

Checklist for Assessment of First Aid Needs

Factor to consider	Notes
Hazards (use the findings of your general 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)	
Does your workplace have low-level hazards such as those that might be found in offices and shops?	
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?	
Employees	
How many people are employed on site?	
Are there inexperienced workers on site, or employees with disabilities or particular health problems?	
Accidents and ill-health record	
What is your record of accidents and ill health? What injuries and illnesses have occurred and where did they happen?	
Working arrangements	
Do you have employees who travel a lot, work remotely or work alone?	

Factor to consider	Notes
Do any of your employees work shifts or out of hours?	
Are the premises spread out e.g. are there several buildings on the site or multi-floor buildings?	
Is your workplace remote from emergency medical services?	
Do any of your employees work at sites occupied by other employers?	
Do you have sufficient provision to cover absences of first aiders or appointed persons?	
Non-employees	
Do members of the public or non-employees visit your premises?	

Date Assessment Completed:

Completed by:

Signed: