



3.16 FIRST AID

Guidance and Procedures

The Health and Safety (First Aid) Regulations 1981 require employers to provide adequate and appropriate equipment, facilities and personnel to enable first aid to be given to employees if they are injured or become ill at work. The Regulations require that sufficient first-aid equipment, facilities and personnel should be available:

- (a) to give immediate assistance to casualties with both common injuries or illness and those likely to arise from specific hazards at work;
- (b) to summon an ambulance or other professional help.

What is adequate and appropriate will depend on the circumstances in the workplace and based on an assessment of need.

Health and Safety Executive (HSE) guidance on points to be considered is published in *The Health and Safety (First-Aid) Regulations 1981 Approved Code of Practice and guidance L74 (Second edition, published 2009)* downloadable free of charge from:

<http://www.hse.gov.uk/pubns/priced/l74.pdf>

Provision should be made for non-employees and the public whom we would wish to treat in an emergency as we would our colleagues.

Definitions

First Aider: a person who holds a current First Aid at Work Certificate issued by an organisation approved by the Health and Safety Executive (HSE).

Emergency First Aider: is someone who has undergone an approved Emergency First Aid at Work training course and who holds a current Emergency First Aid at Work Certificate.

Appointed Person: is a person trained to take charge when someone is injured or falls ill, including calling for further assistance if required.

Corporate Groups will ensure arrangements for first aid provision are in place in all areas of operation for which they are responsible.

These arrangements must include:

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- The development of a first aid needs assessment [see first aid needs assessment pro forma below](#);
 - The appointment of an adequate number of First Aiders /Emergency First Aiders /Appointed Persons to render first aid to employees if they are injured or become ill at work. The selection of First Aiders /Emergency First Aiders /Appointed Persons will need to ensure that, so far as is reasonably practicable, one of them is on site at all times people are at work;
 - Where an assessment of first-aid needs identifies that a first-aider is not necessary, the minimum requirement is to appoint a person to take charge of the first-aid arrangements, including looking after the equipment and facilities, and calling the emergency services when required. Arrangements should be made for an Appointed Person to be available to undertake these duties at all times when people are at work.

When assessing first aid needs consideration must be given to employees working away from their work base, such as:

- lone workers;
 - road gangs;
 - refuse collectors;
 - home visitors;
 - employees working from their own home;
 - educational visits;
 - events attended by guests or the public.
- Informing employees of the first aid provision made for them. Putting up notices telling staff who and where the first aiders and appointed persons are and where the first aid box is will usually be sufficient. Special arrangements are needed for persons with reading or language difficulties.
 - Systems to provide training for First Aiders, Emergency First Aiders and Appointed Persons, monitor their qualifications are current and ensure they undergo retraining within the required period.
 - Any first aid room provided must be easily accessible to stretchers and to any other equipment needed to convey patients to and from the room and be sign-posted.

First Aid Kits

There is no standard list of contents of the first aid box – it depends upon assessment of needs. However, as a guide, and where there is no special risk in the workplace HSE recommend a minimum stock of first aid items would be:

- A leaflet giving general guidance on first aid such as the HSE leaflet *Basic advice on First aid at work*: <http://www.hse.gov.uk/pubns/indg347.pdf>;
- 20 individually wrapped sterile adhesive dressings (assorted sizes) appropriate to the type of work (hypoallergenic plasters can be provided, if necessary);
- two sterile eye pads;
- four individually wrapped triangular bandages (preferably sterile);
- six safety pins;
- six medium-sized individually wrapped sterile unmedicated wound dressings;
- two large sterile individually wrapped unmedicated wound dressings;
- powder free disposable gloves (preferably nitrile).

Tablets or medicines should not be kept in the first aid box.

A person should be appointed to periodically monitor and restock the first aid equipment, including replacing items that have exceeded their shelf life.

Changes after 1 October 2009

First Aid Training

From 1 October 2009 HSE introduced new arrangements to the first aid training regime:

The First Aid at Work (FAW) training was reduced from a 4 day to 3 day course. On successful completion of an FAW course, candidates are issued with a certificate, which is valid for three years. At the end of the three-year period they will need to undertake an FAW requalification course (2 days).

Refresher Training

HSE strongly recommends that first-aiders undertake annual refresher training within any three-year certification period of FAW or EFAW. This will help qualified first-aiders maintain their basic skills and keep up to date with any changes to first-aid procedures. The training should last half a day.

Emergency First Aid at Work (EFAW)

EFAW training (a one-day course) was introduced. Certificates are valid for 3 years.

Assessing the Number of First Aiders and Appointed Persons

The table below illustrates the minimum number of 'first-aiders' or 'appointed persons' in a workplace before any other factors identified in the 'Assessment of needs' has been considered.

