

Appendix 1: Assessment of First Aid Needs Checklist 20th July 2020

Issues to consider:	Impact on first aid provision:	Notes:
<p>Hazards:</p> <p>The findings of the risk assessment(s) should be taken into account, along with parts of the workplace that may have different work activities or hazards and may require different levels of first aid provision.</p>		
<p>Are the hazards low level, such as those found in offices?</p>	<p>The minimum provision is:</p> <ul style="list-style-type: none"> • An appointed person to take charge of first-aid arrangements; • A suitable first aid box. 	<p>The organisation has offices and manufacturing operations, so its medium risk.</p>
<p>Are there higher-level hazards such as dangerous machinery, hazardous substances, or work involving confined spaces?</p>	<p>Consider:</p> <ul style="list-style-type: none"> • 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 boxes; • Providing a first aid room; • Informing the emergency services. 	<p>The organisation has 8 trained first aiders as follows:</p> <p>Colin Ansell Kevin Irons John Gifford Leigh Gott Michael Heady Robin Eveleigh Rowena Smith Scott Humphrey</p> <p>A first aid room is available to administer first aid this is located on the upper mezzanine floor.</p>

Does the level of risk vary in different parts of the establishment/building/site?	Consider the provision of each building or site. Where several levels of risks exist, base the provision on the highest level of risk.	We have evaluated the risks within the workplace and have based the first aid provision on the highest level of risk which is the manufacturing operations/joinery operations on the ground floor.
Employees		
How many people are working on site, or in the establishment/building?	Where there are small numbers of employees, the minimum provision is: <ul style="list-style-type: none"> • An appointed person to take charge of first aid arrangements; • A suitably stocked first aid box. Where there are large numbers of employees, consider providing: <ul style="list-style-type: none"> • First-aiders; • Additional first aid equipment; • A first aid room. 	The total number of employees to date is 27 (5) are based in the office upstairs (3) are based in the offices downstairs the remainder are split between the manufacturing and joinery operations
Are there any inexperienced staff, or trainees on site? Are there any staff with disabilities, or particular health problems?	Consider: <ul style="list-style-type: none"> • Additional training for first-aiders; • Additional first aid equipment; • Local siting of first aid equipment. The first aid provision should cover any work experience trainees.	All employees are given a full induction on the first day of employment, together with manual handling training and working safely with machinery. Only once persons are deemed competent are, they permitted to operate the machines and hand tools.
Non-employees		
Do members of the public visit your premises?	Under the Regulations, there is no legal duty to provide first aid for non-employees but the HSE strongly recommends that non-employees be considered in the first aid provision.	Provision has been made to allow for non-employees, this number is small as generally visitors are not permitted.

	<p>Where there are small numbers of non-employees, a guide to the minimum provision is:</p> <ul style="list-style-type: none"> • An appointed person to take charge of first aid arrangements; • A suitably stocked first aid box. • Where there are large numbers of non-employees, consider providing: • First-aiders; • Additional first aid equipment; • A first aid room. <p>Where non-employees have disabilities or particular health problems, consider:</p> <ul style="list-style-type: none"> • Additional first aid equipment; • Precise siting of first aid boxes; • Providing a first aid room; • Additional training for first-aiders to deal with disabilities or particular health issues, for example the use of an epi-pen for administration. 	
Accident and ill health record		
<p>What is the record of previous accidents or incidents of ill health?</p> <p>What injuries and illnesses have occurred and where did they happen?</p>	<p>Ensure the first aid provision will cater for the type of injuries and illnesses that might occur.</p> <p>Monitor accidents and ill health and review the first aid provision as appropriate.</p>	<p>As far as is known only minor injuries are sustained.</p>
Working arrangements		
<p>Do staff work out of normal office hours or work shifts?</p>	<p>Ensure there is adequate first aid provision at all times people are at work.</p>	<p>No shift working as far as is known.</p>

<p>Do staff travel to other sites, work remotely or work alone?</p>	<p>Consider:</p> <ul style="list-style-type: none">• The outcomes of the lone working risk assessment;• Issuing personal first aid kits;• Issuing personal communicators or mobile phones.	<p>No travelling as far as is known.</p>
<p>Does the work involve travel to other sites or locations with members of the public (clients, service users or pupils)?</p>	<p>Consider:</p> <ul style="list-style-type: none">• Ensuring the group is accompanied by a first-aider;• Taking a first aid kit on the trip;• The medical needs of the clients, services users or pupils, particularly if they have a medical care plan.	<p>Does not apply.</p>

Do staff work at sites of other organisations?	Consider: <ul style="list-style-type: none"> • Making arrangements with the other organisation(s) to ensure adequate first aid provision; • A written agreement between yourself and the other organisation(s). 	Does not apply.
Is there sufficient first aid provision to cover absences of first-aiders, or appointed persons?	Consider: <ul style="list-style-type: none"> • What first aid provision would be required to cover for annual leave or other planned absences; • What would be required to cover for unplanned and exceptional absences? 	It may be worth considering having 2 more first aiders trained so that annual leave and other planned absences are catered for.

Overall Risk Rating based on information in table above (circle as appropriate):	High	Medium	Low
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Maximum number of persons on site, including non-employees:	27
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Number of 3-day trained first-aiders required:	2	Number of Emergency first-aiders required:	0
Number of First Aid boxes required:	0	Number of Travelling/Mobile first aid kits required:	0

Name of person responsible for maintaining the first aid boxes and kits:	Name of person responsible for organising refresher training: Scott Humphrey
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Signed: <i>Calogero Gattuso</i>	Date: 20 th July 2020	Date of Review: 19 th January 2021
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