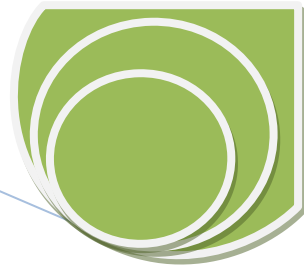


# SHREC SHEET



## No 5 FIRST-AID AT WORK

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### INTRODUCTION

People who suffer injuries or become ill at work need to receive immediate attention or even receive help from the emergency services.

The Health and Safety (First-Aid) Regulations require employers to provide adequate and appropriate first-aid equipment, facilities and personnel.

What is adequate and appropriate will depend on many circumstances relevant to the workplace, and organisations are required to make an assessment to determine what first-aid arrangements are needed, taking into account the hazards and associated risks in the workplace. A 'First-aid provision risk assessment' template is available at [www.shrec.org.uk](http://www.shrec.org.uk) to assist employers in carrying out this process, following the guidance and information in this SHREC Sheet.

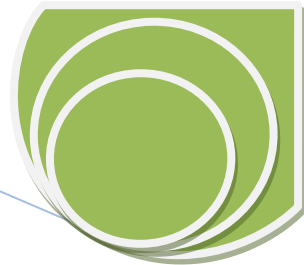
The minimum first-aid provision on any work site is: -

- A suitably stocked first-aid box and
- An appointed person to take charge of your first-aid arrangements.

Organisations with a low risk to health and safety may only need to supply the minimum first-aid provision. However, there are certain points that should be considered by all employers in their assessment to establish what provisions are necessary. The following table illustrates the points that should be considered and their impact on first-aid provision.

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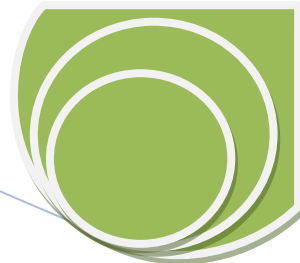


## POINTS TO CONSIDER AND THEIR IMPACT ON FIRST-AID PROVISION

**TABLE 1**

Considerations	Impact on first-aid provision
<b>Hazards</b> (Take account of any parts of your workplace that have work activities involving different hazards that may need different levels of first-aid provision).	
Is your workplace low risk, e.g. an office or shop premises?	The minimum provision is at least one appointed person to take charge of the first-aid arrangements and a suitably stocked first-aid box.
Does your workplace have higher level hazards present, e.g. work involving dangerous machinery or involve special hazards, e.g. confined spaces?	<p>You should consider providing:</p> <ul style="list-style-type: none"> <li>• first-aiders (with additional training to deal with injuries arising from special hazards, where applicable),</li> <li>• a suitably stocked first-aid box,</li> <li>• additional first-aid equipment (location will be important),</li> <li>• a first-aid room</li> <li>• informing the emergency services (in advance) of any special hazards and circumstances.</li> </ul>
<b>Employees</b>	
Consider how many people are employed on site.	<p>Where small numbers are employed, the minimum provision is at least one appointed person to take charge of the first-aid arrangements and a suitably stocked first-aid box.</p> <p>Where there are larger numbers of employees, even in lower risk environments, you should consider providing first-aiders, additional first-aid equipment and a first-aid room.</p>
Considerations	Impact on first-aid provision
Consider the needs of employees who may be at greater risk, e.g. inexperienced and young workers, those on work experience and those with disabilities or particular health problems.	You may need to consider providing additional training for first-aiders and special first-aid equipment at specific sites around the workplace.
<b>Accidents and ill health record</b>	
Consider the number, type, frequency and consequences of previous accidents and cases of ill-health in your workplace.	Ensure your first-aid provision caters for the type of injuries and illness that might occur in your workplace. You may need to locate provision in certain areas. You should monitor accidents and review your first-aid boxes and number of first-aid personnel.
<b>Working arrangements</b>	
What is the size of the workplace and does it incorporate many separate buildings or those with numerous floors?	You should consider provision of first-aid in each building or on each floor.

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Do employees work shifts or outside of normal working hours?	Remember first-aid provision must be available at all times people are at work. Cover should be available for first-aid personnel on holiday or other planned or unplanned absence.
Is your workplace remote from emergency medical services?	You should inform the local emergency services of your location and any particular circumstances, including specific hazards and any emergency requirements, (this information should be in writing).
Do you have employees who work away from the main site, travel regularly on work-related business or who work alone?	You should consider issuing personal first-aid kits and training employees in their use. You must also consider issuing mobile phones or alternative methods of communication, to employees so that they are able to summon help.
Do any of your employees work at sites occupied by other employers?	You should make arrangements with other site occupiers to ensure there are adequate first-aid provisions. It is recommended that these arrangements are placed in a written agreement to avoid misunderstandings.
Is sufficient first-aid provision available to cover absences of first-aid personnel?	You should consider what cover is needed for annual leave, planned and unplanned leave and exceptional absences, e.g. due to sickness.
<b>Non-employees</b>	
Do members of the public visit your premises?	You have no legal obligation to provide first-aid cover for non-employees, but the HSE strongly recommends that you include them in your assessment of first-aid provision and to give consideration to any additional training that might be needed.

## WHERE SHOULD FIRST-AID BOXES BE LOCATED AND WHAT SHOULD THEY CONTAIN?

First-aid boxes should be easy to access and, where possible, be placed near to hand washing facilities. In addition, the boxes must be identified by a white cross on a green background.

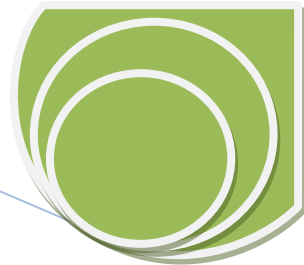
There is no mandatory list of items that should be included in first-aid boxes; it depends on your assessment. However, where work activities are low risk, a suggested minimum stock of first-aid items is as follows: -

1	Leaflet giving general guidance on first-aid.
20	Individually wrapped sterile adhesive dressings of assorted sizes, appropriate to the type of work carried out.
2	Sterile eye pads.
2	Individually wrapped triangular bandages (preferably sterile).
6	Safety pins.
6	Medium sized and two large sized individually wrapped sterile wound dressings.
3 pairs	At least three pairs of disposable gloves.

The risk assessment might indicate that additional first-aid materials and equipment are required, e.g. foil blankets or disposable aprons, which can be kept in the first-aid boxes or stored separately.

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In addition, if mains tap water is not readily available for eye irrigation and if required by risk assessment, at least one litre of sterile water or sterile normal saline (0.9% w/v) in sealed, disposable containers should be provided.

A nominated person(s) should regularly check the contents of first-aid boxes to ensure that they are fully stocked and contain no items that are out of date.

For 'travelling' first-aid kits, provided to those\* who travel or who work in remote areas away from the main site, a suggested minimum content is as follows: -

1	Leaflet giving general guidance on first-aid.
6	Individually wrapped sterile adhesive dressings of assorted sizes, appropriate to the type of work carried out.
1	large size sterile un-medicated dressing
2	Individually wrapped triangular bandages (preferably sterile).
2	Safety pins
6	Individually wrapped moist cleansing wipes
2 pairs	At least three pairs of disposable gloves.

As with first-aid boxes, the content of travelling first-aid kits should be maintained from back-up stock kept at the employer's premises.

\*When assessing first-aid provision, consideration should be given to whether EFAW training should be provided to employees who travel on work related business or who work remotely, particularly if they are involved in high risk activities.

First-aid at work does not include giving tablets or medicines to treat illnesses, except where aspirin is used then administering first-aid to a casualty with a suspected heart attack in accordance with current first-aid practice. No tablets or medicines should be kept in first-aid containers.

Some workers may need to take their own medication, e.g. an inhaler for asthma prescribed by their Doctor. In such cases a first-aider's role is usually limited to helping them to do so and, as appropriate, contacting the emergency services.

## FIRST-AID PERSONNEL AND LEVEL OF TRAINING

Your assessment of first-aid needs should enable you to establish the appropriate level of first-aid personnel required for your workplace; generally categorised into two types: appointed persons and first-aiders.

Where trained first-aiders are required the level of first-aid training should also be identified. Typically this will be either First at Work (FAW) or Emergency First-Aid at Work (EFAW).

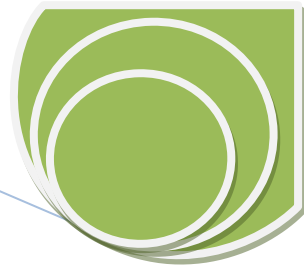
## WHAT IS AN APPOINTED PERSON?

An appointed person is someone you choose to take charge of first-aid when someone is injured or falls ill. This includes calling the emergency services, if required. Appointed persons should also look after first-aid equipment, e.g. re-stocking first-aid boxes.

Where first-aiders are not a requirement, an appointed person should be available at all times whilst people are at work on site, which may mean appointing more than one.

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## APPOINTED PERSON TRAINING

Although appointed persons do not need first-aid training there are first-aid training courses available for them providing some emergency first-aid tuition. Appointed persons should not attempt to give first-aid for which they have not been trained, but they should be instructed on what to do in the event of an emergency and who to contact etc.

## WHAT IS A FIRST-AIDER?

A first-aider is someone who has undergone training in administering first-aid at work and holds a valid certificate of competence in either: -

- First-aid at work (FAW), or
- Emergency first-aid at work (EFAW).

The training and experience of the following medical professionals qualify them to administer first-aid in the workplace, without the need to hold a FAW or EFAW or equivalent qualification, provided that they can demonstrate current knowledge and skills in first-aid:

- Doctors registered and licensed with the General Medical Council,
- Nurses registered with the Nursing and Midwifery Council,
- Paramedics registered with the Health and Care Professions Council.

First-aiders can undertake the duties of an appointed person and where sufficient first-aiders are appointed there is usually no need to have an appointed person too.

## HOW MANY APPOINTED PERSONS OR FIRST-AIDERS DO I NEED?

After working through the considerations etc. in Table 1 you should refer to Table 2, below, which offers suggestions on the number and type of first-aid personnel required for your workplace.

Where there are special circumstances, such as remoteness from emergency medical services, shift workers, or sites with several large buildings, there may be a need to provide additional first-aid personnel to those suggested below.

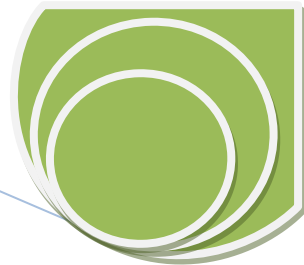
### Suggested number of first-aid personnel

**TABLE 2**

Degree of hazard associated with work activities	Number of employees	Suggested number of first-aid personnel
<b>Lower risk</b> e.g. shops, offices and libraries	Fewer than 25 25-50 More than 50	<i>At least one appointed person.</i> <i>At least one first-aider (EFAW).</i> <i>At least one first-aider (FAW) for every 100 employed (or part of).</i>
<b>Higher risk</b> e.g. construction, light engineering and assembly, warehousing, food processing,	Fewer than five 5-50	<i>At least one appointed person.</i> <i>At least one first-aider (EFAW or FAW) depending upon the type of injuries that may</i>

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<b>chemical manufacture, extensive work with dangerous machinery or sharp instruments.</b>	More than 50	<i>occur.</i> <i>At least one first-aider (FAW) for every 50 employed (or part of).</i>
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You must inform your employees of the first-aid arrangements you have in place, i.e. display notices telling employees who and where first-aiders or appointed persons are and where first-aid boxes are to be found. In addition, you may have to make special arrangements to provide first-aid information to employees with reading difficulties or for those who do not speak English.

## FIRST-AID TRAINING

### Content of first-aid at work (FAW) course

The HSE recommends that on completion of their training, successful candidates should be able to: -

- provide emergency first-aid at work (in accordance with the EFAW course below),
- administer first-aid to a casualty with injuries to bones, muscles and joints, including suspected spinal injuries, chest injuries, burns and scalds, eye injuries, sudden poisoning and anaphylactic shock,
- recognise the presence of major illness including heart attack, stroke, epilepsy, asthma, diabetes and provide appropriate first-aid.

### Content of emergency First-Aid at work (EFAW) course

On completion of successful training, the HSE recommends that candidates should be able to: -

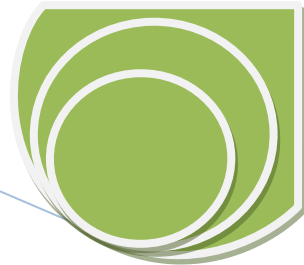
- administer cardiopulmonary resuscitation,
- administer first-aid to a casualty who is unconscious (including seizure), choking, wounded and bleeding,
- suffering from shock, has a minor injury (including small cuts, grazes and bruises, minor burns and scalds, small splinters),
- assessing the emergency situation and circumstances in order to act safely, promptly and effectively,
- understand the role of the first-aider including reference to: -
  - the importance of preventing cross infection,
  - the need for recording incidents and actions,
  - the use of available equipment.

### Additional Training Needs

When arranging any first-aider training you should advise the training organisation of any particular hazards applicable to the workplace so that training can be tailored appropriately, e.g. more in-depth training would be advisable where work activities involve the use of hydrofluoric acid, working in confined spaces or working outdoors or in remote locations. Training on the use of a defibrillator will be also be required if the first-aid provision assessment deems this equipment necessary.

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Separate certificates for any additional training provided may be issued separately or combined on a single certificate with FAW/EFAW training. In either case, the certificate should record the detail of any additional training undertaken.

## First-Aider annual refresher training and course content

All first-aid training certificates are valid for three years and it is strongly recommended that first-aid personnel undertake annual refresher training during the certification period, enabling them to maintain their skills and keep up to date with any new or changes to first-aid procedures. Employers are required to arrange refresher training before certificates expire and should also encourage first-aiders to regularly review their course manual and any other instruction materials allocated to them during their training.

Refresher training should enable a first-aider to demonstrate their competence to: -

- assess the situation and circumstances in order to act safely, promptly and effectively in an emergency,
- administer first-aid to a casualty who is unconscious (including seizure), wounded, bleeding or suffering from shock,
- administer cardiopulmonary resuscitation.

## SELECTING A FIRST-AID TRAINING PROVIDER

From 1 October 2013 the Health and Safety Executive (HSE) no longer promotes or approves particular first-aid training courses or providers, therefore you will be responsible for ensuring that the training providers you choose are suitable and competent.

## CERTIFICATION

A certificate should be issued to all persons who have been passed their first-aid training. This will enable the individuals to demonstrate that they have the necessary competencies in first aid. Certificates should contain, as a minimum, the following information: -

- name of the training organisation (in Scotland any regulated qualifications should bear the name of the Scottish Qualifications Authority),
- title of the qualification, e.g. FAW/EFAW,
- name of the individual,
- commencement date,
- confirmation that the certificate is valid for three years from the date of the course completion,
- an indication that the certificate has been issued for the purposes of complying with the requirements of the Health and Safety (First-Aid) Regulations 1981,
- a statement that teaching was delivered in accordance with currently accepted first-aid practice and
- if the qualification is neither FAW nor EFAW, (or the training contains any additional elements) an outline of the topics covered (this may be on the reverse or as an appendix).

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