

Checklist for the assessment of first aid needs

The minimum first aid provision for each work site is:

- A suitably stocked first aid kit (see appendices 4 and 5 for guidance);
- A person appointed to take charge of first aid arrangements; and
- Information for employees on first aid arrangements.

This checklist will help to assess whether any additional provision is needed.

Aspects to consider

1. What are the risks of injury and ill health arising from the work as identified in your risk assessment?

If the risks are significant you may need to employ first aid personnel.

- **Are there any significant risks?**

e.g. working with:

- Hazardous substances;
- Dangerous tools; or
- Dangerous machinery.

You will need to consider:

- Specific training for first aiders;
- Extra first aid equipment;
- Precise citing of first aid;
- Equipment;
- Dangerous loads or animals;
- Informing emergency services;
- First aid room.

3. Are there parts of your site where different levels of risk can be identified?

You will probably need to make different levels of provision in different parts of the establishment (e.g. for a business, a private customer etc)

4. Are large numbers of people employed on site?

You may need to employ first aid personnel to deal with the higher probability of an incident.

5. What is your record of incidents and cases of ill health?

What type are they and where did they happen?

You may need to:

- Locate your provision in certain areas;
- Review the contents of the first aid kit.

6. Are there inexperienced workers on site, or employees with disabilities or special health problems?

You will need to consider:

- Special equipment;
- Local citing of equipment.

7. Are the premises spread out? (e.g. are there several lawns on the site? or spread out sites?)

You will need to consider provision in each building or on several floors.

8. Is there shift-work or out-of-hours working?

Remember that there needs to be first aid provision at all times people are at work.

9. Is your workplace remote or inaccessible to/from emergency or medical services?

You will need to:

- Inform local medical services of your location;
- Consider special arrangements with emergency services.

10. Do you have employees who travel a lot or work alone?

You will need to consider:

- Issuing personal first aid kits and training staff in their use;
- Issuing personal communicators to employees.

11. Do any of your employees work at sites occupied by other employers?

You will need to make arrangements with the other site occupiers.

12. Do you have any work experience trainees?

Remember that your first aid provision must cover them.

13. Do members of the public visit your premises?

You have legal responsibilities for non-employees that may be injured associated with your activities and so they should be included in your first aid provision.

14. Do you have employees with reading, hearing or language difficulties?

You will need to make special arrangements to give them first aid information. Don't forget that first-aiders and appointed persons take leave and are often absent from the premises for other reasons. You must appoint sufficient people to cover these absences to ensure first aid personnel are available at all times people are at work.

Suggested minimum contents for workplace first aid kits

A Section giving general guidance on first aid, which can be purchased at any book shop, or from a training provider;

- 20 individually-wrapped sterile adhesive dressings (assorted sizes), appropriate to the type of work (dressings may be of a detectable type for food handlers);
- 2 sterile eye pads;
- 2 individually-wrapped triangular bandages (preferably sterile);
- 6 safety pins;
- 6 medium-sized, individually-wrapped sterile un-medicated wound dressings — approximately 12 cm x 12 cm;
- 2 large sterile individually-wrapped un-medicated wound dressings — approximately 18 cm x 18 cm;
- 1 pair of disposable gloves;
- 1 resuscitation mask.
- Ipecac Syrup APF

This is a suggested contents list only; equivalent but different items will be considered acceptable.

Once the employer has completed their assessment of the first aid items required, a need for additional items may be identified; this could include, for example, scissors, adhesive tape, disposable aprons, individually-wrapped moist wipes or saline solution. These may be stored in the first aid kit if there is room, but they may be stored separately as long as they are available for use as required.