

YOUR WORKPLACE  
**FIRST AID KITS**  
CHECKLIST &  
TEMPLATES



SkillBase  
First Aid

# USING THESE TEMPLATES

You can edit all of these templates to make them suitable for your own workplace!



**Save a copy of this document to your computer.**

You'll then be able to make changes and save them.



**Type in any of the fields to customise for your workplace.**

Or, just print it and fill them in by hand if you'd prefer.



**Print a copy, and then use as your signs and checklist.**

Come back and amend the template any time you need!



# FIRST AID KITS SELECTION

Every employer should provide appropriate first aid equipment to allow first aid to be given in an emergency. Regulations apply to all workplaces including those with five or less employees and the self-employed. Provision should also be made for those who travel as part of their job. The Health and Safety Executive suggestions of minimum kit contents are widely considered to be out of date, having not been updated for over 30 years. A new British Standard First Aid Kit was introduced in 2011 with items to suit modern day workplaces.

**Most workplaces have 'off the shelf' first aid kits that are not always suitable. It is important for workplaces to customise their first aid kit to suit their needs.**

## Other Checks

Workplaces should check the contents of their kit regularly, ensuring that any sterile items that have become out of date are replaced. If a workplace has over 5 or more employees they should also have an accident report book. It is a requirement to place signs at the premises, making clear who the first aiders are, how to contact them, and the location of kits.

## Defibrillators

More and more workplaces are taking the decision to equip their team with an AED (automated external defibrillator). The Health and Safety Executive (HSE) do not give a definite answer as to whether an AED is required at a workplace. It is up to workplaces to decide whether installing an AED would be a useful addition to their first aid equipment. Decisions are usually taken based on the size and age of the workforce, and any known heart health problems. AED's are easy to operate, with minimal training – and are even designed so that an untrained person could use them in an emergency.

## Which size kit ?

Category of Risk	Employees	Recommended
<b>Lower Hazard</b> For example: small offices, small shops, libraries.	Fewer than 25	Small size kit
	25 - 100	Medium size kit
	More than 100	1 large kit per 100 employees
<b>Higher Hazard</b> For example: engineering & assembly work, warehousing, work with dangerous machinery or tools, construction.	Fewer than 5	Small size kit
	5 - 25	Medium size kit
	More than 25	1 large kit per 25 employees

## What should be in the kit?

	Small	Medium	Large	Travel
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 Bandages	2	3	4	1
Safety Pins	6	12	24	2
Eye Pad Sterile Dressing	2	3	4	1
Water-resistant Plasters	40	60	100	10
Saline Cleansing Wipe	20	30	40	4
Adhesive Tape Roll	1	1	1	1
Nitrile Disposable Gloves	6	9	12	1
Finger Sterile Dressing	2	3	4	–
Resuscitation Face Shield	2	2	3	2
Foil Blanket	1	2	3	1
Eye Wash	–	–	–	1
Burn Dressing	1	2	2	1
Shears	1	1	1	1
Conforming Bandage	1	2	2	1



# FIRST AID KIT CHECKLIST - SMALL KIT

## Kit Location

	Small	Check date:	Check date:	Check date:	Check date:	Check date:
Guidance Leaflet	1					
Contents List	1					
Medium Sterile Dressing	4					
Large Sterile Dressing	1					
Triangular Bandages	2					
Safety Pins	6					
Eye Pad Sterile Dressing	2					
Water-resistant Plasters	40					
Saline Cleansing Wipe	20					
Adhesive Tape Roll	1					
Nitrile Disposable Gloves	6					
Finger Sterile Dressing	2					
Resuscitation Face Shield	2					
Foil Blanket	1					
Eye Wash	–					
Burn Dressing	1					
Shears	1					
Conforming Bandage	1					

# FIRST AID KIT CHECKLIST - MEDIUM KIT

## Kit Location

	Medium	Check date:	Check date:	Check date:	Check date:	Check date:
Guidance Leaflet	1					
Contents List	1					
Medium Sterile Dressing	6					
Large Sterile Dressing	2					
Triangular Bandages	3					
Safety Pins	12					
Eye Pad Sterile Dressing	3					
Water-resistant Plasters	60					
Saline Cleansing Wipe	30					
Adhesive Tape Roll	1					
Nitrile Disposable Gloves	9					
Finger Sterile Dressing	3					
Resuscitation Face Shield	2					
Foil Blanket	2					
Eye Wash	-					
Burn Dressing	2					
Shears	1					
Conforming Bandage	2					

# FIRST AID KIT CHECKLIST - LARGE KIT

## Kit Location

	Large	Check date:	Check date:	Check date:	Check date:	Check date:
Guidance Leaflet	1					
Contents List	1					
Medium Sterile Dressing	8					
Large Sterile Dressing	2					
Triangular Bandages	4					
Safety Pins	24					
Eye Pad Sterile Dressing	4					
Water-resistant Plasters	100					
Saline Cleansing Wipe	40					
Adhesive Tape Roll	1					
Nitrile Disposable Gloves	12					
Finger Sterile Dressing	3					
Resuscitation Face Shield	3					
Foil Blanket	3					
Eye Wash	-					
Burn Dressing	2					
Shears	1					
Conforming Bandage	2					

# FIRST AID KIT CHECKLIST - TRAVEL KIT

## Kit Location

	Travel	Check date:	Check date:	Check date:	Check date:	Check date:
Guidance Leaflet	1					
Contents List	1					
Medium Sterile Dressing	1					
Large Sterile Dressing	1					
Triangular Bandages	1					
Safety Pins	2					
Eye Pad Sterile Dressing	1					
Water-resistant Plasters	10					
Saline Cleansing Wipe	4					
Adhesive Tape Roll	1					
Nitrile Disposable Gloves	1					
Finger Sterile Dressing	-					
Resuscitation Face Shield	2					
Foil Blanket	1					
Eye Wash	1					
Burn Dressing	1					
Shears	1					
Conforming Bandage	1					

# FIRST AID OPTIONAL EXTRAS

It is important for workplaces to customise their first aid kit to suit their needs, depending on the activity of the workplace.

You might wish to consider some optional extras to make your kit really suitable.

**A FULL RANGE OF  
FIRST AID KITS & SUPPLIES  
IS AVAILABLE AT  
SKILLBASEFIRSTAID.COM**

