



## Society First Aid Requirement Risk Assessment

This needs assessment has been carried out to support and determine First Aider requirements across the Society's Trading Groups.

This must be used to determine First Aider requirements at the site dependent on group and the activities that are carried out along with First Aid requirements. Please note that there may be occasions when greater provisions for First Aiders/First Aid requirements are needed dependent upon size of location/activities carried out. In these circumstances this maybe advised directly from the Health and Safety Team. If you have any questions please contact the Health and Safety Team on [Health&Safetyteam@midcounties.coop](mailto:Health&Safetyteam@midcounties.coop)

Please note that all First Aider Training requests can be made through the relevant Trading Groups Learning and Development Team.

### Retail

Type of Branch	Specific Hazards	Risk Level	First Aider Requirement	Minimum First Aid Equipment Required <sup>1</sup>
Food Store Stand-alone Post Offices Travel branches • Standard retail environment • Potentially fewer than 25 Colleagues on site.	<ul style="list-style-type: none"><li>• No Knives/ Machinery AND</li><li>• 3 or less accidents requiring treatment in previous year</li><li>• 1 or less RIDDOR events in previous year</li></ul>	Low	At least 1 x Appointed Person present onsite at all times	<ul style="list-style-type: none"><li>• First Aid Kit 1-10 person x 2 (Customer Service Desk and Colleague Room)</li><li>• ISB Sites: Food Handlers / Catering Kit 1-10 person x 1 in ISB etc. Burn Gel and a timer</li></ul>
Food Store • Standard retail environment • Potentially more than 25 Colleagues on site	<ul style="list-style-type: none"><li>• Knives/Machinery OR</li><li>• 4 or more accidents requiring treatment in previous year</li></ul> <p>OR</p> <ul style="list-style-type: none"><li>• 2 or more RIDDOR in previous year</li></ul>	Medium	<p>At least 1 x trained Emergency First Aider at Work onsite at all times.</p> <p>A number of Appointed Persons to support</p>	<ul style="list-style-type: none"><li>• First Aid Kit 1-10 person x 2 (Customer Service Desk and Colleague Room)</li><li>• Food Handlers / Catering Kit 1-10 person x 1 in ISB etc. Burn Gel and a timer</li></ul>
Petrol Filling Station • Standard retail environment • Fewer than 25 Colleagues/Customers onsite	<ul style="list-style-type: none"><li>• Workplace Transport</li><li>• COSHH</li></ul>	Medium	<p>At least 1 x trained Emergency First Aider at Work onsite at all times</p> <p>A number of Appointed Persons to support</p>	<ul style="list-style-type: none"><li>• First Aid Kit 1-10 person x 2 (Customer Service Desk and Colleague Room)</li><li>• Eye Wash Station x 1</li><li>• Food Handlers / Catering Kit 1-10 person x 1 in ISB etc.</li></ul>

<sup>1</sup> All First Aid equipment must comply with British Standard First Aid Box BS 8599-1  
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### Support Offices

Type of Branch	Hazard	Risk Level	First Aider Requirement	Minimum First Aid Equipment Required
Office environment	<ul style="list-style-type: none"> <li>Up to 50 Colleagues based onsite (Average per day)</li> <li>1 or less accidents in previous year AND</li> <li>No RIDDOR in previous year</li> </ul>	Low	At least 1 x Appointed Person present onsite at all times	<ul style="list-style-type: none"> <li>First Aid Kit 1-10 person x 2 (Reception and Colleague Room)</li> </ul>
Office environment <ul style="list-style-type: none"> <li>Up to 50 Colleagues based onsite (Average per day)</li> </ul>	<ul style="list-style-type: none"> <li>More than 50 colleagues based on site ( Average per day) OR</li> <li>2 or more accidents in previous year OR</li> <li>RIDDOR in previous year</li> </ul>	Medium	At least 1 x trained Emergency First Aider at Work onsite at all times	<ul style="list-style-type: none"> <li>First Aid Kit 1-10 person x 2 (Reception and Colleague Room) and First Aid Room x 1 if applicable</li> </ul>

### Childcare

Type of Branch	Hazard	Risk Level	First Aider Requirement	Minimum First Aid Equipment Required
<ul style="list-style-type: none"> <li>Nursery</li> </ul>	<ul style="list-style-type: none"> <li>Nursery Environment</li> <li>Indoor and Outdoor activities</li> </ul>	Medium	All Practitioners are required to be Level 3 Paediatric First Aiders	<ul style="list-style-type: none"> <li>Paediatric First Aid Kit 11-20 person x 2 (Reception and Colleague Room)</li> <li>Paediatric First Aid Room x 1 per floor</li> <li>Food Handlers / Catering Kit 1-10 person x 1 in Kitchen</li> </ul>

### Review Process

Date of Review	Reviewer	Outcome of Review	Summary	Next Date for Review
16/10/24	M Tattersall	Accident statistics suggest that some convenience stores are reporting higher levels of accidents than larger food markets. Additional consideration required to capture the restricted working space of smaller stores – added previous year's accident history and RIDDOR as metrics to consider.	Change to current Risk Assessment.	10/2025
20/10/2025	M Tattersall	No updates	N/A	10/2026

