

First-Aid Needs Assessment

Primrose Weddings & Events Ltd | trading as Funky Fridays / Harrogate Food & Drink Co / Trufflehunters / Tasty Birds

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Owner	Operations Director
Linked Policy	RA-008 First Aid Policy

1. Purpose

This needs assessment determines the first-aid provision required across our operations to comply with the **Health & Safety (First-Aid) Regulations 1981** and HSE guidance **INDG214 — First aid at work: your questions answered**. It identifies the hazards, the people at risk, and the resulting requirement for first-aiders, equipment and procedures across our typical deployments.

2. Settings Assessed

- Prep kitchens at base (low-medium risk environment)
- Outdoor festival pitches — crew catering, public service, hospitality (medium risk)
- Hot cooking stations — BBQ, rotisserie, hog roast, big pan, fryers (higher risk)
- Bar / FOH service points (low risk)
- Build & break in back-of-house compounds (medium risk — manual handling, vehicles)
- Film & TV location catering — remote sites, often dispersed, sometimes weather-exposed (medium risk)

3. Hazard Profile

Hazard	Setting	Likely first-aid need
Burns & scalds	Kitchen, hot cooking, hot drinks bar	Cool running water 20 min, cling film, dressings; transfer to Medical for >5% BSA or any face/airway/hand burn
Cuts & lacerations	Kitchen prep, glass at bars, build/break	Pressure, dressings, steristrips; A&E for any cut with arterial bleed or that won't close
Slips, trips & falls	All settings — wet kitchen floors, festival mud, cabling	Assessment for sprain / fracture; rest, ice, elevation; suspected fracture → Medical
Anaphylaxis / allergic reaction	FOH, bar, service points	Casualty's own EpiPen if available; call 999; clear airway; recovery position; see IMP-001 §5.5
Heat exhaustion / heatstroke	Outdoor cooking in summer events	Cool down, hydration, shade; 999 if disoriented
Cold / hypothermia	Outdoor winter events, long late-night service	Warm, dry layers, warm drinks; Medical if confused / shivering uncontrollably
Choking	Staff meals, customer-facing service	Encourage cough, back blows, abdominal thrusts; 999 if unresolved
Cardiac arrest	Anywhere — including older staff and member-of-public exposure	CPR + nearest AED; 999 immediately; see IMP-001 §5.4
Manual-handling injury	Build/break, heavy lift	Rest; assessment for spinal involvement; 999 if any neurological symptoms
Vehicle / pedestrian incident	Back-of-house compound	Do not move casualty unless in further danger; 999; see IMP-001 §5.12
Chemical splash / eye injury	Cleaning chemicals (COSHH)	Eyewash 15 min; transfer to Medical

4. Workforce Profile (typical deployment)

Deployment scale	Staff on site	Service points	Hours / day
Small event (wedding, corporate)	4-12	1	10-14
Mid event (judges & stewards, members' enclosure)	15-30	1-2	14-18
Large event (festival crew catering)	30-60	2-4	16-20, 7-day cycle
Major event (multi-track, multi-day)	60-120	3-6 simultaneous	20+, multi-week build-live-break

Members of the public visit our service points as customers at most public-facing events; while they are not our employees, our first-aid provision is sized so that a member of the public who is taken ill at one of our counters receives at least immediate care before being handed to Event Medical.

5. First-Aider Requirement

HSE recommendations for low-risk environments are 1 first-aider per 25 staff. We operate in a mixed-risk environment (hot cooking + outdoor + lone-working segments), so we increase that ratio:

Deployment scale	Minimum first-aider provision
Small event	1 EFAW (Emergency First Aid at Work, 1-day course) on shift
Mid event	1 EFAW per service point, 1 FAW (First Aid at Work, 3-day) supervisor
Large event	1 FAW per shift + 1 EFAW per service point
Major event	1 FAW per service point + 1 FAW supervisor on each shift; mental-health first-aider where staff > 50

On every festival deployment, the host event provides its own Medical service. Our first-aiders are the bridge between immediate care and Event Medical — they stabilise, summon help via Event Control, and stay with the casualty until handover.

6. Equipment

- **Per service point:** 1 BS 8599-1 medium catering first-aid kit (workplace-pattern), check monthly during base ops and pre-event for deployments
- **Per compound:** 1 BS 8599-1 large kit; eyewash station (sterile saline pods, in date); foil blankets; nitrile gloves; pocket CPR mask
- **Hot-cooking station addition:** hydrogel burn dressings, cling film, water bottles dedicated to cooling burns
- **Site vehicles:** 1 BS 8599-2 motor-vehicle kit per vehicle
- **AED (defibrillator):** we do not own an AED; Site Manager logs the location of the nearest event-provided AED at induction at every deployment
- **Accident Book (BI 510):** carried in the Operations Pack on every deployment

7. Calling for Help

Situation	First call
Minor injury, casualty fit to continue	On-stand first aider; record in Accident Book
Significant injury, need site-Medical involvement	Event Medical via Event Control radio + phone
Major / life-threatening	999 (or Event Medical first if site rules require — confirm at induction); see IMP-001 §5.4
Suspected allergic reaction / anaphylaxis	999 + Event Medical immediately; see IMP-001 §5.5
Mental-health crisis	Event Welfare / Samaritans where on site; Director notified

8. Lone Workers

Where a staff member is required to work alone (early kitchen prep, late-night closedown, delivery driving), see **RA-001 Lone Working**. Lone workers must have a means of summoning help (mobile in signal, or radio on a monitored channel) and a check-in cadence with the Site Manager.

9. Mental Health

The HSE expects employers to consider mental health alongside physical first-aid needs. On deployments of more than 50 staff, we provide at least one Mental Health First Aider trained to MHFA England standard, or designate an equivalent named lead. Concerns are routed through the DSL where they involve safeguarding (see POL-007).

10. Training & Currency

Qualification	Refresh interval	Held by
First Aid at Work (FAW, 3-day)	Every 3 years + annual refresher recommended	Site Managers, Head Chefs
Emergency First Aid at Work (EFAW, 1-day)	Every 3 years	Stand leads, senior service staff
Paediatric First Aid (where children present at event)	Every 3 years	Where event scope requires
Mental Health First Aider	Every 3 years	Where deployment > 50 staff

11. Review

This needs assessment is reviewed annually, after any reportable incident, and on any material change to operations (new service type, materially larger deployments, change in legislation or guidance).