**First Aid Provision Assessment Record**

(Appendix 1 from University First Aid Code of Practice)

**Faculty/School/Department:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Factors to consider** | | **Provide Info & Numbers\*** | **Impact on first-aid provision** |
| Nature of hazards, taking into account typical numbers of staff, students & others at risk | Low level (offices, libraries, class rooms) | Yes/No | Minimum provision 1 EFAW unless able to share with nearby building/section. Minimum 1 medium sized first aid kit. Refer to App 1 table, UoN First Aid COP |
| High level (labs, workshops, kitchens) | Yes/No | Minimum 1 FAW. Minimum 1 medium sized first aid kit. Refer to App 1 table, UoN First Aid COP |
| Specific e.g. cyanide, HF acid | Yes/No | Minimum 1 trained person, dependent on scale of work. |
| Fieldwork | Yes/No | Minimum 1 trained person, dependent on location, numbers and type of activity. Type of training needs to be relevant to nature of injury/ill-health expected in the field |
|  | Clinical Setting | Yes/No | Identify whether sufficient suitable medical staff\* (ref Section 5a in UoN First Aid COP) |
| Incident Type | Typical number of incidents per year? | State number: |  |
|  | Potential Type of injury | State type: | FAW covers severe burns/scalds, fractures/dislocations, poisoning, anaphylactic shock, over and above EFAW. |
| Working Arrangements | Normal core hours only? | Yes/No |  |
|  | Absence cover in place? | Yes/No | Sufficient first aid cover for foreseeable absence. |
|  | Shift working covered? | Yes/No |  |
|  | Lone working - out of hours | Yes/No | Security first aiders acceptable to cover low risk activity |
|  | Spread of locations? | Yes/No | Consider additional first aiders /equipment.  Buildings to be covered: |
|  | Remote locations on University campuses? | Yes/No | Consider additional first aiders /equipment.  State locations: |
|  | Travelling staff/students | Yes/No | Consider travel first aid equipment provision |
|  | Off-site working under University control? | Yes/No | Considerations as for fieldwork |
|  | Other situations? | Yes/No | Give detail. |
| **Overall Assessment of First Aid Provision** | | | |
| No. of EFAW first aiders required: | |  |  |
| No. of FAW first aiders required: | |  |  |
| No. of first aid boxes - standard: | |  | Located: |
| Any additional equipment, antidotes: | |  | Located: |
| Travelling first aid kits required: | |  |  |

**\*University Guidance on numbers per section based on risk**

The number is dependent on the type of environment and the numbers at risk. The table below is based upon the guidance in Appendix 3 of the HSE Approved Code of Practice.

|  |  |  |  |
| --- | --- | --- | --- |
| **Hazard level** | **Numbers at risk** | **Suggested number of first aid personnel** | **Other factors to consider** |
| Lower hazard e.g. offices, libraries, classroom based teaching, conferences | <50 | 1 EFAW (or FAW). Very small sections should liaise with neighbours to share first aiders. | Hours of work   * Student/public presence * First aider absences * Distance of cover * Consider specific hazards such as work with cyanides and hydrofluoric acid * Off-site work – visits or fieldwork |
| >50 | 1 FAW for first 100, + EFAW for every 100 employed (or part thereof) |
| Higher hazard  e.g. laboratories, workshops, kitchens, farm | <50 | 1 FAW depending on nature of injuries |
| >50 | 1 FAW for every 50 employed |

**Key**: EFAW – Emergency First Aid trained (1-day course)

FAW – First Aid at Work trained (3-day course)