

## FIRST AID IN THE WORKPLACE

Employers have a legal duty to make arrangements to ensure their employees receive immediate attention if they are injured or taken ill at work. First aid can save lives and prevent minor injuries becoming major ones. The Health and Safety (First Aid) Regulations 1981 ACOP 3 (4) state that...

"An employer shall provide, or ensure that there are provided, such equipment and facilities as are adequate and appropriate in the circumstances for enabling first-aid to be rendered to his employees if they are injured or become ill at work."

### BRITISH STANDARD (BS) COMPLIANT FIRST AID KITS

BS 8599 1:2011 is the standard that sets the minimum level that workplace first aid kits should conform to.

The standard gives recommendations on the amount and size of the first aid kits necessary for the different workplace environments based on the category of risk and number of employees in the workplace. Should the risk or number of employees deem it necessary the minimum contents can be supplemented by additional items appropriate to the hazards identified.

The table below provides guidance for employers but does not replace the requirement for a risk assessment to be carried out.

Level of Hazard & No of Employees	First Aid kit recommended
Low Hazard Less than 25	1 Small Kit
Low Hazard 25 to 100	1 Medium Kit
Low Harard More than 100	1 Large Kit per 100 employees
High Hazard Less than 5	1 Small Kit
High Hazard 5 to 25	1 Medium Kit
High Hazard More than 25	1 Large Kit per 25 employees



## HEALTH AND SAFETY EXECUTIVE (HSE)

The HSE do not give a strict list of products that should go into a first aid kit but instead suggests that the kit needs to be 'adequate and appropriate in the circumstances'. This is done by performing an assessment of needs on each area of the workplace. There is no requirement to keep written records of this but the HSE strongly recommend doing so as this will enable the employer to give explanation for their decisions if needed.

### IMPORTANT THINGS TO CONSIDER IN YOUR ASSESSMENT OF NEEDS.

#### 1. The nature of your work

The first thing to consider is the kind of work that is undertaken in your workplace and the hazards this might cause. Bear in mind that different areas of your business will carry different risks. For example a different assessment of needs will need to be done for an office compared to the shop floor of a factory.

#### 2. Size of the organisation

Generally, the larger the workforce the greater the need your organisation will have for First Aid provisions.

#### 3. Type of workforce

Consideration needs to be taken for the types of employees you have including pregnant workers, young workers and those with disabilities.

#### 4. Distribution of workforce

An organisation whose employees are spread out over a vast area will require more first aid kits than one whose workers are all in the same building.

Employers must regularly review first aid kit contents to ensure provisions are in place and used by dates have not expired.

Source: First aid at work, The Health and Safety (First-Aid) Regulations 1981, Guidance on Regulations, L74 (Third edition) Published 2013

[www.hse.gov.uk/pubns/priced/l74.pdf#](http://www.hse.gov.uk/pubns/priced/l74.pdf#)

Level of Risk & No of Employees	Number of First Aiders
Low Risk - Less than 50	At least 1 appointed person
Low Risk - 60 to 100	At least 1 First Aider
Low Risk - More than 100	1 First Aider per 100 employees
Medium Risk - Less than 20	At least 1 appointed person
Medium Risk - 20 to 100	1 First Aider per 50 employees
Medium Risk - More than 100	1 First Aider per 100 employees
High Risk - Less than 5	At least 1 appointed person
High Risk - 5 to 50	At least 1 First Aider
High Risk - More than 50	1 First Aider per 50 employees
High Risk - Where hazards require additional skills	1 First Aider trained in the specific emergency section



## DEFIBRILLATORS

With effect from 31st December 2016, the revised guidelines from the Resuscitation Council UK will require all first aiders to receive instruction on the use of an automated external defibrillator (AED).

You will not need to buy a defibrillator unless the risk needs assessment at your workplace has identified one as a requirement.

Existing first aiders with a valid certificate will be trained when their refresher course falls due.

New first aiders, or those with recertification due soon, should consider using a trainer that includes this skill in their course portfolio.

An e-learning course is available and entirely FREE. Completed online, the course has been specially designed for simplicity and uses four bite-size units to guide you through. Please contact us for details.

For further guidance please visit  
<https://www.resus.org.uk/publications/a-guide-to-aeds>



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## FIRST AID SIGNS

These signs are required to inform your employees of the first aid provision. You should clearly identify who first aiders are, the location of first aid boxes, first aid room or station and equipment such as eye wash stations or emergency showers.



**View our range of Signs**

**First aid**

## FIRST AID ROOM

The Health & Safety Commission Approved Code of Practice L74 March 1997 states:

“Employers should provide a suitable first aid room or rooms where the assessment of first aid needs identifies this as necessary. The first aid room(s) should contain essential first aid facilities and equipment, be easily accessible to stretchers and be clearly signposted and identified. If possible, the room(s) should be reserved exclusively for giving first aid.”

A first aid room will usually be necessary where there are higher hazards such as in chemical industries or on large construction sites, and in larger premises at a distance from medical services. A designated person should be given responsibility for supervising it. The room(s) should be clearly signposted and identified by white lettering or symbols on a green background.



**First Aid Room Equip here**

## FIRST AID TRAINING

To help you comply with regulations we offer a full programme of HSE approved courses suitable for all organisations regardless of size and number of employees.

For further information or to book your course please contact us



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