

First Aid Needs Assessment Template

A free template to decide what first-aid people, equipment and facilities your workplace needs.

How to use this template

1. The Health and Safety (First-Aid) Regulations 1981 require adequate and appropriate first aid. This assessment is how you decide what that means for your workplace.
2. Work through each section, using your accident book and risk assessments.
3. Use the free calculator at useaccidentbook.co.uk/first-aid-calculator for HSE's suggested minimum number of first aiders.
4. Plan for the most people on site at any one time, on every shift, including absences.
5. Tell everyone who the first-aid personnel are and where the kits are.
6. Review the assessment at least every year, and whenever your work, people or premises change.

First Aid Needs Assessment

Reference number: _____

About the workplace

Site or address

Date of assessment and assessed by

Most people on site at any one time

Hazard level (low or higher) and main work activities

Hazards and history

Main hazards (machinery, substances, work at height, manual handling, etc.)

Accidents and ill health in the last 3 years (check your accident book)

Types of injury or illness most likely to happen

People

Shift patterns and out-of-hours work

Lone, remote or travelling workers

Young workers, pregnant workers, or people with specific health needs

Members of the public, pupils or customers on site

Cover for holidays and absences of first-aid personnel

Premises

Number of buildings and floors

Distance and travel time to emergency medical services

First-aid provision decided

Appointed persons (number and names)

First aiders trained in EFAW (number and names)

First aiders trained in FAW (number and names)

First-aid kits: number and locations

First-aid room needed? (Yes / No)

Other equipment or training (for example, defibrillator, burns kits, eye wash)

First Aid Needs Assessment (continued)

Review	
Next review date	
Signature and date	