

CHILDREN'S SERVICES ASSESSMENT FORM CSAF-002

First Aid Needs Assessment Form

There is a statutory obligation to carry out and periodically review an assessment of first aid provision in every workplace by carrying out a First Aid Needs Assessment. This template form (page 2) and the included guidance aims to help responsible managers to identify, formalise and record what level of first aid provision is needed in their building, premises or for their team.

Arrangements for your first aid provision as identified through this first aid needs assessment would be expected to form the basis of your own first aid policy. Those using this guidance will need to have read the **Children's Services Safety Guidance Procedure SGP 08-07 (First Aid)**

Assessing the levels

How much first aid provision you require will depend on the circumstances of your workplace. Using this template form, you will be able to assess what facilities, staffing levels and training are appropriate in your workplace. You are advised to consult employees (as appropriate) about the important areas that require consideration such as:

- a. Workplace hazards and risks
- b. Size of organisation and type of service users
- c. History of accidents and incidents
- d. Nature and distribution of workforce including remoteness from emergency services
- e. Needs of travellers, remote and lone workers
- f. Employees working on shared or multi-occupied sites
- g. Annual leave and other absences of first aid trained staff and appointed persons

The assessment of how many and what sort of first aiders are needed requires consideration of the hazards of the work itself, the hazards in the workplace and the numbers of those exposed to risk. Managers should already have a clear picture of the risks that their staff are exposed to from the risk assessments already completed. Managers also need to consider the numbers of staff and others who are present in the location being assessed.

National and corporate guidance on minimum levels of first aid provision **based on staff numbers only** are set out below. However, these minimum levels would need to be increased dependent upon the information determined during the first aid needs assessment itself, such as the number and type of service users on site (eg. children in a school, or five year olds or younger in a centre).

Category of risk	Numbers employed at work	Guidance on number & type of first aid staff to be available on site at any time
Lower Risk eg. primary schools, children centres, some secondary schools, offices, libraries	Less than 25	An Appointed Person
	25 – 50	At least one emergency first aider
	More than 50	One first aider for every 100 employed or part thereof.
Higher risk eg. some secondary schools, workshops, warehousing, use of dangerous machinery use or sharp instrument use, light manufacturing, work with animals or higher risk activities.	Fewer than 5	An appointed person
	5 – 50	At least one first aider (either an emergency first aider or first aider depending on the type of injuries that might occur)
	more than 50	One additional first aider for every 50 persons or part thereof

INSTRUCTIONS FOR COMPLETING PART 1

1. When completed, both parts of assessment will form the First Aid Needs Assessment record which should be kept and reviewed periodically through your bring-up diary system.
2. Start carrying out your assessment of first aid needs by first completing **Part 1** to assist you in documenting that you have comprehensively considered the level and type of provision that you require on your site. Enter your own information in place of the **blue** guidance

Part 1		ASSESSMENT OF FIRST AID NEEDS
Name of Premises/Organisation/School		Lockerley Church of England Primary School
No.	Aspects to Consider at Your Premises	First Aid Provision Considerations (Insert Your Information)
1	What are the risks of injury and ill-health arising from the work and activities as identified in your risk assessments?	<i>Mostly bumps and scrapes and minor injuries. Some injuries are more serious though staff are trained to a high standard</i>
2	Are there any specific risks? (eg. work with hazardous substances, dangerous tools, dangerous machinery, higher risk activities etc)	<i>No specific risks although First Aiders are trained to a high standard.</i>
3	Are large numbers of people employed on site?	<i>15 staff employed and 70 children attend the school</i>
4	What is your record of accidents and cases of ill-health? What type and where did they happen?	<i>Mostly bumps and scrapes and minor injuries during playtimes.</i>
5	Are there staff/children on site who have disabilities or specific health problems?	<i>No</i>
6	Are there clients or service users on the site who may need first aid?	<i>Not known</i>
7	Is there first aid cover for lunch times and for the beginning and end of the working day?	<i>There is first aid cover when the school is open</i>
8	What is the site layout and will the layout require additional first aid cover for separate buildings or floors of a multi-storey building?	<i>Single story building, first aiders are working throughout the building</i>
9	Do you have any work experience trainees?	<i>First aid cover will cover the trainees</i>
10	Are there a number of inexperienced or young staff/workers/visitors on site?	<i>First aid cover will cover all visitors in the building</i>
11	Do the numbers of people on site vary throughout the day. Are extra first aiders needed for peak periods?	<i>The numbers of first aiders on site are above recommendations.</i>
12	Do staff work in shift patterns and does each shift have sufficient first aid cover?	<i>N/A</i>
13	Do you work on a site occupied by other organisations and share first aid arrangements?	<i>N/A</i>
14	What is the distance from emergency services and how long are they likely to take to arrive on site?	<i>Ambulance comes from Romsey approximately 15 minutes away</i>

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15	Do some staff work alone or remotely (including contracted home workers)?	<i>Caretaker</i>
16	Do you have service users aged five years of age or younger?	<i>3 x Paediatric Trained</i>
17	Do members of the public visit your premises?	<i>All visitors will be covered by our first aiders while on site</i>
18	Do you have any employees with reading or language difficulties?	<i>No</i>
Do not forget that first aid trained staff, paediatric first aid trained staff and appointed persons take leave and/or are often absent from the premises for other unscheduled reasons. You must appoint sufficient people to cover these absences to enable first aid personnel to be available at all times when people are at work.		

INSTRUCTIONS FOR COMPLETING PART 2

- Complete **Part 2** using information considered in Part 1. The actual numbers of each type of **first aid staff that you require on site at any one time** during the working day should be identified in the first column *Numbers of Staff Required to be on Site at Any Time*
- The second column *Numbers to be Trained to Meet On-Site Requirement* should be based on your consideration of **how many staff need to be trained to ensure that you always meet your own requirement** as detailed in column 1. For example – if you decided that you required one qualified first aider on site at any time, it may be that because of rotas or planned absences that you need to train four staff to reasonably meet this requirement.

Part 2		SUMMARY OF REQUIRED FIRST AID PROVISION	
Name of Premises/Organisation/School		Lockerley Primary School	
Level of First Aid Staff (Type of Provision)	Numbers of Staff Required to be on Site at Any Time	Numbers Trained to Meet On-Site Requirement	
Qualified First Aider	1	1 (First aid at work)	
Basic Life Support	1	6	
Paediatric First Aid Trained	1	3	
Appointed Person	1	1 (First aid at work)	
Other: (Please specify)			
<i>(Note: This is not to include any training requirements for medicine administration)</i>			
First Aid Kits	Quantity Required	Locations of First Aid Kits	
Yes / No	1 1 1	School Office Break/lunchtimes School Hall	
Travel First Aid Kits	Quantity Required	Locations of Travel Kits	
Yes / No	3	School Office	
First Aid Rooms/Areas	Quantity Required	Locations of Rooms	
Yes	1	School Office	

First Aid Needs Assessment Completion

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Manager's comments	Insert comments relevant to assessment as appropriate

Name of manager	Signature of manager	Date
Katy Kwiatek		25.03.26

Assessment reviews	Set future review dates & sign/comment upon completion
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Review date	Reviewed by	Reviewer signature	Remarks
March 27			