|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Date:** |  | | |  |  |  |  | |  | |  |  | |  | |  |  |
|  |  |  |  |  |  |  |  | |  | |  |  | |  | |  |  |
| **Assessors Name:** | |  | | **Reference Number:** | |  | | | | **Review:** | | |  | | | | |
|  |  |  |  |  |  |  |  | |  | |  |  | |  | |  |  |
| **Implemented By:** | |  | | **Signature:** | |  | | **Position:** | |  | | | **Date:** | |  | | |
|  |  |  |  |  |  |  |  | |  | |  |  | |  | |  |  |
| **Description of task and assessment** | | | **Office First Aid Needs Risk Assessment** | | | | | | | | | | | | | | |  |
|  |  |  |  |  |  |  |  | |  | |  |  | |  | |  |  |
| **Location Details** | | | **Persimmon Homes XX Head Office** | | | | | | | | | | | | | | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Identified Hazards** | **Who may be affected** | **Initial Risk** | **Control measures** | **Residual**  **Risk** | **Remarks** | |
| **Nature of Workforce** | Young, Elderly, Pre-existing medical conditions, Disabilities | M | * Specific risk assessment for younger employees – enhanced supervision and induction in place * Pre-existing medical issues are to be declared on the office individual inductions. * No disabled employees currently in employment – individual risk assessment conducted prior to work commencement. * Automatic External Defibrillators (AEDs) and first aid kits are positioned throughout office. | L | * Monthly Checks to be conducted of each first aid kit and the AED and recorded. * First aid incidents are to be reported to the local GHSEA by using the HSMS-FOR-007 | |
| **Shift work** | Lone Working | M | * All employees leave the building at 17:00 – Overtime rarely occurs | L | | * The “Zecure” App is available to staff if late working is required. |
| **Remoteness to the site from Emergency Medical Services** | Emergency service reaction time, Communication | M | * Nearest A&E department is XX miles away at the XX Hospital * Address is XX Tel XX (24 hour) | L | | * Any major first aid incidents should be reported to the main reception to coordinate the location to the emergency services. |
| **Annual leave and other Foreseeable Absences** | Lack of First aid cover | L | * Adequate first aid cover must be available at all times, including when a first aider is on annual leave, a training course, a lunch break, or other foreseeable absences. * Head office requires a minimum of 2 x First aid at Work qualified persons to ensure that cover is maintained – Ensure refresher training is conducted frequently. * The Office manager needs to plan for both planned and non-planned absences such as sick leave. | L | |  |
| **First Aid provision for non-employees** | First aid incidents involving Visitors, Delivery personnel and members of the public on Site | L | * Visitor’s brief is to be conducted. * Visitors to be escorted at all times. * Personnel working or providing services on Persimmon Home’s property are to provide RAMS and competence evidence for approval before work starts | L | |  |
| **Nature and Size of Organisation** | Inadequate provision of First Aid for higher hazard occupations | L | * HSE Document L74 “First aid at Work” gives the following guidance:   + Fewer than 5 Employees – 1 x Appointed person.   + 5-50 Employees – Minimum of 1 x EFAW/FAW trained first aider. * More than 50 – At least 1 FAW trained first aider for every 50 employed (or part thereof) \* | L | |  |

**Guidance Notes**

|  |  |  |
| --- | --- | --- |
| **LIKELIHOOD OF HARM** | | |
| **Highly likely** | **Possible** | **Unlikely** |
| **SEVERITY**  **OF**  **HARM** | **Fatal or major injury/ illness** | **High** | **High** | **Medium** |
| **Injury/ illness resulting in lost time** | **High** | **Medium** | **Low** |
| **Minor injury/ illness** | **Medium** | **Low** | **Low** |

|  |  |  |
| --- | --- | --- |
| **LOW** | **MEDIUM** | **HIGH** |
| **Continue with existing control measures and ensure all reasonably practicable measures to reduce the risk to as low as possible put in place. Monitor for changes. Implement any additional control measures required, within the timescales given in the**  **risk assessment.** | **May require additional reasonably practicable measures to reduce the risk to as low as possible. Must ensure regular ongoing monitoring of the task. Implement any additional control measures required, within the timescales given in the**  **risk assessment.** | **Requires attention to reduce the risk, implement reasonably practicable measures to reduce the risk as low as possible. Must ensure regular ongoing monitoring of the task. Implement any additional control measures required, within the timescales given in the**  **risk assessment.** |