



# **FIRST AID MANAGERS GUIDE**

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# **1 Definitions**

## **1.1 First Aid at Work**

Deals with the preservation of life and reduction of the consequences of injury and illness until medical help is obtained as well as and the treatment of minor injuries which would otherwise receive no treatment or which do not need treatment by a medical practitioner or nurse.

## **1.2 First Aider**

A first aider is someone who has undergone a Health and Safety Executive (HSE) approved training course in administering first aid at work and holds a current first aid at work certificate. There are no specific rules on exact numbers of first aiders as employers need to take into account all relevant circumstances, hazards and risks within their workplace as well as ensure adequate cover at all times including annual leave and other absences. Appendix 1 and Appendix 2, provides guidance on the numbers of first aiders required. Additional training will be necessary if you have identified less common risks such as work in confined spaces, dangerous machinery, hazardous substances etc. There are two levels of qualification as detailed below and Appendix 3 provides details of the course content.

- First aid at work, issued by a training organisation approved by HSE
- Emergency first aid at work issued by a training organisation approved by HSE or a recognised awarding body of Ofqual/Scottish Qualifications Authority.

First Aiders are responsible for providing emergency first aid to someone who is injured or becomes ill while at work and their training equips them to apply their first aid training to range of specific injuries and illnesses. They are also responsible for keeping the first aid box adequately stocked.

## **1.3 Appointed Person**

An appointed person is someone who:

- Takes charge of first aid arrangements, if required, including calling an ambulance;
- Looks after the first aid equipment e.g. restocking the first aid box.

It is not a requirement that the appointment person is trained in first aid but it is strongly advised to provide basic emergency first aid training. The appointed person must not attempt to give first aid for which they have not been trained. Arrangements should be made for an appointed person to be available to undertake these duties at all times when people are at work. Guidance on the number required is shown in Appendix 1 and Appendix 2. Appointed persons are not necessary where there are an adequate number of first aiders. They can be requested to check the first aid box content to ensure it is suitably stocked.

## **2 Requirements/Duty of Employer**

The Health and Safety (First Aid) Regulations 1981 require 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.”**

***It is also a duty of the employer to inform all employees of first aid arrangements, for example:***

- First aid provision provided;
- Location of first aiders: name, how and where to contact them;
- Location of first aid equipment/facilities (e.g. Displaying first aid notices in prominent locations);
- Identify the person responsible to provide first aid information to new or transferred employees;
- Include notification of the arrangements in induction training;
- Ensure that there is a person responsible for posting notices of who the first aiders are in each establishment.

## **3 First Aid Arrangements**

An assessment of the first aid provision must be made by the person in charge of the location to ensure that suitable arrangements are in place. The assessment of first aid needs must be appropriate to the circumstances in your workplace. There must be a written record of that assessment which should consider the following:

- Workplace hazards and risks (nature of the work);
- Size of the workforce;
- Record of accidents and cases of ill-health;
- Nature and distribution of the workforce (risk assess each site);
- Remoteness of the site from emergency medical services;
- Needs of travelling, remote and lone workers;
- Employees working on shared or multi-occupied sites;
- Annual leave and other absences of first aiders and appointed persons.

Sufficient first aiders and facilities should be available to:

- Give immediate assistance to casualties following an incident;
- Summon an ambulance or other professional help.

Within your assessment of first aid needs you may wish to give consideration for the provision of first aid for non-employees such as members of the public. The regulations **do not** place a legal duty on employers to make first aid provision for non-employees, however, many undertakings for example, educational establishments, health authority premises, places of entertainment do provide this service for others.

Where the work involves hazards such as chemicals or dangerous machinery, or specific hazards such as confined spaces, first aid requirements may well be greater.

## **4 Assessment of Need for First Aiders**

Appendix 1 and Appendix 2 will aid in assessing the number of first aiders or appointed persons required. As with other types of health and safety risk assessment the first aid needs assessment should be reviewed regularly, particularly after any operating or re-organisational changes, to ensure provision remains appropriate. Those responsible in a premise for the building are responsible for ensuring a suitable and sufficient first aid provision is provided.

## **5 What to Consider When Selecting Someone to be a First Aider**

A number of factors need to be taken into account, including the individual's:

- Reliability, disposition and communication skills;
- Aptitude and ability to absorb new knowledge and learn new skills;
- Ability to cope with stressful and physically demanding emergency procedures;
- Normal duties. These should be such that they may be left to go immediately and rapidly to an emergency.