Category based on degree of Hazard associated with work activities	Number of Employees	Suggested Number of First Aid Personnel Required
Low Hazard Offices; Libraries; Community halls; Museums.	Fewer than 25	At Least 1 Appointed Person
	25 to 50	At Least 1 Person trained in Emergency First Aid at Work (EFAW)
	More than 50	At Least 1 person trained in First aid at Work (FAW) for every 100 or part thereof
Higher Hazard Construction sites; Middlefields Depot; Leisure Centres; Care homes.	Fewer than 5	At Least 1 Appointed Person
	5 to 50	At Least 1 Person trained in Emergency First Aid at Work (EFAW)
	More than 50	At Least 1 person trained in First aid at Work (FAW) for every 50 or part thereof

Guidance for the Size and Number of First Aid Kits

Category of Hazard	Number of Employees	Number & Size of Kit
Low Hazard Offices; Libraries; Community halls; Museums.	Less Than 25	1 Small Kit
	Between 25 and 50	1 Medium Kit
	Less than 50	1 Large Kit per 100 employees
Higher Hazard Construction sites; Middlefields Depot; Leisure Centres; Care homes.	Less than 5	1 Small Kit
	Between 5 and 25	1 Medium Kit
	Less Than	1 Large Kit per 25 employees

First Aid Needs Assessment

Service Area:		Location:	
Manager Responsible:		Date Completed:	
Factor to consider	Guidance for First Aid Provision	Recommendations	
Hazards (use the findings of your general risk assessment and take account of any parts of your workplace that have different work activities/hazards which may require different levels of first-aid provision)			
Does your workplace have low-level hazards such as those that might be found in offices and shops?	The minimum provision is: – an appointed person to take charge of first-aid arrangements; – a suitably stocked first-aid box.		
Does your workplace have higher-level hazards such as chemicals or dangerous machinery?	You should consider: – providing first-aiders; – providing additional training for first-aiders to deal with injuries resulting from special hazards; – providing a suitably stocked first-aid box; – providing additional first-aid equipment; – precise location of first-aid equipment; – providing a first-aid room; – informing the emergency services of specific hazards etc in advance.		
Do your work activities involve special hazards such as hydrofluoric acid or confined spaces?	You should consider: – providing first-aiders; – additional training for first-aiders to deal with injuries resulting from special hazards; – additional first-aid equipment; – precise location of first-aid equipment; – providing a first-aid room; – informing the emergency services of specific hazards etc in advance.		
Employees			
How many people are employed on site?	Where there are small numbers of employees, the minimum provision is: – an appointed person to take charge of first-aid arrangements; – a suitably stocked first-aid box. Where there are large numbers of employees, ie more than 25, even in low-hazard environments, you should consider providing: – first-aiders; – additional first-aid equipment; – a first-aid room.		
Are there inexperienced workers on site, or employees with disabilities or particular health problems?	You should consider: – additional training for first-aiders; – additional first-aid equipment; – local siting of first-aid equipment.		

	Your first-aid provision should cover any work experience trainees.	
Accident and ill-health record		
What is your record of accidents and ill health? What injuries and illness have occurred and where did they happen?	Ensure your first-aid provision will cater for the type of injuries and illness that have occurred in your workplace. Monitor accidents and ill health and review your first-aid provision as appropriate.	
Working arrangements		
Do you have employees who travel a lot, work remotely or work alone?	You should consider: – issuing personal first-aid kits; – issuing personal communicators/mobile phones to employees.	
Do any of your employees work shifts or out-of-hours?	You should ensure there is adequate first-aid provision at all times people are at work.	
Are the premises spread out, eg are there several buildings on the site or multi-floor buildings?	You should consider the need for provision in each building or on each floor.	
Is your workplace remote from emergency medical services?	You should: – inform the emergency services of your location; – consider special arrangements with the emergency services; – consider emergency transport requirements.	
Do any of your employees work at sites occupied by other employers?	You should make arrangements with other site occupiers to ensure adequate provision of first aid. A written agreement between employers is strongly recommended.	
Do you have sufficient provision to cover absences of first-aiders or appointed persons?	You should consider: – what cover is needed for annual leave and other planned absences; – what cover is needed for unplanned and exceptional absences.	
Non-employees		
Do members of the public or non-employees visit your premises?	Under the Health and Safety (First-Aid) Regulations 1981, you have no legal duty to provide first aid for non-employees but HSE strongly recommends that you include them in your first-aid provision.	
First Aid requirements based on the above assessment of needs.		
Requirement	Numbers	Location
First Aider		
Appointed Person		
First Aid Kits		
First Aid Room		
Assessment Completed By:	Signature:	Date: