

First Aid Needs Assessment Form & Guide

Assess your workplace's first aid needs—and make sure you're covered.

Section 1: Business Information

Company Name: _____

Address: _____

Contact Name: _____

Phone: _____

Email: _____

Industry Sector: _____



Section 2: Workplace Profile

1. Total Number of Employees:

2. Working Patterns:

- ☐ Day shifts only
- ☐ Night shifts
- ☐ Shift rotation
- ☐ Lone or remote workers present
- ☐ High footfall from the public

3. Number of Workplace Locations/Sites (Floors, Buildings, Zones):

4. Nature of Workplace: (Tick all that apply)

- ☐ Low-risk (e.g., office, retail)
- ☐ Medium-risk (e.g., warehouses, food production)
- ☐ High-risk (e.g., construction, manufacturing, chemical handling)

Please refer to the table in Section 4 to estimate the minimum number of first aiders required.

Section 3: Risk Assessment & Past Incidents

5. Have you had any accidents, near misses or medical incidents in the last 12 months?

☐ Yes ☐ No

If yes, please describe briefly:

6. Are there any specific risks or vulnerable groups in your workplace?

☐ Yes ☐ No

If yes, please explain:

7. Are current provisions adequate through sickness, holidays, staff turnover?

☐ Yes ☐ No

Why these questions matter:

If you've answered "Yes" to either of the above, your first aid needs may be greater than the minimum. A history of accidents or medical emergencies could mean staff need enhanced skills or faster response capabilities. If you have vulnerable individuals or higher-risk groups, you may need specialist training.

Section 4: First Aid Requirements Guidance

Use the table below to identify your minimum recommended first aid cover:

Number of employees	Low Risk Workplace	Higher Risk Workplace
1-5	At least 1 Appointed Person*	At least 1 Appointed Person*
6-25	At least 1 Appointed Person*	At least 1 Emergency First Aider (EFAW) or 1 First Aider (FAW)
26-50	At least 1 Emergency First Aider (EFAW)	At least 1 Emergency First Aider (EFAW) or 1 First Aider (FAW)
51+	At least 1 First Aider (FAW) +1 per additional 100 employees	At least 2 First Aiders (FAW) +1 per 50 employees

*Appointed Persons are not required to hold a certificate. Suitable for very low-risk environments.

The above are the absolute minimum requirements, please remember that where injuries or illnesses may occur, they can be dealt with effectively and, in addition, if you have deemed a first-aider is unnecessary, there is still a possibility of accident or sudden illness, so you may wish to provide qualified first aiders.

Additional Recommendations:

- 1 trained first aider per shift (Emergency first aid, or full First aid at work)
- Lone workers may need first aid kits and remote support in case of emergency.
- Consider Mental Health/Paediatric First Aid (Visitors, customers)

Section 5: Current First Aid Cover

8. Number of First Aiders Currently Trained:

9. Course Types Previously Completed:

- [] Emergency First Aid at Work (EFAW)
- [] First Aid at Work (FAW)
- [] Paediatric First Aid
- [] Mental Health First Aid
- [] Other: _____
- [] None
- [] Unsure

10. When was your last training conducted?

____ / ____ / ____

Did you know? Certificates are valid for 3 years. Refresher training every 12 months is recommended.

Section 6: Summary & Action Plan

List your current first aid numbers below:

- [] Appointed Person(s)
- [] Emergency First Aiders (EFAW)
- [] First Aid at Work Qualified Staff (FAW)
- [] Mental Health First Aiders
- [] Paediatric First Aiders
- [] Lone Worker Support
- [] Updated or Additional First Aid Kits
- [] Refresher Training

***Please remember this needs assessment gives you the minimum needs, its always advisable to ensure you cover yourself and your teams, through holidays, sickness, turnover etc.**

List your potential needs, based on this report below:

Emergency First Aid at Work training is a cost effective and efficient way of enhancing your first aid provisions. However, they do not supersede the table minimum requirements in this document.

- [] Appointed Person(s)
- [] Emergency First Aiders (EFAW)
- [] First Aid at Work Qualified Staff (FAW)
- [] Mental Health First Aiders
- [] Paediatric First Aiders
- [] Lone Worker Support
- [] Updated or Additional First Aid Kits
- [] Refresher Training

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