## **6 Decide What Level of First Aid Required.**

This will depend on the results of your first aid needs assessment, your closeness to medical help and the hazards at the workplace. Appendix 1, 2 and 3 will help you decide:

Appendix 1 will identify your needs;

Appendix 2 provides suggested numbers of first aiders required and;

Appendix 3 provides details of the training content.

Corporate Health and Safety will monitor the provision of first aiders throughout the council.

## **7 First Aid Rooms**

A suitable room should be provided where the assessment of first aid needs identify that a room is necessary. A room will usually be necessary in establishments with high risks, for example, large construction sites or larger premises, which are at a distance from medical services.

Where possible such room(s) should be reserved exclusively for giving first aid. The room should contain essential first aid facilities, equipment and be easily accessible to stretchers and or any other equipment needed to convey patients to and from the room and be clearly sign-posted and identified.

There is specific guidance as to the layout, finishes and content of a First Aid Room in Appendix 4.

## **8 First Aid Boxes**

All establishments will need at least one first aid box. Each box should be placed in a clearly identified and readily accessible location. Each first aider should have access to the first aid equipment and, where appropriate to the first aid facilities.

## **8.1 First aid box/travel first aid kit: - General**

The content should include:

- Sufficient quantity of suitable first aid materials **and nothing else**;
- Content based on information gathered during the first aid assessment of needs ;
- If the box is to form part of an establishment's permanent first aid provision, only those items which a first aider has been trained to use.

The boxes should be made of suitable material designed to protect the contents from damp and dust and should be clearly identified as first aid containers. The marking should be a white cross on a green background in accordance with the Safety Signs and Signals Regulations 1996.

The contents of the boxes and kits should be replenished as soon as possible after use in order to ensure that there is always an adequate supply of all materials. Items should not be used after the expiry date shown on packets. It is therefore essential that first aid equipment is checked frequently, to make sure there are sufficient quantities and all items are usable. A first aider or appointed person should be given this responsibility.

## **8.2 Contents of a First Aid Box**

There is no mandatory list of contents for first-aid boxes as it's based on an employer's assessment of first-aid needs. See Appendix 5.

Where work activities involve low hazards, a minimum stock of first-aid items may be sufficient and quantities of each item should always be available in every first aid box or container.

## **8.3 Contents of a Travel First Aid Kit**

Travel first aid kits are designed to be transportable and used by an employee when working away from the employer's workplace. See Appendix 5 provides guidance on content.

## **9 Supplementary Equipment**

The First Aid Needs Assessment may conclude that there is a need for additional materials for example:

- Disposable plastic gloves.
- Aprons.
- Suitable protective equipment.
- Blunt-ended stainless steel scissors.
- Adhesive tape.
- Individually wrapped moist skin cleanser wipes.
- Resusc-aide.

It is recommended that where blankets are provided, they should be stored alongside the equipment and in such a way as to keep them free from dust and damp.

Where an establishment covers a large area or is divided into a number of separate and contained working areas, it may be necessary to provide suitable carrying equipment for the transportation of casualties.

Clinical waste disposable bags for soiled or used first aid dressings should be provided. Employers should ensure that used dressings etc are safely disposed of in sealed bags.

If mains tap water is not readily available for eye irrigation, at least one litre of sterile water or sterile normal saline (0.9%) in sealed, disposable containers should be provided. When the seal has been broken, containers should not be reused. Containers should not be used beyond their expiry date. Eye baths/eyecups/refillable containers should not be used for eye irrigation.

Dressings, including adhesive ones, should be of a design and type which is appropriate for their use.

Where an employee has received additional training in the treatment of specific hazards that require the use of special antidotes or special equipment, these may be stored near the hazard area or may be kept in the first aid box.

## **10 First Aid Treatment Record Book**

A record should be kept of all first aid advice and/or treatment given. The following should be included in the entry:

- Time, date and location of the injury;
- Name and job of the injured person;
- Details of the injury / illness and any first aid given;
- What happened to the casualty immediately after the incident (e.g. Returned to work, went home, went to hospital);
- Name and signature of the person dealing with the incident.

## **11 Training**

Any prospective first aider must complete a relevant first aid at work course delivered by an HSE approved training organisation. The following should be noted:

- First aid at work certificates are valid for 3 years;
- Annual refresher training is highly recommended;
- If the certificate expires the first aider will require to resit a full first aid at work course;
- First aiders can access advice from West Lothian Council's Occupational Health Unit.

**FIRST AID NEEDS ASSESSMENT****Location:****Name of Assessor:****Designation:****Date:****Work activities undertaken in area being assessed:**

<b>ASPECT TO CONSIDER</b>	<b>FINDINGS</b>	<b>IMPACT ON FIRST AID PROVISION</b>
1. List the risks of injury/ill health arising from work activities. (the risk assessments carried out under the 'Management Regulations' may identify these).		If the risks are significant you may need to ensure first aiders are employed and available at all times.
2. List any specific risks arising (e.g. hazardous substances, dangerous machinery/equip, water, electrics, work at height etc.).		Where specific risks are noted 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>• appropriate location of equip;</li> <li>• informing emergency;</li> <li>• services;</li> <li>• first aid room</li> </ul>
3. Are large numbers of people employed on site? (see Appendix 2).		First aiders may be required due to the higher probability of an accident.
4. Do accident / incident statistics identify any particular type of injury/ill health as a consequence of the work activity?		You may need to review first aid provisions in certain areas and review the content of first aid box / equipment.
5. Do you have any inexperienced workers, trainees, employees with disabilities, special health problems, reading / language difficulties? (give details).		You will need to consider: <ul style="list-style-type: none"> <li>• Special equipment;</li> <li>• location of equipment;</li> <li>• Take account of needs regarding communication etc.</li> </ul>



6. Are the work locations/ premises spread out/multi-floor etc. (give details)		You will need to consider provision in each location/floor/ vehicle etc.
7. Is there shift work / out of hours work? (give details)		First aid provision is required at all times people are at work.
8. Do you have employees who travel a lot or work alone? (give details)		You will need to consider: <ul style="list-style-type: none"> <li>• providing personal first aid kits and training staff in their use;</li> <li>• providing a personal means of communication</li> </ul>
9. Do any of your employees work on sites occupied by other employees? (give details)		You will need to make arrangements with other site occupiers.
10. Do members of the public visit your premises? (give details)		HSE strongly recommends their inclusion in your first aid provision.

### ASSESSING EXISTING PROVISION

1. How many first aiders are currently available on site?	
2. Is a register of such persons maintained on site and updated as necessary?	
3. What first aid equipment is provided on site, in vehicles etc.?	
4. Is the equipment checked and replaced on a regular basis (as necessary)?	
5. Where is the equipment located?	
6. Are all employees fully aware of who the first aiders/ appointed persons are?	
7. Are all employees, including first aiders/appointed persons, familiar with action to be taken in event of accident with regard to first aid?	

## **FINDINGS OF NEEDS ASSESSMENTS**

**1. Do the existing arrangements meet the first aid requirements as identified in the needs assessment?**

**2. If you consider the existing arrangements to be inadequate, give details of additional first aid requirements you consider are necessary to meet the needs identified; any additional requirements must be put in place.**

**SUGGESTED NUMBERS OF FIRST AID PERSONNEL**

Suggested numbers of first-aid personnel to be available at all times people are at work, based on assessments of risk and number of workers.

Where there are special circumstances, such as remoteness from emergency medical services, shift work, or sites with several 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
Lower risk e.g. shops, 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
Medium risk 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 thereof)
	More than 100	One additional first aider for every 100 employed
Higher risk e.g. most construction, slaughterhouse, chemical manufacture, extensive work with dangerous machinery or sharp instruments	Fewer than 5	At least one appointed person
	5-50	At least one first aider
	More than 50	One additional first aider for every 50 Employed
	Where there are hazards for which additional first-aid skills are necessary	In addition, at least one first aider trained in the specific emergency action

## **FIRST AID AT WORK COURSE CONTENT**

### **Notes:**

If you require first aid provision the minimum is an appointed person

Additional training may be necessary to cover special hazards eg confined spaces.

### **First Aid at Work**

On completion of training, successful candidates should be able to:

1. provide emergency first aid at work;
2. 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;
  - anaphylactic shock;
3. (c) recognise the presence of major illness and provide appropriate first aid.

