

FIRST AID

The Health & Safety (First Aid) Regulations 1981 require you as an employer to:

- Provide adequate and appropriate equipment and facilities for when your employees become unwell or injured at work
- Have a suitable number of trained first aiders or appointed persons to manage the provision of first aid

EQUIPMENT AND FACILITIES

As a minimum you should have the following:

- First aid box
- A trained first-aider

Also consider establishing a dedicated first aid room (if needed). This is usually only appropriate for larger, high-risk businesses.

ASSESSING YOUR BUSINESS NEEDS

To understand what first aid provisions your business requires you must first assess your business needs. To do this, consider the following:

- The size of your business
- The equipment being used at your business e.g. machinery
- If your premises are accessible to emergency services
- The first aid needs of home workers/lone workers
- Shift patterns: to ensure all workers will have access to first aid
- Holidays and other absences
- Your business' history of accidents
- Workplace hazards/risks
- If your employees work on shared or multi-occupancy sites
- Where your workforce are dispersed e.g. are they at multiple sites or multiple areas of a large site etc.

FIRST AIDER OR APPOINTED PERSON

The *appointed person* will:

- Take control of first aid situations, including calling the emergency services if required.
- Look after first aid equipment

Formal first aid training is not required but you must ensure they understand what is expected of them and that they are competent.

The *trained first aider* must have completed a course in either Emergency First Aid at Work (EFAW) or First Aid at Work (FAW). You must decide which is more suitable for your business when deciding which course to send the expectant trained first aider to. The content of each course is explained below. You must also select a competent training provider. The HSE has useful guidance on how to select a training provider (link at the bottom of this document).

FIRST AID AT WORK (FAW)

First Aid At Work (also known as FAW) training will allow a first aider to:

- Administer first aid to a person with:
 - Injuries to bones, muscles and joints, including suspected spinal injuries;
 - Chest injuries
 - Burns and scalds
 - Eye injuries
 - Sudden poisoning
 - Anaphylactic shock
- Recognise the presence of a major illness (including heart attack, stroke, epilepsy, asthma, diabetes) and provide appropriate first aid.

EMERGENCY FIRST AID AT WORK (EFAW)

Emergency First Aid At Work (also known as EFAW) training will enable a first aider to:

- Understand their role
- The importance of preventing cross infection
- The need for recording incidents and actions e.g. in the accident book or RIDDOR reporting
- How to use available equipment;
- Assess a situation and know how to act safely, promptly and effectively in an emergency
- Treat someone who is unconscious
- Administer cardiopulmonary resuscitation

- Treat someone who is choking
- Treat someone who is bleeding from a wound
- Treat someone who is suffering from shock
- Treat minor injuries such as small cuts, grazes and minor burns and scalds

REFRESHER TRAINING

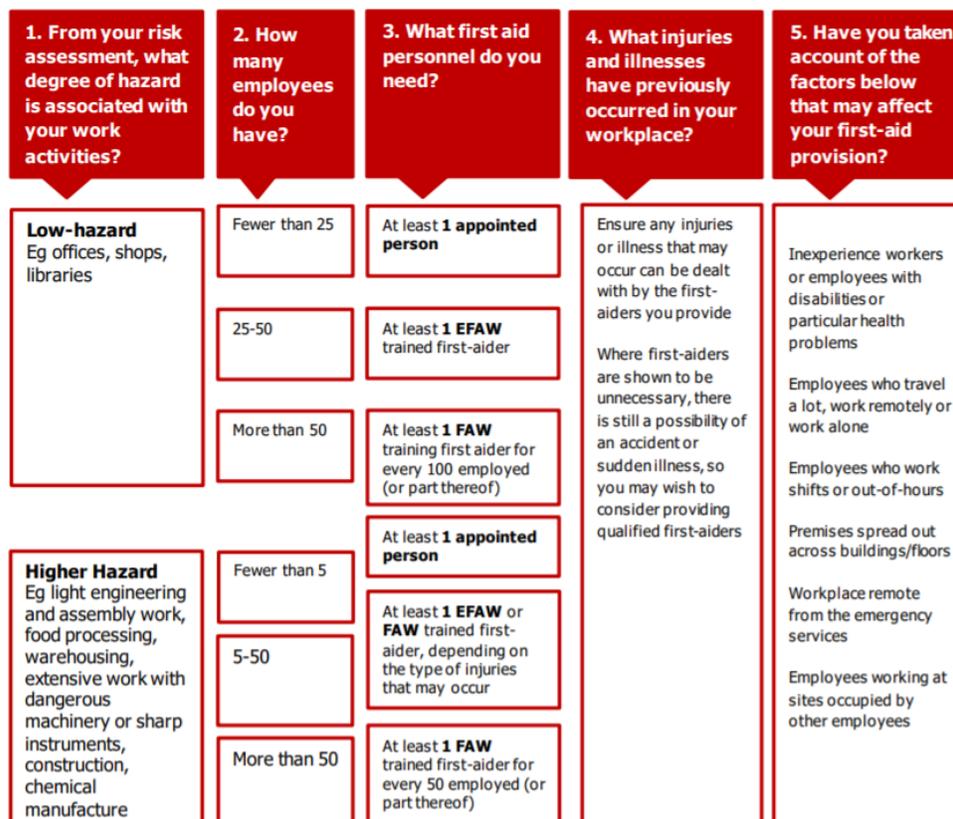
Certificates for FAW and EFAW are only valid for 3 years, therefore refresher courses are necessary. Refresher courses can be done 3 months before the certificate expires and 28 days after. If the refresher course is not done within that timeframe then the entire course must be completed.

You can qualify for an extension, to qualify you must demonstrate that:

- You have made every effort to arrange a requalification and explain why you have not been able to do so.
- You have adequate first aid equipment and facilities to give first aid to any employee.
- First aid cover remains adequate and appropriate to the workplace.
- First aid provisions are well maintained.

Online refresher courses are available also, if face to face courses are unattainable due to COVID-19.

The Health and Safety Executive (HSE) have provided a useful flowchart to help you decide whether you need an appointed person or trained first aider:



NON-EMPLOYEES

There is no specific duty to provide first aid to non employees, though it is strongly advised that you do. You may also want to consider the first aid needs of non employees if you are running public events. Additionally you may want to check the requirements of your insurance policy and whether it covers first aid treatment and whether the non-employee could make a subsequent claim under the policy.

SELF-EMPLOYED

Consider any equipment and training that you might need personally, as to be able to perform first aid on yourself. If you work on a large site as a contractor then you can potentially organize with the site manager to be covered by their first aider.

FIRST AID BOX

There are no mandatory items to be included in a first aid box how the HSE recommends the following minimum items to be included:

- First aid guidance card
- 20 individually wrapped sterile adhesive dressings in assorted sizes
- 2 sterile eye pads
- 4 individually wrapped triangular bandages (preferably sterile)
- 6 safety pins
- 6 medium sized (approx. 12cm x 12cm) individually wrapped, sterile, unmedicated wound dressings
- 2 large (approx.. 18cm x 18cm) individually wrapped, sterile, unmedicated wound dressings
- 1 pair of disposable gloves

USEFUL LINKS

- HSE: First Aid At Work: <https://www.hse.gov.uk/pubns/priced/l74.pdf>
- HSE: How to choose the right training provider: <https://www.hse.gov.uk/pubns/geis3.pdf>

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