

Appendix A: First Aid Risk Assessment Checklist/Guidance

Hazards (use the findings of your risk assessment and take account of any parts of your workplace that have different work activities/hazards which may require different levels of first-aid provision)	
Factor to consider	Impact on first-aid provision
Does your workplace have low-level hazards such as those that might be found in offices and shops?	The minimum provision is: • an appointed person to take charge of first-aid arrangements; • a suitably stocked first-aid box.
Does your workplace have higher level hazards such as chemicals or dangerous machinery? Do your work activities involve special hazards such as hydrofluoric acid or confined spaces?	You should consider: • providing first-aiders; • additional training for first-aiders to deal with injuries resulting from special hazards; • additional first-aid equipment; • precise siting of first-aid equipment; • providing a first-aid room; • informing the emergency services.
Employees	
How many people are employed on the premises?	Where there are small numbers of employees, the minimum provision is: • an appointed person to take charge of first-aid arrangements; • a suitably stocked first-aid box. Where there are large numbers of employees you should consider providing: • first-aiders; • additional first-aid equipment; • a first-aid room.
Are there inexperienced workers on site, or employees with	You should consider: • additional training for first-aiders;

disabilities or particular health problems? Are there pupils with special needs?	• additional first-aid equipment; • local siting of first-aid equipment. Your first-aid provision should cover any work experience trainees.
Accidents and ill health record	
What is your record of accidents and ill health? What injuries and illness have occurred and where did they happen?	Ensure your first-aid provision will cater for the type of injuries and illness that might occur in your workplace. Monitor accidents and ill health and review your first-aid provision as appropriate.
Working Arrangements	
Do you have employees who travel a lot, work remotely or work alone?	You should consider: • issuing personal first-aid kits; • issuing personal communicators/mobile phones to employees.
Do any of your employees work shifts or work out of hours?	You should ensure there is adequate first-aid provision at all times when people are at work.
Are the premises spread out, e.g. are there several buildings on the site or multi-floor buildings?	You should consider provision in each building or on each floor.
Is your workplace remote from emergency medical services?	You should: • inform the emergency services of your location; • consider special arrangements with the emergency services.
Do any of your employees work at sites occupied by other employers?	You should make arrangements with other site occupiers to ensure adequate provision of first aid.
Do you have sufficient provision to cover absences of first-aiders or appointed persons?	You should consider: • what cover is needed for annual leave and other planned absences; • what cover is needed for unplanned and exceptional absences.
Non Employees and Other Activities	

Are the premises used for other activities such as weekend classes, summer schools, adult education and when any part of the premises is hired out to other organisations?	Under the Regulations, 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 or identify that the persons who are using the premises must have provision, in the hire document.
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