## First Aid Needs Assessment

Please read the First Aid Guidance before completing this assessment. In most cases the Health and Safety Co-ordinator will support the First Aid Needs Assessment, they have the knowledge of buildings/premises, staff demographic, likely hazards, and working arrangements within their Area. It is the responsibility of each Head of Area to ensure that staff conducting such an assessment are competent to do so and that it is undertaken. Where an Area has staff based in multiple buildings, a separate assessment should be conducted for each location. Where staff share buildings, consultation with other Health and Safety Co-ordinators and the building MOBUG is necessary.

### Section 1

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| 1.1 Activity  |
| Title: | Building Assessment of First Aid Needs |
| Building: | *If First Aid provisions are to be shared, please also detail with which departments* |
| Location: |  |
| Additional notes:  |

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| 1.2 Person(s) Conducting this Assessment |
| Name(s): |  | Signature(s): |  |
| Date assessment undertaken:  |  |

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| 1.3 Assessment review historyThis assessment should be reviewed immediately if there is any reason to suppose that the original assessment is no longer valid. Otherwise, the assessment should be reviewed at least every 3 years. The responsible competent person must ensure that this assessment remains valid. |
|  | Review 1 | Review 2 | Review 3 | Review 4 |
| Due date: |  |  |  |  |
| Date conducted: |  |  |  |  |
| Conducted by: |  |  |  |  |

### Section 2A. Determination of First Aid Provisions

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| Factors to consider | Assessment | First Aid Provisions  |
| Hazards: Use general risk assessments to inform the First Aid requirements, consider types of activities/hazards and the levels of first-aid provision required |
| Does the workplace have low level hazards e.g. those found in an office? | Yes / No - add description of risk | Minimum provisions:An Appointed PersonA First Aid boxFirst aid notices |
| Does the workplace have medium level hazards e.g. those found in catering/sports & exercise? | Yes / No - add description of risk | At least 1 person trained in Emergency First Aid at Work |
| Does the workplace have high level hazards e.g. those found in a lab or mechanical workshops? Consider hazards such as toxic/corrosive substances, explosives, pathogens, high voltages, machinery, or fieldwork in remote areas. | Yes / No - add description of risk  | Consider providing:First AidersAdditional specialist First Aid training A First Aid boxAdditional First Aid equipment such as (add examples)A First Aid roomFirst aid notices |
| *Additional factors to consider:* |  |  |
| *Additional factors to consider:* |  |  |
| Staff: Consider the number of staff and those staff that may be higher at risk |
| How many people work in the Area, including flexible working? |  | See Section 3 |
| Are there staff on site that may be at higher risk? Consider inexperienced workers, those with existing health problems, young persons, new and expectant mothers, disability etc. | Yes / No | Consider providing:Additional specialist First Aid training Additional First Aid equipment  |

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| *How many students may be on site at one time?*  |  |  |
| *Additional factors to consider:* |  |  |
| Accident History/Records: |
| What types of accidents and injuries have previously occurred? |  | Ensure that First Aid provisions will cover the type of injuries that have occurred in the past in addition to those that are foreseeable.  |
| *Additional factors to consider:* |  |  |
| *Additional factors to consider:* |  |  |
| Working Arrangements: |
| Do staff/post-graduates work alone? | Yes / No | Ensure access to First Aid kitEnsure communications lines are accessible e.g. mobile phone |
| Do any staff/post-graduates work shift or out of hours? | Yes / No | Is there appropriate First Aid cover or staff, and have post-graduates received Lone and Out of Hors training and know how to contact the emergency services? No high-risk activities should be undertaken out of hours without a separate risk assessment which may highlight the need for a first aider. |
| Does the Area occupy more than one building or operate on multiple floors? | Yes / No | Consider First Aid provisions in each building/floor |
| Are there times when the First Aider might be on holiday/absent? | Yes / No | Ensure sufficient First Aid provisions during holiday periods/unexpected staff absences |
| Do any staff/post-graduates travel i.e. drive as part of work commitments? | Yes / No | Ensure mobile First Aid kits are providedConsider providing additional specialist First Aid |
| Do any staff/post-graduates conduct work off campus, e.g. fieldwork, where specialist First Aid may be required? | Yes / No | Consider providing:Specialist First Aid kitsAdditional specialist First Aid training |
| *Additional factors to consider:* |  |  |
| *Additional factors to consider:* |  |  |
| Non-Employees: |
| Do members of the public, visitors, contractors, students, school children visit your Faculty/ Directorate/School/department? | Yes / No- Provide information |  First Aid provisions should be made for non-employees that are on site, such as students during term time.These can be Student Ambassadors receiving a short, half-day EFA session, or staff with FAW training |
| Emergency Services: |
| What is the proximity to closest hospital? | If the location is remote contact training.firstaid@ed.ac.uk.  |  |

