and restocks them
- ☐ Whether a first aid room is needed (more likely on higher-hazard or remote sites)
- ☐ Whether to provide a defibrillator (AED), where it is kept, and who is trained to use it
- ☐ How employees are told about first aid arrangements (notices, induction, intranet), including who the first aiders are and where the kits are
- ☐ How first aid treatment is recorded (date, time, place, person, injury or illness, treatment given, what happened next, who gave first aid)
- ☐ A review date, and the changes that would trigger an earlier review (new hazards, more staff, new premises, a significant incident)

Notes and actions

Next review date

Signed off by

General guidance based on HSE L74. It is not legal advice; your own assessment of your workplace decides what you need. Free to use and share with a link to ambertraining.co.uk/tools/first-aid-needs-assessment-checklist. Amber Training Ltd.