



First Aid Needs Assessment

The Health and Safety (First Aid) Regulations 1981 provides that all employers have a duty to make provision for first aid in the workplace. This needs assessment considers the risks for the employees at Great Notley Parish Council to assist in the appropriate provision and arrangements for First Aid in accordance with the Parish Council's First Aid Policy.

The following factors have been considered –

- Great Notley Parish Council currently employs a total of 4 employees being the Clerk and four litter pickers.
- The clerk works in a low-risk office environment at home which has been fully risk assessed
- The litter pickers carry out litter picking tasks that have a low level of risk and they are provided with a risk assessment on an annual basis which is also updated if new risks are observed.
- The litter pickers do not deal with high level risks such as hazardous chemicals or heavy machinery.
- On occasion machinery such as a leaf blower may be used however this is on an extremely infrequent basis and by one particular employee only. A risk assessment of this item has been carried out.
- None of the employees have disabilities or special health requirements
- All of the litter picking team are experienced in the tasks required.
- The litter pickers are not based in one place as there is no office or depot but their tasks take them outside in the parish and they frequently work alone. All of the employees live within the Parish or within very near distance to the Parish.
- The nearest GP surgery is within the Parish and the nearest A&E department is 6 miles away at Broomfield Hospital.
- The following accidents have been logged in the accident book –
 - 2012 – one incident (trip)
 - 2016 – one incident (insect bite)
 - 2017 – two incidents (one trip, one pulled muscle)
 - 2024 – one incident (bitten by a dog, assessed by A&E and discharged)

On the basis of the factors identified above it is considered that the working environment is a low risk however the following arrangements are in place–

1. Each of the litter pickers has been advised that it is vital to always carry a mobile phone in order to summon help if an accident occurs whilst they are alone and this forms part of their risk assessments.

2. Each of the litter pickers has been provided with a personal first aid kit and has been advised to carry the kit with them at all times during their working hours and this is a requirement within the risk assessment
3. The Senior Litter has undertaken a First Aid course in October 2022 and the qualification is valid for a three-year period. He is thus the appointed first aider. He is booked to undertake refresher training in October 2025.
4. The litter team has been advised of the fact that the Senior Litter Picker has undertaken a relevant First Aid course so as to be the appointed first aider.
5. Due to the fact that the workers work in a low-risk environment it is not currently considered necessary to have any other employees trained for the purposes of First Aid.

This needs assessment was first approved at the Parish Council meeting held on 6th December 2021.

Reviewed and updated 16th June 2025

Next review May 2026