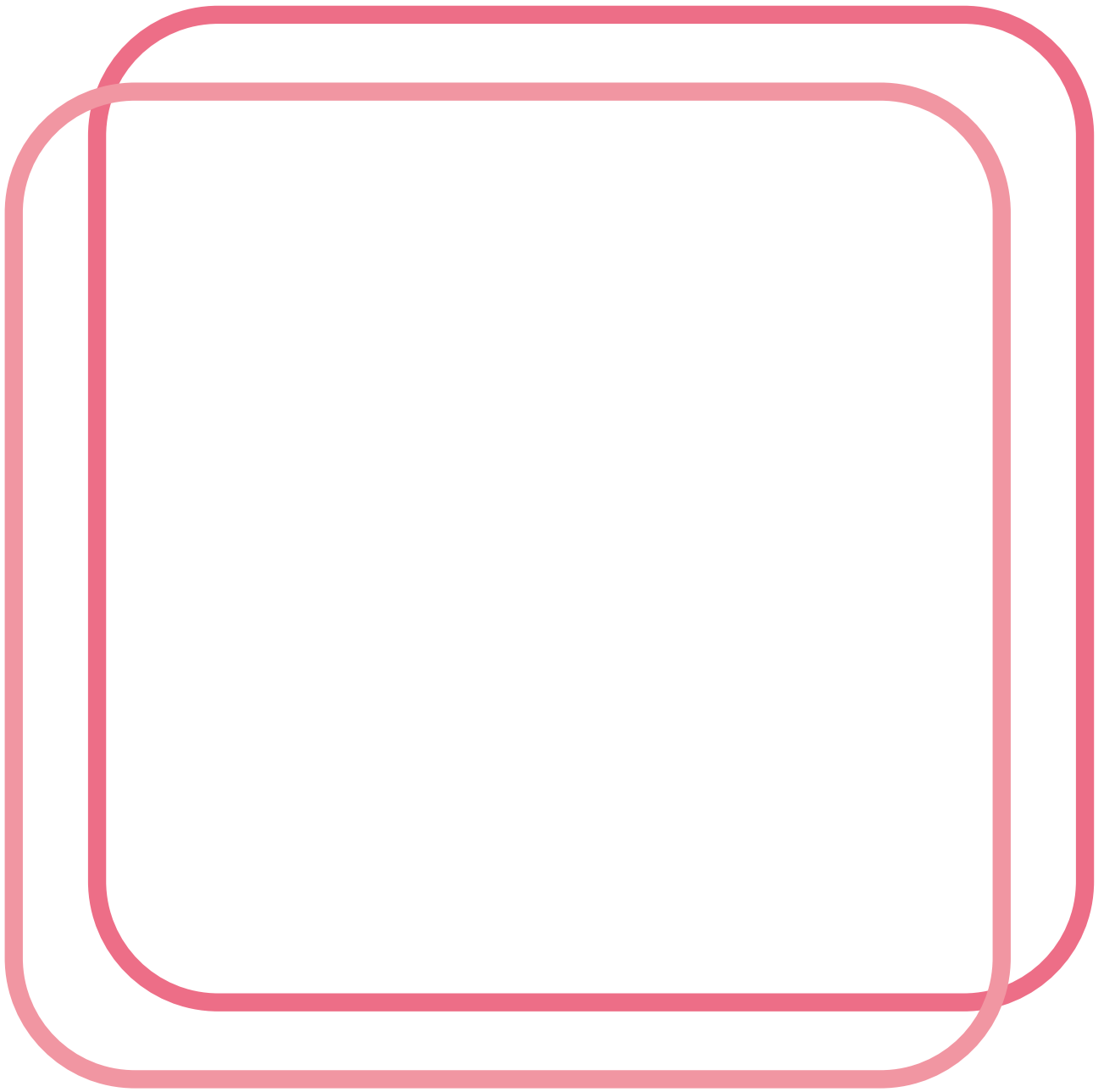


# First Aid



# First Aid at Work



Safer Business - Better Health

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## Introduction

|   |   |   |
|---|---|---|
| <p><b>What is first aid at work</b></p> | <p>People at work can suffer injuries or fall ill. It doesn't matter whether the injury or the illness is caused by the work they do or not, what is important is that they receive immediate attention and that an</p>   | <p>ambulance is called in serious cases. First aid at work covers the arrangements you must make to ensure this happens. It can save lives and prevent minor injuries becoming major ones.</p>  |
| <p><b>What do I need to do?</b></p>     | <p>The Health and Safety (First-Aid) Regulations require you to provide adequate and appropriate equipment, facilities and personnel to enable first aid to be given to your employees if they are injured or become ill at work.</p> <p>What is adequate and appropriate will depend on the circumstances in your particular workplace and you should assess what your first aid needs are (see check sheet at the end of this section to help you).</p> | <p>The minimum first-aid provision on any work site is:</p> <ul style="list-style-type: none"><li>• a suitably stocked first aid kit</li><li>• an appointed person to take charge of first-aid arrangements.</li></ul> <p>It is also important to remember that accidents can happen at any time. First-aid provision needs to be available at all times people are at work, so remember to cover shift work, holidays etc.</p> |
|   |   |   |

## What should I put in the first-aid box?

There is no standard list of items to put in a first-aid box. It depends on what you assess your business needs to be. However, as a guide, and where there is no special risk in the workplace, a minimum stock of first items would be:

- a leaflet giving general guidance on first aid e.g. HSE's leaflet Basic advice on first aid at work
- 20 individually wrapped sterile adhesive dressings (assorted sizes)
- two sterile eye pads
- four individually wrapped triangular bandages (preferable sterile)

- six safety pins
- six medium sized (approximately 12cm x12cm) individually wrapped sterile unmedicated wound dressings
- two large (approximately 18cm x 18cm) sterile individually wrapped unmedicated wound dressings
