

First Aid Needs Assessment

A first aid needs record covering work hazards, staffing and shifts, absence cover, remote work, equipment, facilities and agreed provision.

1. Record details and scope

Project

Filled in from the project in SiteSurvey.

Site or premises address

Client or organisation

Record date *

Person completing the record *

This records the employer assessment and rationale. It does not give a universal staffing ratio, provide clinical advice or certify first-aider competence.

HSE says first aid provision should be adequate and appropriate for the circumstances. A needs assessment informs the equipment, facilities and personnel required. HSE also says the findings do not have to be written down, although a record helps explain the arrangements chosen.

2. Work and people

Work activities and hazards *

Typical number of workers present

Shifts, lone work, remote work and travel *

Relevant accident and incident patterns without identifiable patient details

Contractors, visitors and public who may need help

3. Access and cover

Access to emergency medical services and site directions *

Cover for absence, holidays and each shift *

Consider the working pattern and gaps in coverage rather than recording only a headcount. Identify arrangements that need confirmation.

Arrangements on shared or multi-occupancy sites

Site-specific first aid risks or provision needs

4. Provision decided

First-aiders or appointed persons and basis for the decision *

Equipment and kit locations *

Facilities and communication arrangements

Training requirements and evidence references

Review triggers and person responsible

5. Actions and review

Are further actions required? * (choose one)

☐ Yes ☐ No

Further action (copy this block for each one; if applicable)

Action and evidence reference *

Person responsible *

Target date

Action status * (choose one)

☐ Open ☐ In progress ☐ Completed

Completion evidence * (if applicable)

Outstanding limitations and information to pass on

Record status * (choose one)

☐ Ready for review ☐ Further work needed ☐ Work or use stopped

Reviewed by

Review date

Author signature *

Signing records the information entered. It does not itself certify legal compliance, remove a limitation or authorise unsafe work.