

## Downloadable First Aid Needs Assessment Checklist

### Section 1: Organisational Headcount & Legal Duties

- Company Name:
- Assessment Date:
- Assessor Name:
- Total Headcount (*Include Full-Time, Part-Time, Temporary, and Casual Staff*):
- The Headcount Check: Do we employ 5 or more people in total? If yes, a written risk assessment is a mandatory legal requirement under the Management of Health and Safety at Work Regulations 1999.

### Section 2: The Two-Minute AED Audit

- Do we have 5 or more people on site at any given time (including visitors, pupils, or members of the public)? If yes, an AED is expected under BS 8599-1:2026.
- Have we walked the route from the furthest point of the premises to the AED?
- Did the round trip take less than two minutes? (Required for rapid deployment compliance).
- Action Required if over 2 minutes: (*Detail below*)
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### Section 3: Hazard Identification & Off-Site Legal Requirements

- Is there a risk of burn injuries on site? (e.g., catering kitchens, science labs, engineering workshops). If yes, a compliant Burns Kit is required.
- Is there a risk of eye injuries? (e.g., dust, chemical handling, flying particles). If yes, a dedicated Eye Wash Station is required.
- Do we operate company cars or delivery vehicles? If yes, a compact vehicle first aid kit must be issued to each vehicle to satisfy the HSE L74 code and RCUK/ERC 2025 guidelines.
- Do we employ remote or hybrid home workers? If yes, we have reviewed their domestic environment, confirmed basic first aid kit access, and documented this review to satisfy Section 2 of the Health and Safety at Work etc. Act 1974.
- Are there catastrophic bleed risks? If yes, a Trauma/Bleed Control Kit is required.

### Section 4: Equipment & Training Audit

- Are all standard workplace first aid kits fully stocked and within their expiry dates?
- Do we have an adequate number of staff trained in Emergency First Aid at Work (1-Day) or First Aid at Work (3-Day)?
- Have we clearly displayed first aid signage and the names of our trained first aiders?

### Section 5: Declaration & Next Steps

I confirm that this first aid needs assessment accurately reflects the current risks, layout, and statutory duty of care for our premises and workforce.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Need help interpreting these results or booking a first aid course? Contact the experts at Chris Garland Training today.