



LIFE SUPPORT | SAFETY | SECURITY | TRAINING



YOUR GUIDE TO CARRYING OUT A FIRST AID NEEDS ASSESSMENT



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www.amlskills.com

Who we are...

We were formed in 1997, and have grown from strength to strength ever since. This is mainly due to the excellent service and the quality of the training we provide, at very competitive prices; but don't just take our word for it, feel free to view our testimonials page on our website www.amlskills.com.

We've trained thousands of people, from small local companies, to large national blue chip companies. We also deliver to many public sector organisations in the UK and Ireland, covering a wide variety of sectors such as leisure, manufacturing and retail, as well as military, police, GP surgeries, and schools. We hold a number of national contracts delivering various types of training courses, from Ofqual and HSE(NI) regulated first aid, to IHCD Edexcel advanced life support and trauma training courses.

Our team...

We have a 1st Class team, from our office staff who will endeavor to assist your every need, to our experienced trainers, who are located throughout the UK, and with a variety of backgrounds, from emergency and armed services personnel, to industry; we don't take ourselves too seriously when teaching either, we engage with students and teach in a no nonsense, no jargon way, which gives our clients the assurance of a quality and enjoyable training programme, whilst actually having fun.

We are able to guarantee you, the customer, wherever you are located, an excellent training programme, at a very competitive price.

We love working with all companies, we've trained loads of businesses with just a handful of staff.

They like working with us too, judging by the lasting relationships we've built along the way.

Choosing the right course for you...

First Aiders need the best training available, because making the wrong decision could have catastrophic consequences. We offer a wide variety of regulated courses, tailored for all individuals, and all places of work.

We also offer bespoke training to accommodate your exact requirements.

Our team are here to help, should you need further assistance. You can either call us on 0151 257 5138 or email us on info@amlskills.com



Your Guide to Carrying out a First Aid Needs Assessment



In 2013 the Health and Safety Executive (HSE) issued new First Aid at Work Guidelines for Employers, along with a new type of first aid needs assessment.

This assessment will help you identify what type of first aid training your first aiders need, how many first aiders you need and where they should be located. Your First Aid Needs Assessment should consider the following topics:

Step 1. Nature of business, including risks and hazards

Step 2. Nature of the Workforce

Step 3. History of Injury or Illness

Step 4. The needs of travelling, remote and lone workers

Step 5. Shift patterns

Step 6. The locations of workforce

Step 7. Emergency service response time and access

Step 8. Employees working on multi-occupancy/
shared sites

Step 9. Annual leave, maternity and sickness

Step 10. First Aid provision for non-staff i.e. visitors,
customers

Step 11. The size of the organisation

STEP 1 The Nature of the Work, the Hazards and the Risks

One of the more complicated areas of the new first aid needs assessment is considering the nature of the work, the hazards and the risks. You should consider the risks and identify what possible injuries could occur in order to ensure sufficient first aid provision is available. The following table, compiled using information from the Health & Safety Executive, identifies some common workplace risks and the possible injuries that could occur:

| Risk | Possible Injuries Requiring First Aid |
|-----------------------|--|
| Manual Handling | Fractures, lacerations, sprains and strains. |
| Slip and trip hazards | Fractures, sprains, strains and lacerations. |
| Machinery | Crush injuries, amputations, fractures, lacerations and eye injuries. |
| Work at height | Head injury, loss of consciousness, spinal injury, fractures, sprains and strains. |
| Workplace transport | Crush injuries, fractures, sprains, strains and spinal injuries. |
| Electricity | Electric shock and burns. |
| Chemicals | Poisoning, loss of consciousness, burns and eye injuries. |

The table is not comprehensive and does not cover all the risks that could occur in a workplace, so you should look at each area of the workplace and document the risks and the possible injuries.

One reason for this exercise is to ensure that you provide the correct type of first aider(s). There are now two levels of workplace first aider:

- Emergency First Aider at Work (EFAW) – 1 day course
- First Aider at Work (FAW) – 3 day course

You should ensure that your first aiders are trained to deal with the injuries and illnesses that could occur. The table below will help you match your requirements to the most appropriate course:

What Emergencies are First Aiders Trained to Deal With?

| | FAW = First Aid at Work (3 day course) EFAW = Emergency First Aid at Work (1 day course) REQ = First Aid at Work Requalification (2 day course) ANN REF = Annual First Aid Refresher (3 hour course) | EFAW 1 day | FAW 3 day | REQ 2 day | ANN REF 3 hours |
|--|---|---------------|--------------|--------------|--------------------|
| Acting safely, promptly and effectively in an emergency | | * | * | * | * |
| Cardiopulmonary Resuscitation (CPR) | | * | * | * | * |
| Treating an unconscious casualty (including seizure) | | * | * | * | * |
| Wounds and bleeding | | * | * | * | * |
| Shock | | * | * | * | * |
| Minor injuries | | * | * | * | * |
| Choking | | * | * | * | * |
| Preventing cross infection, recording incidents & actions & the use of available equipment | | * | * | * | * |
| Fractures | | | * | * | * |
| Sprains and strains | | | * | * | * |
| Spinal injuries | | | * | * | * |
| Chest injuries | | | * | * | * |
| Severe burns and scalds | | | * | * | * |
| Eye injuries | | | * | * | * |
| Poisoning | | | * | * | * |
| Anaphylaxis | | | * | * | * |
| Heart attack | | | * | * | * |
| Stroke | | | * | * | * |
| Epilepsy | | | * | * | * |
| Asthma | | | * | * | * |
| Diabetes | | | * | * | * |

These topics are not covered on the EFAW course, so if any of these injuries or illnesses could occur, a full First Aider at Work should be provided.

Extra, specialised training and provision may be needed for hazards such as chemicals, dangerous machinery,

STEP 2 The Nature of the Workforce

You should consider the needs and health of all workers and ensure that first aiders are available and trained to deal with specific health needs. You should consider things such as:

- The young
- The elderly
- Specific health problems (such as heart conditions, asthma, diabetes etc.)
- Disabilities

STEP 3 The Organisation's History of Accidents and Illness

You should look at the organisation's history of accidents and illness to try and identify any needs or trends that may influence the location or type of first aider necessary. Different levels of provision may be required in different areas of the workplace.

STEP 4 The Needs of Travelling, Remote and Lone Workers

First Aid should be available wherever people work, so you may need to consider providing personal first aid kits or training to travelling, remote or lone workers.

STEP 5 Work Patterns Such as Shift Work

Adequate first aid cover should be available whenever people are at work. There may be circumstances when a higher level of cover is needed when less people are at work, such as overnight maintenance work in a normally low risk environment.

STEP 6 The Locations of the Workforce

First Aiders should be able to reach the scene of an incident quickly. Consider extra first aiders on large sites, sites with multiple buildings or buildings with multiple floors.

STEP 7 Remoteness of the site from Emergency Medical Services

If the workplace is remote from emergency medical services you may need to make special transport arrangements should an incident occur. Consider how employees will summon help – do they have access to a phone? Even in urban areas you should be aware that it often takes longer than 10 minutes for an ambulance crew to reach a casualty, so the correct provision of first aid is a vital link in reducing the effects of illness or injury.

STEP 8 Employees Working on Multi-Occupancy/Shared Sites

Sites

On shared work sites it may be possible to share first aid provision, such as the security team providing first aid cover at a large shopping centre. It is important to fully exchange details of the hazards and risks so that adequate first aid cover is provided. Make agreements in writing to avoid misunderstandings.

STEP 9 Annual Leave and Other Foreseeable Absences

You should ensure that adequate first aid cover is available at all times, including when a first aider is on annual leave, a training course, a lunch break or other foreseeable absences. This generally means that workplaces need more than one first aider to ensure that cover is maintained.

If your first aid needs assessment identifies the need for a 'First Aider at Work' (3 day course), it is not acceptable to provide an 'Emergency First Aider at Work' (1 day course) to cover foreseeable absences. You should also consider what cover is needed for non-planned absences such as sick leave.

STEP 10 First Aid Provision for Non-Staff

The HSE recommend that you include non-employees in your first aid needs assessment. You should consider the duty of care that you assume when a non-employee visits your site. This is particularly relevant if you provide a service for others such as schools, places of entertainment, shops etc. Consider both the injuries and illnesses that could occur.

For large events such as concerts, organisers have a duty of care to ensure that adequate medical, ambulance and first aid cover is available. Organisers of such events should refer to The Event Safety Guide, published by HSE books, for further information.

STEP 11 The Size of the Organisation

The number of people on a site should no longer be the primary basis for determining first aid needs; all the areas of the new first aid needs assessment should be carefully considered. However, in general terms the larger your organisation is, the more first aiders you will need.

After identifying the locations / times that first aid cover is needed, the HSE recommend:

- That 'non-manual', low risk workplaces (such as shops, offices, libraries) have a minimum of one first aider on duty at all times per 100 people (or part thereof).

That 'manual' workplaces (light assembly work, warehousing, food processing or higher risks), have a minimum of one first aider on duty at all times per 50 people (or part thereof).

Workplaces with more than 50

It is likely that if your workplace is large you will have already identified the need for full FAW (3 day) training for your first aiders, but in any case, due to the increased probability of illness and injury occurring in larger workplaces, the HSE recommend that full FAW (3 day) training is provided in workplaces with 50 or more people.

Reviewing the First Aid Needs

You should review your first aid needs from time to time, particularly if you have operational changes in your workplace. It is recommended that a record is kept of incidents dealt with by first aiders to assist in this process.

Annual Refresher Training

In order to follow the HSE's recommendations, all first aiders should now attend annual refresher training. This is due to the wealth of evidence on the severity of 'first aid skill fade'.

Next step

This guide has been produced to help you to carry out a First Aid needs assessment, to assess whether you have the right number of First Aiders and if they have the right training.

If you have identified a need for additional First Aiders or require any further information, do not hesitate to call us on +44 (0)151 216 1540 email us at info@amlskills.com or visit our website www.amlskills.com where you can find lots more information, and a list of our scheduled courses.

Our locations

Our scheduled courses give you the flexibility of training just one or two members of staff at the same time, reducing the impact that statutory training can have on running your business.

AML Skills Ltd
Commerce Park
Campbeltown Road
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Your location

Alternatively, a cost effective option for training larger groups (usually 6 or more people) is to run a course at your premises.

