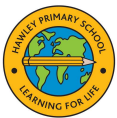


Risk	First aid needs assessment
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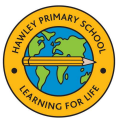
Category of risk	Numbers employed at work	Guidance on the number and type of first aid staff to be available on site at any time
Lower hazards e.g. offices, shops, libraries	Less than 25	An appointed person
	25 – 50	At least one emergency first aider
	More than 50	One first aider for every 100 employed or part thereof
Higher hazards e.g. construction, forestry, workshops, use of dangerous machinery or sharp instruments, work with animals, light manufacturing, warehousing or higher risk activities.	Fewer than 5	An appointed person
	5 – 50	At least one first aider (either an emergency first aider or first aider depending on the type of injuries that might occur)
	More than 50	One additional first aider for every 50 persons or part thereof

Industry specific guidance can be obtained from your [Health and Safety Adviser\(s\)](#).

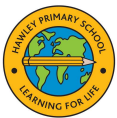
The next table sets out a series of questions to assist in the assessment process and a format for recording the decision. Complex sites and activities that create higher risks may require a more detailed assessment.



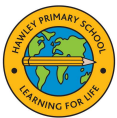
Part 1 – First aid needs assessment		
Name of premises/ site/ school		
	Aspects to consider at your premises	First aid provision considerations (insert your information)
1	What are the risks of injury and ill-health arising from the work and activities as identified in your risk assessments?	<p><i>You will need to give serious consideration to the number and training level of first aid staff based upon the general level of risk on your premises</i></p> <p>Slips and trips, injury from equipment and machinery, injury in food tech area, allergic reactions, slips in adverse weather, heat exhaustion in hot weather</p>
2	Are there any specific risks? (e.g. work with hazardous substances, dangerous tools, dangerous machinery, higher risk activities, HC3S kitchens, etc.)	<p><i>Consider any specific training for first aiders, extra first aid equipment, precise siting of first aid equipment, informing emergency services and the first aid room requirements and location</i></p> <p>Site Manager garden/grounds equipment – ensure Lone Working Policy is adhered to</p> <p>Cleaning chemicals kept on site – Site Manager trained in COSHH, COSHH RA up to date. Chemicals to be kept away from children at all times</p>
3	Are large numbers of people employed on site?	41 staff employed, plus 4 HC3S staff and 3-4 Premier Education WAC
4	What is your record of accidents and cases of ill-health? What type and where did they happen?	Mainly playground and minor injuries in classrooms. All class rooms have first aid boxes and First Aid Kit is taken to playground at all breaktimes
5	Are there staff/children on site who have disabilities or specific health problems?	<i>First aiders will need to be trained to a suitable level to enable them to address any likely ill-health or medical conditions as well as potential injuries. It is helpful if first aiders are aware of the health problems and any issues that staff with</i>



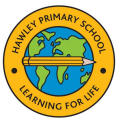
		<p><i>disabilities might experience, but personal information can only be provided with the individual's permission.</i></p> <p>ML – Diabetes - Staff trained: Reaney, Williams, Locke, Shelley, Wall, Elliott, Spilsbury,</p> <p>HM – Haemophiliac – all staff instructed in dealing with accidents</p> <p>CG, TS, IW, VW, EL – multiple allergies. Epipens stored in medical room</p>
6	Are there clients or service users on the site who may need first aid?	<p><i>The needs and numbers of any clients/service users/members of public should be considered in your assessment</i></p> <p>Visitors to site and contractors</p>
7	Is there first aid cover for lunchtimes and for the beginning and end of the working day?	<p><i>An adequate level of first aid cover will need to be considered at lunchtimes and the start/end of the day with arrangements made with first aid trained staff to ensure there is adequate cover</i></p> <p>Premier Education WAC staff are First Aid trained</p> <p>All school staff are First Aid trained</p>
8	What is the site layout and will it require additional first aid cover for separate buildings or floors of a multi-storey building?	All classrooms have first aid boxes
9	Do you have any work experience trainees?	None but when we do they receive an induction including first aid procedures
10	Are there inexperienced or young staff/workers/visitors on site?	None
11	Do the numbers of people on site vary throughout the day? Are extra first aiders needed for peak periods?	Yes numbers vary but all staff are first aid trained



12	Do staff work in shift patterns and does each shift have sufficient first aid cover?	No shifts
13	Do you work on a site occupied by other organisations and share first aid arrangements?	No
14	What is the distance from emergency services and how long are they likely to take to arrive on site?	Frimley Park Hospital is 4 miles away.
15	Do some staff work alone or remotely (including contracted home workers)?	Occasional lone working but staff adhere to Lone Working Policy
16	Do you have service users aged five or younger?	Yes Linda Ilsley, Vicki Brooks and Becca Locke are all Paediatric First Aid trained
17	Do members of the public visit your premises?	<i>Hampshire County Council extends its first aid cover to members of the public using its sites and services. Where the public access Hampshire County Council sites and buildings, this cover needs to be considered</i> Parents and other visitors are on site at times
18	Do you have any employees with reading or language difficulties?	Not currently



Part 2 – Summary of first aid provision required			
Name of premises/ site/ school			
Level of first aid staff (type of provision)	Numbers of staff required to be on site at any time	Names of trained staff	Date training requires updating
Qualified First Aider	One	Karen Thomson	January 2024
Emergency First Aider	One	Karen Thomson	January 2024
School First Aid Trained	ALL	All Staff	September 2025
Paediatric First Aid Trained	One	Linda Ilsley, Vicki Brooks and Becca Locke	November 2023
Appointed Person	One	Jane Baker and Jane Lody	N/A
Other: (Please specify) (Note: This is not to include any training requirements for medicine administration)			



First aid needs assessment completion			
Manager's comments		Insert comments relevant to assessment as appropriate	
Name of manager		Signature of manager	Date
Assessment reviews		Set future actions and review dates and sign/comment upon completion	
What needs to be done in the next 12 months to maintain suitable first aid provision?			
Who is checking that it has been done?			
Who is tasked with doing it and by when?			
Review date	Reviewed by	Reviewer signature	Remarks