### **Emergency First Aid at Work**

On completion of training, successful candidates should be able to:

1. Understand the role of the first-aider including reference to:
  - the importance of preventing cross-infection;
  - the need for recording incidents and actions;
  - use of available equipment;
2. Assess the situation and circumstances in order to act safely, promptly and effectively in an emergency;
3. Administer first aid to a casualty who is unconscious (including seizure);
4. Administer cardiopulmonary resuscitation;
5. Administer first aid to a casualty who is choking;
6. Administer first aid to a casualty who is wounded and bleeding;
7. Administer first aid to a casualty who is suffering from shock;
8. Provide appropriate first aid for minor injuries.

**Appointed Person** (no training required but emergency first aid training courses are available)

1. Take charge of the first aid arrangements
2. Take charge of looking after the equipment and facilities
3. Call the emergency services
4. Can cover in the absence of first aiders but only where the absence is due to exceptional, unforeseen and temporary circumstances

## Appendix 4

### LAYOUT AND CONTENT OF A FIRST AID ROOM

<b>1</b>	<b>Layout</b>
	<ul style="list-style-type: none"><li>• Large enough for a couch with enough space for people to work, a desk, chair and any necessary additional equipment.</li><li>• Have washable surfaces and adequate heating, ventilation, and lighting.</li><li>• Be kept clean, tidy, accessible and available for use at all times when employees are at work.</li><li>• Be positioned as near as possible to a point of access for transport to hospital.</li><li>• Display a notice on the door advising of the names, locations and, if appropriate, telephone extensions of first aiders and how to contact them.</li></ul>
<b>2</b>	<b>Examples of Facilities/Equipment a First Aid Room may Contain:</b>
	<ul style="list-style-type: none"><li>• A sink with hot and cold running water.</li><li>• Drinking water and disposable cups.</li><li>• Soap and paper towels.</li><li>• A store for first aid materials.</li><li>• Foot-operated refuse containers, lined with disposable yellow clinical waste bags or a container suitable for the safe disposal of clinical waste.</li><li>• A couch with waterproof protection and clean pillows and blankets.</li><li>• A chair.</li><li>• A telephone or other communication equipment.</li><li>• A record book for recording incidents where first aid has been given.</li></ul>
<b>3</b>	<b>If the first aid room cannot be reserved exclusively for first aid consider the following:</b>
	<ul style="list-style-type: none"><li>• Can the activities usually carried out in the room be stopped immediately in an emergency?</li><li>• Can the furnishings and equipment be moved easily and quickly to a position that will not interfere with giving first aid?</li><li>• Can the storage arrangements for first aid furnishings and equipment allow them to be made available quickly when necessary?</li></ul>
<b>4</b>	<b>The room must be clearly sign posted and identified by white lettering or symbols on a green background.</b>
<b>5</b>	<b>A designated person should be given responsibility for the room.</b>

**BRITISH STANDARD BSI-8599 (First Aid Kit Guidance)**

Category of Hazard	Number of Employees	Number and Size of First aid Kit
Low Hazard e.g. Offices, Libraries	Fewer than 25	1 small kit
	25-100	1 medium kit
	More than 100	1 large kit per 100 employees
High hazard e.g. extensive work with dangerous machinery or sharp instruments; construction	Fewer than 5	1 small kit
	5-25	1 medium kit
	More than 25	1 large kit per 25 employees

Component	Quantity			
	Small Kit	Medium Kit	Large Kit	Travel Kit
Guidance Leaflet	1	1	1	1
Contents List	1	1	1	1
Medium Sterile Dressing	4	6	8	1
Large Sterile Dressing	1	2	2	1
Triangular Bandage	2	3	4	1
Safety Pins	6	12	24	2
Eye Pad Sterile Dressing	2	3	4	1
Sterile Adhesive Dressings	40	60	100	10
Alcohol Free Moist Cleansing wipes	20	30	40	4
Adhesive tape	1	1	1	1
Nitrile disposable gloves	6	9	12	1
Finger Sterile Dressing	2	3	4	0

Component	Quantity			
	Small	Medium	Large	Travel
Resuscitation Shield	1	1	2	1
Foil Blanket	1	2	3	1
Eye Wash	0	0	0	1
Burn Dressing	1	2	2	1
Shears/Scissors	1	1	1	1
Conforming Bandage	1	2	2	1