- one pair of disposable gloves

You should not keep tablets or medicines in the first-aid box, or provide them if asked.

**The above is a suggested contents list only; equivalent but different items will be considered acceptable.**

## What is an appointed person?

An appointed person is someone you choose to:

- take charge when someone is injured or falls ill, including calling an ambulance if required;
- look after the first-aid equipment, eg restocking the first-aid box.

Appointed persons should not attempt to give first aid for which they have not been trained, though short emergency first-aid training courses are available for appointed persons. Remember that an appointed person should be available at all times people are at work on site - this may mean appointing more than one.

## What is a first aider?

A first aider is someone who has undergone a training course in administering first aid at work and holds a current first aid at work certificate. **The training has to have been approved by HSE.** Lists of first-aid training organisations in your area are available from HSE.

You may decide, following your first-aid assessment, that you need one or more first aiders. A first aider can undertake the duties of an appointed person.

**How many first aiders or appointed persons do I need?**

It is not possible to give hard and fast rules on when or how many first aiders or appointed persons might be needed. This will depend on the circumstances of each particular organisation or worksite.

Refer to the following check sheet. It offers suggestions on how many first aiders or

appointed persons might be needed in relation to categories of risks and number of employees. The details in the table are suggestions only - they are not definitive nor are they a legal requirements. It is for you to assess your first-aid needs in the light of your particular circumstances.

**Do I have to do anything else?**

You have to inform your employees of the first aid arrangements. Putting up notices telling staff who and where the first aiders or appointed persons are and where the first-aid box will usually be sufficient.

But don't forget that you will need to make special arrangements to give first-aid information to employees with reading or language difficulties.

# First Aiders Checklists

This checklist has been designed as an aid to help you in assessing your first aid requirements within your business. This can be used in conjunction with the risk assessment sheet to help identify possible hazards.

|                            |       |
|----------------------------|-------|
| Name of business:          |       |
| Nature of business:        |       |
| Address:                   |       |
| Name of person completing: | Date: |

|   | Aspects to consider  | Impact on first-aid provision   |
|---|--|---|
| 1 | You are required by law to make an assessment of significant risks in your workplace. What are the risks of injury and ill health identified in this risk assessment?  | If the risks are significant you may need to employ first aiders  |
| 2 | Are there any specific risks, e.g. working with: <ul style="list-style-type: none"> <li>● hazardous substances</li> <li>● dangerous tools</li> <li>● dangerous machinery</li> <li>● dangerous loads or animals?</li> </ul> | You will need to consider: <ul style="list-style-type: none"> <li>● specific training for first aiders</li> <li>● extra first-aid equipment</li> <li>● precise siting of first-aid equipment where most needed</li> </ul> |
| 3 | Are there parts of your establishment where different levels of risk can be identified (e.g. retail shops, kitchens etc)?  | You will probably need to make different levels of provision in different parts of the establishment.   |
| 4 | What is your record of accidents and cases of ill health? What type are they and where did they happen?  | You may need to: <ul style="list-style-type: none"> <li>● locate your provision in certain areas</li> <li>● review the contents of the first-aid box</li> </ul>   |
| 5 | How many people are employed?  | You may need to employ first aiders   |
| 6 | Are there inexperienced workers on site, or employees with disabilities or special health problems?  | You will need to consider: <ul style="list-style-type: none"> <li>● special equipment</li> <li>● local siting of equipment</li> </ul>   |

|    | <b>Aspects to consider</b>  | <b>Impact on first-aid provision</b>  |
|----|---|---|
| 7  | Are the premises spread out, e.g. are there several buildings on the site or multi-floor buildings? | You will need to consider provision in each building or on several floors.  |
| 8  | Is there shift work or out-of-hours working?  | Remember that there needs to be first-aid provision at all times people are at work   |
| 9  | Is your workplace remote from emergency medical services?   | You will need to: <ul style="list-style-type: none"> <li>● inform local medical services of your location</li> <li>● consider special arrangements with the emergency services</li> </ul>                           |
| 10 | Do you have employees who travel a lot or work alone?   | You will need to: <ul style="list-style-type: none"> <li>● consider issuing personal first-aid kits and training staff in their use</li> <li>● consider special arrangements with the emergency services</li> </ul> |
| 11 | Do any of your employees work at sites occupied by other employers?                                 | You will need to make arrangements with the other site occupiers  |
| 12 | Do you have any work experience trainees?   | Your first-aid provision must cover them  |
| 13 | Do members of the public visit your premises?   | You have no legal responsibilities for non-employees, but South Holland district Council strongly recommends you include them in your first-aid provision.  |

Where there are special circumstances, such as remoteness from emergency medical services, shift work, or sites with separate buildings, there may need to be more first-aid personnel than set out below. Increased provision will be necessary to cover for absences.

| Category of risk   | Numbers employed at any location | Suggested number of first-aid personnel                             |
|--|----------------------------------|---|
| <b>Lower risk</b><br>e.g. shops and offices, libraries   | Fewer than 50                    | At least one appointed person                                       |
|  | 50-100                           | At least one first aider  |
|  | More than 100                    | One additional first aider for every 100 employed                   |
| <b>Medium risk</b><br>e.g. light engineering and assembly work, food processing, warehousing   | Fewer than 20                    | At least one appointed person                                       |
|  | 20-100                           | At least one first aider for every 50 employed (or part of thereof) |
|  | More than 100                    | One additional first aider for every 100 employed                   |
| <b>Higher risk</b><br>e.g. most construction, slaughter-houses, chemical manufacture, extensive work with dangerous machinery or sharp instruments | Fewer than five                  | At least one appointed person                                       |
|  | 5-50                             | At least one first aider  |
|  | More than 50                     | One additional first aider for every 50 employed                    |

This checklist has been produced to start you thinking of what hazards/controls you have at the premise. The list is not exhaustive and there maybe hazards/controls that have not been covered.