



22.0 First Aid



The company shall ensure that suitable and sufficient first aid arrangements are in place at each office. First-aid provision shall be available at all times when people are at work.

22.1 Risk Assessments

The safety Advisor shall carry out a risk assessment for first aid requirements based on the size and nature of the workplace, the type of work being undertaken, (at the office or on site), the numbers of employees and the proximity of external emergency services. It is also important to be aware that accidents can happen at any time.

The HQ office should only need to make the minimum first aid provision however there are a number of factors that should be considered when carrying out a risk assessment which might require the provision of additional resources;

- The risks of injury and ill health identified in the risk assessment.
- Any specific risks, e.g. hazardous substances, dangerous tools, etc.
- Any parts of the establishment where different levels of risk can be identified.
- The record of accidents and cases of ill health at the office.
- The number of people employed.
- Any inexperienced workers, or people with disabilities or health problems.
- If the premises are spread out, e.g. several buildings or multi-floor buildings.
- Any out-of-hours working.
- Workplaces that are remote from any emergency medical services.
- Any employees that travel a lot or work alone.
- Any employees that work at sites occupied by other employers.



- Work experience trainees or young and inexperienced workers.
- Members of the public visiting the premises.

Managers shall assess the risks to employees working on remote or unoccupied sites and provide additional training and equipment if required, e.g. travelling first aid kits.

22.2 First Aid Arrangements

Appropriate equipment, facilities and personnel shall be provided to enable first aid to be given to people if they are injured or become ill at work. The minimum first aid provision at any office is a suitably stocked first aid box and an appointed person.

For small, low risk, workplaces it may be acceptable to have one appointed person available whenever persons are at work however, in practice, more than one person should be appointed to provide cover for illness, holidays, etc.

Employees are informed of the location of first aid equipment and the names of first aiders. This information is displayed on safety signs, posted at prominent positions in the office, where all persons at work can see them.

22.3 First Aid Personnel

The guidance below gives suggested numbers of first aid personnel;

Suggested numbers of first-aid personnel to be available at all times people are at work		
1 From your risk assessment, what degree of hazard is associated with your work activities?	2 How many employees do you have?	3 What first-aid personnel do you need?
Low hazard eg offices, shops, libraries	Less than 25	At least one appointed person
	25-50	At least one first-aider trained in EFAW
	More than 50	At least one first-aider trained in FAW for every 100 employed (or part thereof)
Higher hazard eg light engineering and assembly work, food processing, warehousing, extensive work with dangerous machinery or sharp instruments, construction, chemical manufacture	Less than 5	At least one appointed person
	5-50	At least one first-aider trained in EFAW or FAW depending on the type of injuries that might occur
	More than 50	At least one first-aider trained in FAW for every 50 employed (or part thereof)

22.4 First Aid (FAW)

A first aider is someone who has undertaken a first aid at work course and holds a current first aid at work certificate. First aiders can also undertake the duties of an appointed person.



22.5 Emergency First Aider (EFAW)

An emergency first aider is someone who has undertaken an emergency first aid at work course and holds a current emergency first aid at work certificate. Emergency first aiders can also undertake the duties of an appointed person.

22.6 Appointed Person

An appointed person is responsible for:

Taking charge when someone is injured or falls ill and calling an ambulance if required.
Looking after the first aid equipment and ensuring it is restocked if necessary.
Appointed persons must not attempt to give any first aid if they have not been trained.

22.7 First Aid Box



A sufficient number of first aid kits shall be provided at suitable locations at each office. Larger offices should have a number of medium first aid kits on different floors rather than one large kit. The location of each first aid kit is indicated by a safety sign (comprising of a white cross on a green background).

The appointed person shall check the first aid equipment each month to ensure that it does not become depleted and that the first aid kits are replenished as necessary, e.g. if items have been opened or used or the expiry date has been reached.

The suggested contents of the first aid kit are shown on the following page:



Contents	Small < 25	Medium 25 - 100	Large > 100
First Aid Guidance Leaflet	1	1	1
Contents List	1	1	1
Medium Dressing (12cm x 12cm) (sterile)	4	6	8
Large Dressing (18cm x 18cm) (sterile)	1	2	2
Triangular Bandage (single use) (90cm x 127cm)	2	3	4
Safety Pins (assorted) (minimum length 2.5cm)	6	12	24
Wash Proof Assorted Plasters	40	60	100
Eye Wash (250ml) (only required for travelling first aid kits)	0	0	0
Eye Pad Dressing with Bandage (sterile)	2	3	4
Biohazard Body Fluid Clean Up Disposal Kit (optional)	1	1	1
Moist Cleaning Wipes	20	30	40
Microporous Tape (2.5cm x 5m or 3m for Travel Kit)	1	1	1
Nitrile Gloves (pairs)	6	9	12
Finger Dressing with Adhesive Fixing (3.5cm)	2	3	4
Mouth to Mouth Resuscitation Device with Valve	1	1	2
Foil Blanket (130cm x 210cm) (only required for travelling first aid kits)	0	0	0
Burn Relief Dressing (10cm x 10cm)	1	2	2
Universal Shears (suitable for cutting clothing)	1	1	1
Conforming Bandage (7.5cm x 4m)	1	2	2

Tablets or other medication **shall not** be kept in the first aid box.

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