The Health and Safety (First-Aid) Regulations 1981 require you to assess significant risks in your workplace and consider the risks of injury and ill health identified in this assessment. The following guidance is designed to help service managers and school leaders assess their need for first aiders.

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| **Aspects to consider** | **Y** | **N** | **Impact on first aid provision** |
| 1. Are there any specific risks of injury and/or ill health arising from the work as identified in your risk assessments? |  |  | If the risks are significant you may need to identify first aiders. |
| 1. Are there any specific risks associated   with work activities? For example:   * Hazardous substances. * Dangerous tools. * Dangerous machinery. * Dangerous loads or animals. |  |  | You will need to consider:   * Specific training for first aiders. * Extra first aid equipment. * Precise siting of first aid equipment. * Informing the emergency services. * A first aid room. |
| 1. Are there parts of your establishment   where different levels of risk can be  identified e.g. a food technology room  in schools? |  |  | You will probably need to make different levels of provision in different parts of the establishment. |
| 1. Are large numbers of people employed on site? |  |  | You may need to employ first aiders to deal with the higher probability of an accident. |
| 1. Are there vulnerable persons on site including: young persons, new and expectant mothers, ill health, those with a disability, or a mental health issue? |  |  | You will need to consider:   * Special equipment. * Local siting of equipment. |
| 1. Are the premises spread out, e.g. are   there several buildings on site or are there  multi-floored buildings? |  |  | You will need to consider provision in each building or on several floors. |
| 1. Is there shift work or out-of-hours   working in your premises? |  |  | There needs to be first aid provision whenever people are at work. |
| 1. Is your workplace remote from emergency medical services? |  |  | You will need to:   * Inform local medical services of your location. * Consider making special arrangements with the emergency services. |
| 1. Do you have employees who travel a lot or work alone? |  |  | You will need to consider:   * Issuing personal first aid kits and training staff to use them. * Issuing personal communicators to employees e.g. mobile phones. |
| 1. Do any of your employees work at  sites occupied by other employers? |  |  | You will need to make arrangements with the other site occupiers. |
| 1. Do you have any work experience or  trainees? |  |  | Your first aid provision must cover them. |
| 1. Do members of the public visit your   premises? |  |  | You have no legal responsibilities for non-employees, but the Health and Safety Executive (HSE) strongly recommend you include them in your first aid provision. |
| 1. Have you considered holiday and other   absences of those who will be first aiders  and appointed persons? |  |  | You must have an appropriate number of first aiders and appointed persons to cover sickness or holiday absence. |
| 1. Do you have employees with reading  or language difficulties? |  |  | You will need to make special arrangements to give them first aid information. |
| 1. Are there appropriate storage facilities   for first aid? |  |  | You will need to have an appropriate number of first aid kits (and burns kits if appropriate) available, and a store of first aid supplies. First aid supplies should be regularly checked to ensure all products are in date. |
| 1. Is there a waste removal contract in   place if appropriate? |  |  | Needles, and other medical instruments that are necessary for healthcare work and could cause an injury by cutting or pricking the skin must be placed in a sharp’s disposal container. |
| 1. What is your record of accidents/incidents and cases of ill health? 2. What type of accidents/incidents were they and where did they happen? | | | |