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First Aid Needs Analysis Checklist

Please fill in this document as accurately as you can. It'll give us a good idea of what to recommend regarding your duty under the First Aid at Work Regulations as to first aid provision for your employees.

1. Does your workplace have
 - a. Low-level hazards, e.g. the ones you'd find in shops and offices?
OR
 - b. Higher level hazards (e.g. chemicals / dangerous machinery or high-hazard working conditions e.g. confined spaces)?
2. How many employees are employed on site?
3. Are there any inexperienced workers on site (including work experience) or any employees with disabilities or health problems?
4. What injuries and illnesses have occurred in your workplace and where did they happen? *Continue on a separate sheet if necessary*
5. Do you have employees who travel a lot, work remotely or work alone?
6. Do any of your employees work shifts or out of hours?
7. Are the premises spread out e.g. are there several buildings on site or multi-floor buildings? *Continue on a separate sheet if necessary*
8. Is your workplace remote from any emergency medical services?
9. Do any of your employees work at sites occupied by other employers?



10. Do you have enough provision to cover for your first-aiders or appointed persons when they are absent?

11. Do members of the public visit your premises?

If you have any questions or queries regarding how to fill in this form, please don't hesitate to contact us. One of our team will be happy to assist you. The form is only used as a guide by us to advise you of your duty under the First Aid at Work Regulations (1981) as to what provision you need to have in place regarding first aid. It may mean that you only need to have an appointed person who arranges first aid provision (first aid kits, signage etc.), or it might mean that you have a number of trained staff that can deliver first aid to anyone who needs it, and have adequate cover to deal with staff absences or to provide cover across different shifts.

We look forward to receiving your form and continuing to work with you.

Richard Griffiths Hughes & Emma Griffiths Hughes
Cyfarwyddwyr / Directors