


Safety Info Sheet 13-00	Simple. Sensible. Safety.	
FIRST-AID & FIRST-AID KITS INFORMATION SHEET	SITK Ltd t/a Safety is the Key Health & Safety Consultants www.safetyisthekey.co.uk	

Reference: The Health and Safety (First-Aid) Regulations 1981, as amended 2013

Employers must:

- Complete a first-aid assessment
- Appoint a suitable number of trained first-aiders (min of 2) **OR** ensure that a suitable number of staff (min of 2) are nominated as ‘first-aid appointed persons’
- Ensure there are adequate facilities and suitable stocked first-aid boxes

Who is a “First-aider”?

Someone who has undertaken training appropriate to the circumstances and holds a valid certificate of competence in either:

- *first aid at work (generally lasts 3 years)*
- *emergency first aid at work- EFAW (generally lasts 1 year)*
- *any other level of training or qualification that is appropriate to the circumstances*

What are “First Aid Appointed Persons”?

‘Appointed persons’ do not need first-aid training, however emergency first-aid training courses (EFAW) are available. The role of appointed person includes looking after the first-aid equipment and facilities and calling the emergency services when required. Appointed persons should not attempt to give first aid for which they have not been trained for.

First-Aid Boxes and Signs:

First-aid boxes and areas should be easily identified by standard safety signs (white on green).

Recording Incidents:

A book should be provided to first-aiders and appointed persons to record incidents. Some accident and incidents may be reportable to the HSE Inspector under “RIDDOR” – See separate information sheet.

Off Site Requirement:

Those who travel or are continuously mobile should carry a personal first-aid box.



What should a first-aid box in the workplace contain?

This will be influenced by the findings of your first-aid needs assessment. **As a guide**, where work activities involve low hazards, a minimum stock of first-aid items might be:

- ✓ a leaflet giving general guidance on first aid and six safety pins;
- ✓ 20 individually wrapped sterile plasters (assorted sizes);
- ✓ two sterile eye pads and two individually wrapped sterile triangular bandages;
- ✓ two large sterile individually wrapped unmedicated wound dressings;

- ✓ six medium-sized sterile individually wrapped unmedicated wound dressings;
- ✓ at least three pairs of disposable gloves (not latex).

You may wish to refer to British Standard BS 8599 which provides further information on the contents of workplace first-aid kits. ***It is recommended that you don't keep tablets and medicines in the first-aid box.*** See HSE leaflet: "First aid at work: your questions answered".

How often should the contents of first-aid boxes be replaced?

They should be replaced by the expiry dates given and expired items disposed of safely.

What size first aid kit do I need?

There are generally 3 different sizes of kits available to buy: 1-10, 11-20 and 21-50 persons.

Category of risk	How many employees?	Size of first aid kit	What first aid personnel do you need?
Low Hazard Environment (e.g. shops, offices, libraries etc.)	Less than 25	1 Small Kit	At least two appointed persons
	25 - 100	1 Medium Kit	At least two first aiders (EFAW trained)
	More than 100	1 Large Kit per 100 employees	At least two first aiders per 100 employees (FAW trained)
High Hazard Environment (e.g. light engineering and assembly work, food processing, warehousing, work with dangerous machinery, construction etc.)	Less than 5	1 Small Kit	At least two appointed persons
	5 - 25	1 Medium Kit	At least two first aiders (EFAW or FAW trained)
	More than 25	1 Large Kit per 25 employees	At least two first aiders per 50 employees (FAW trained)

- EFAW (Emergency first aider in the workplace) is required to attend a 1-day training course.
- FAW (First aider at work) is required to attend a 3-day training course.
- The HSE recommends that any person trained in either EFAW or FAW should attend a ½ day refresher course at the end of both year 1 and 2.
- It is also advisable to think about holidays and sickness cover for first aiders.

Use this link for first aid training on your site or at a location near to you:

<https://www.train-aid.co.uk>

Need more help? Why not sign up to one of our three H&S Competent Person Packages from just £99 per month plus VAT.

Email info@safetyisthekey.co.uk or visit www.Safetyisthekey.co.uk