First Aid Needs Assessment

The following arrangements will apply in relation to assessing the first aid needs of the College.

The assessment will be:

1. Appropriate to the College’s circumstances (hazards and risks). In other words, sufficient first-aid equipment, facilities and suitably trained personnel will be available at all times, taking account of alternative working patterns, to:
   - Give immediate assistance to casualties with both common injuries or illnesses and those likely to arise from specific hazards at work;
   - Summon an ambulance or other professional help.

2. Conducted by a member or members of staff in the College Health and Safety Office.

3. Reviewed every 3 years, or after any significant change.

4. Undertaken with consideration to the following:
   - The nature of our work and our workplace hazards and risks;
   - The nature of our workforce;
   - The College’s history of accidents;
   - The size of the College;
   - The needs of travelling, remote and lone workers;
   - Work patterns;
   - The distribution of our workforce;
   - The remoteness of our sites from emergency medical services;
   - Those College employees working on shared or multi-occupied sites;
   - Annual leave and other absences of first aiders;
   - First aid provision for non-employees.

5. Special hazards and the need to provide additional training for first aiders to deal with injuries resulting from these hazards will also be considered as part of this needs assessment. In practice, this will be determined from risk assessments conducted within the Departments/Schools/Services for inclusion within the needs assessment. Examples of special hazards include chemicals, dangerous machinery and confined spaces. The intention to introduce new special hazards should also be assessed in order to establish the need for additional first aid training.

For further information, please contact a member of staff in the College Health and Safety Office.

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Related procedures [LINKS TO OTHER DOCUMENTS]:
First aid equipment, materials and facilities
First aid personnel
First aid training