Suggested numbers of first-aid personnel to be available at all times people are at work

1. From your risk assessment, what degree of hazard is associated with your work activities?	2. How many employees do you have?	3. What first-aid personnel do you need?
Low hazard e.g offices, shops, libraries	Fewer than 25	At least **1 appointed person**
	25-50	At least **1 EFAW** trained first-aider
	More than 50	at least **1 FAW** trained first-aider for every 100 employed (or part thereof)
Higher hazard e.g light engineering and assembly work, food processing, warehousing, extensive work with dangerous machinery or sharp instruments, construction, chemical manufacture	Fewer than 5	At least **1 appointed person**
	5-50	At least **1 EFAW** or **FAW** trained first-aider, depending on the type of injuries that may occur
	More than 50	At least **1 FAW** trained first-aider for every 50 employed (or part thereof)

4. What injuries and illnesses have previously occurred in your workplace?

- Ensure any injuries or illness that may occur can be dealt with by the first-aiders you provide
- Where first-aiders are shown to be unnecessary, there is still a possibility of an accident or sudden illness, so you may wish to consider proving qualified first-aiders.

5. Have you taken account of the factors below that may affect your first-aid provision?

- Inexperienced workers or employees with disabilities or particular health problems.
- Employees who travel a lot, work remotely or work alone.
- Employees who work shifts or out-of-hours.
- Premises spread out across buildings/floors.
- Workplace remote from the emergency services.
- Employees working at sites occupied by other employees.
- Planned and unplanned absences of first-aider/appointed person.
- Members of the public who visit the workplace.