A logo of university of bristol

Description automatically generated

First Aid Risk Assessment

Please forward the completed assessment to [Bristol-Safety@bristol.ac.uk](mailto:Bristol-Safety@bristol.ac.uk)

|  |  |
| --- | --- |
| Building Information |  |
| School/Service |  |
| Building Location |  |
| Is this a shared premise with other Schools/occupiers? |  |
| Is this a multi-level building – how many floors will be in use? |  |
| Head of School/Service |  |
| School/Service Safety Advisor |  |
| Building First Aid Co-ordinator |  |
| How many FAW first aiders will be available? | If the building is shared with other Schools/Services you should liaise with other occupiers and co-ordinate first aider cover on a building-wide basis. |
| How many Emergency First Aiders will be available? | If the building is shared with other Schools/Services you should liaise with other occupiers and co-ordinate first aider cover on a building-wide basis. |
| Distance to Nearest major hospital:  Travel time: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Nature of work undertaken |  | | |
| Type of hazards |  | | |
| Number of people |  | | |
| Relevant patterns of working, e.g. lone working, shift/rota schedules |  | | |
| What are the expected building opening hours? (days /times etc) |  | | |
| Are there any other considerations, e.g., location of high-risk work |  | | |
|  |  | | |
| First aid personnel | Number needed to provide adequate cover. | | Do you need to train additional staff to ensure adequate cover? If so, how many are needed? |
| First aider at work |  | |  |
| Emergency first aider |  | |  |
| First aid co-ordinator |  | |  |
| Names of designated First Aiders at Work |  | | |
| Names of designated Emergency First Aiders |  | | |
| First aid equipment | How many currently held? | Do you require additional kits? | Other considerations |
| Standard first aid kit |  |  | e.g. where should they be located? |
| Personal or travelling first aid kit |  |  |  |
| Additional first aid materials required? E.g. burn dressings, steri-strips, etc |  | | |
| Additional equipment, e.g. eye washes, chemical burn treatment, Diphoterene |  | | |
| PPE – disposable gloves, disposable apron, eye protection, surgical masks. | Each first aider should have access to a PPE pack (Disposable Gloves, eye protection and water-resistant surgical mask). Indicate how many PPE packs you will need. | | |
| Automated External Defibrillator (AED) | Where is the nearest unit located? | | |
| First Aid Room Location |  | | |
| First aid waste arrangements |  | Outline details: | |
| Waste bags readily available |  |  | |
| Who are your local contacts for arranging first aid waste collection and disposal |  |  | |
| Who are your local contacts for arranging cleaning of areas used to provide assistance |  |  | |
| Name of assessor |  | | |
| Date completed |  | | |

Guidance on numbers of first aiders

For low-risk areas such as offices the minimum requirement is for a first aid coordinator and a suitably stocked first aid box.

For larger numbers of employees or where high-risk activities are carried out, consider providing EFAW or FAW.

|  |  |
| --- | --- |
| **Number of staff** | **Recommended minimum provision** |
| <25 | first aid administrator |
| 25 – 50 | first aider (EFAW) |
| >50 | a first aider (FAW), plus one more for every 100 employed |

**Further Guidance**

[UOB First Aid Guidance](https://bristol.ac.uk/safety/media/gn/first-aid-gn.pdf)

[HSE and first aid at work - First aid at work](https://www.hse.gov.uk/firstaid/firstaid.htm)