

Appendix A – Risk Assessment to Establish First Aid Requirements

This risk assessment will assist managers in determining how many First Aiders they require for their area of responsibility and what level of First Aid Training that their First Aiders will need to achieve. There are two levels of training:

- **Emergency First Aid at Work (EFAW)** training enables a first aider to give emergency first aid to someone who is injured or becomes ill while at work. (1-day course).
- **First Aid at Work (FAW)** training includes EFAW and equips the first aider to apply first aid to a range of specific injuries and illnesses. (3-day course).

Note: GMC/NMC/HCPC registered doctors, nurses and paramedics can be regarded as qualified first aiders, in accordance with L74 (3rd Edition) First aid at work, The Health and Safety (First-Aid) Regulations 1981, Guidance on Regulations (HSE), provided they can demonstrate current knowledge and skills in first aid.

Site:	
Area Covered by this Assessment:	
Manager Completing this Assessment:	

1.	<p>What kind of area do you manage and what are the main hazards / risks associated with your work activities? <i>You could refer to the findings of your Workplace Inspection Checklist Form.</i></p> <p>Lower hazard e.g. Offices, libraries, certain clinical areas;</p> <p>Higher hazard e.g. Mental health environment, engineering and maintenance work, food processing, work with dangerous machinery or sharp instruments, construction, mortuary, working with certain hazardous chemicals or special hazards, such as work at height or in confined spaces.</p>	<p>Hazards:</p> <p><input type="checkbox"/> Lower hazard <input type="checkbox"/> Higher hazard</p>
2.	Is there anyone in the workplace with a medical condition or disability? (Excluding in-patients) e.g. Epilepsy, stroke, anaphylaxis, asthma, diabetes, heart attack/angina.	<input type="checkbox"/> Yes <input type="checkbox"/> No
3.	Is your workplace remote from Emergency Medical Services / Medical Emergency Team? (i.e. the first aider would need to manage a casualty until ambulance assistance arrives).	<input type="checkbox"/> Yes <input type="checkbox"/> No
4.	Is there a potential of head or chest injuries from working activities?	<input type="checkbox"/> Yes <input type="checkbox"/> No
5.	Is there a potential of burns and scalds from working activities?	<input type="checkbox"/> Yes <input type="checkbox"/> No
6.	Are there patients who may be prone to causing harm to staff due to their health condition / illness?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p><i>If you have selected YES to any of Questions 2-6, then First Aiders should understand these issues and be able to manage them. It is therefore recommended that these First Aiders complete the full FAW (First Aid at Work) training course rather than EFAW (Emergency First Aid at Work).</i></p>		
7.	<p>Do you have visitors / contractors on site?</p> <p><i>Under the regulation, you have no legal duty to provide first aid to non-employees; But HSE strongly recommends that you include them in your first aid provisions.</i></p>	<input type="checkbox"/> Yes <input type="checkbox"/> No

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8.	How many staff do you have in the department?	<input type="checkbox"/> Fewer than 50 <input type="checkbox"/> More than 50
9.	What is the minimum number of first aiders that you will need? Lower hazard: - Fewer than 50 employees: At least one* EFAW trained first aider; - More than 50 employees: At least one* first aider trained in FAW for every 100 employed (or part thereof). Higher hazard - Fewer than 50 employees: At least one* FAW trained first aider; - More than 50 employees: At least one* first aider trained in FAW for every 50 employed (or part thereof). <i>*Considerations: Ensure continued coverage i.e. when the first aider is on annual leave, do you have cover? For hybrid workspaces, consider working arrangements to ensure coverage.</i>	Minimum number of first aiders required to provide continuous cover: <input style="width: 50px; height: 20px;" type="text"/>
10.	Do you currently have qualified first aiders? If so, how many? <i>NOTE: The training and experience of doctors registered with the General Medical Council, nurses registered with the Nursing and Midwifery Council and Paramedics registered with the Health and Care Professions Council qualify them to administer first aid in the workplace and as such do not require additional first aid training.</i>	<input type="checkbox"/> Yes (Go to 10) Number of first aiders: <input style="width: 50px; height: 20px;" type="text"/> <input type="checkbox"/> No (Go to 13)
11.	Are the first aiders EFAW or FAW qualified?	<input type="checkbox"/> EFAW <input type="checkbox"/> FAW <input type="checkbox"/> N/A i.e.GMC/NMC/HCPC
12.	Do the First Aiders hold a nationally recognised and regulated qualification? <i>(The certificate will have the regulator and awarding body present. For example, OFQUAL, FAA etc.).</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A i.e.GMC/NMC/HCPC
13.	Are all First Aid training qualifications in date? <i>Training certificates are valid for three years.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A i.e.GMC/NMC/HCPC
14.	From your assessment, are more first aiders required?	<input type="checkbox"/> Yes (Go to 14) <input type="checkbox"/> No (Go to 15)
15.	If yes, what level of training is required?	<input type="checkbox"/> EFAW <input type="checkbox"/> FAW
16.	Are you displaying prominent notices in your workplace giving the location of first aid equipment and the names, contact details and locations of first aiders? <i>Template First Aid Notices can be found in Appendices C & D.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
17.	Do you have enough first aid boxes? <i>First aid boxes should be provided with a sufficient quantity of suitable first aid materials which are relevant to the work environment and to the type of work activity carried out.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
18.	Are all first aid boxes suitably located and easily accessible in an emergency?	<input type="checkbox"/> Yes <input type="checkbox"/> No
19.	Do you have a specified first aider or GMC/NMC/HCPC registered individual that is responsible for regularly checking and replenishing departmental first aid boxes and ensuring that the contents are not used after their expiry date?	<input type="checkbox"/> Yes <input type="checkbox"/> No

20.	Have all staff been informed where the first aid equipment is kept, what facilities there are and who the departmental first aiders are?	<input type="checkbox"/> Yes <input type="checkbox"/> No
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COMMENTS/ACTION

Signature of Manager:		Date:		Date of next annual review:	
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If you have identified that either EFAW or FAW training is required, please arrange the training via an external training provider for identified staff members to undertake the course and become first aiders for your workplace.

The Health, Safety and Security Team can be contacted for details of local providers. The Health Board are currently considering options for the training to be delivered in-house via the Learning and Development Department.