

First Aid Risk Assessment



Please forward the completed assessment to 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](#)

[HSE and first aid at work - First aid at work](#)