**Section 3.** Suggested number of First Aid personnel to always be available people are at work. Please refer to the First Aid Standard for Appointed Person (AP), Emergency First Aid at Work (EFAW) and First Aid at Work (FAW) syllabus.

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| Level of risk (Informed by general risk assessments) | Number of personnel\* | Number of first aiders required(as suggested by HSE) |
| **Low risk - Offices/ Libraries** | <25 | At least **1 Appointed Person** |
| 25-50 | At least **1 Emergency First Aid at Work (EFAW)** trained.  |
| >50 | At least **1 First Aider** **FAW** trained for every 100.  |
| **Medium risk – Catering/Sports and Exercise** | <20 | At least 1 person trained in **Emergency First Aid at Work (EFAW).** |
| 20-100 | At least 1 **First Aider (FAW)** for every 50 employed. |
| >100 | 1 additional **First Aider (FAW)** for every 100 employed |
| **High risk – Laboratories/Workshops/Cyanide/HF acid/Confined Spaces/Machinery/ Outdoor -remote locations etc.** | <5 | At least At least 1 person trained in **Emergency First Aid at Work (EFAW)/ or first aider (FAW)** depending on type of risks and injuries that might occur. |
| 5-50 | At least **1 First Aider (FAW)** (consider the type of injuries that may occur). |
| >50 | At least **1 FAW** trained First Aider for every 50. |

\*The HSE strongly advise that arrangements for First Aid provisions also consider non-employees that may be on site.

### Section 4. Utilise the guidance in Section 2 and the table in Section 3 to determine your First Aid requirements in the workplace.

Where a building/floor is shared with another Area with similar hazards consideration should be given to sharing First Aid resources.

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| First Aid Personnel | Required yes/no | Number Required |
| Appointed person | Yes / No |  |
| EFAW First Aider | Yes / No |  |
| FAW First Aider | Yes / No |  |
| First Aider with additional training (please specify) | Yes / No |  |
| First Aid Equipment and Facilities | Required  | Number Required |
| Damp and dust proof First Aid container | Yes / No |  |
| Contents of First Aid Box |  |  |
| Additional equipment | *Detail* |  |
| Travelling First Aid kit | *Detail* |  |
| First Aid room | Yes / No | *Detail location, type of room, sole use or can the room be vacated easily and quickly* |
| Shower | Yes / No |  |

### How to access first aid training on completion of the FANA

Each building will need to conduct a first aid needs risk assessment, to provide assurance that they have the correct first aid appointments for the risks within that building, and have sufficient cover for hybrid working, sickness, and holiday periods. This assessment alone, should be used to inform numbers required for FAW and EFAW training within each building in the future. Individual staff requests or requests by individual managers, will not be an acceptable route for first aid training placement. The accepted training route for appointment and/or re-training of FAW or EFAW should be via the H&SC, or the H&SC attached to the MOBUG for that building, following completion of a FANA. Requests for training or re-training should be sent by the H&SC with the supporting FANA to training.firstaid@ed.ac.uk.

###  Review of First Aid Needs Assessment (FANA)

The FANAs should be reviewed periodically, at least every 3 years, and where there is reason to believe the assessment is no longer valid or there is a significant change (e.g. locations, nature of hazards, staff numbers, increase in the number of incidents occurring, or after a major incident).

| Version number | Summary of change | Date and by whom |
| --- | --- | --- |
| V1.0 | Original | Fiona Calvin & Sarah East |
| V1.1 | Minor edits | FC 03/06/2025 |

**If you require this document in an alternative format, please contact The Health and Safety Department on** **health.safety@ed.ac.uk** **or call (0131) 651 4255**