

## Appendix 1 First Aid at work Risk Assessment – BBC Studioworks

Item	Assessment criteria			Required controls	Provision in place	Additional controls
What degree of hazard is associated with the employment at BBC Studioworks?	Low	Medium	High			
	Offices Shops Libraries	Restaurants Factories	Engineering Construction Chemical manufacture			
Number of employees?	0-50	0-100	Over 100	At least one first aider qualified in first aid at work for every 100 employed.	Adequate first aid provision in place.	Training records and location of first aiders need to be reviewed
What injuries and illness have there been previously at Studioworks?	Minor	Major	Severe	All potential injuries need to be able to be dealt with on site	First aiders trained in Emergency First Aid at Work	Refresher training to be in place and monitored
Are there inexperienced workers on site, or employees with disabilities or particular health problems?	Yes		No	Consider additional training, equipment and positioning of specific first aid equipment	Defibulator training has been implemented	Training records need to be investigated.
Do employees travel frequently and/or are based at outside events?	Yes	No				
Do any employees work out of office hours?	Yes		No	First aid to be available when building is occupied.	Security are on site 24/7	
Do you have sufficient provision to cover absences of first aiders or appointed persons?	Yes		No	Cover for annual leave and other planned absences. Selection of permanent staff for the position of first aiders.	Adequate first aid provision in place.	Ensure annual leave and absences are communicated to line manager

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Do members of the public visit the premises?	Yes	No	No legal duty to provide first aid for non-employees.	Studioworks would include visitors in their first aid provision	