

YOUR **WORKPLACE**
FIRST AID
ASSESSMENT



SkillBase
First Aid

... In Four Easy Steps

YOU, YOUR WORKPLACE, FIRST AID...

... AND JUST A FEW BORING BITS

The formal bit that you need to know is that the 'Health and Safety (First-Aid) Regulations require employers to enable first aid to be given to employees if they are injured or become ill at work. Every employer should carry out an assessment of first aid needs, which should be reviewed at least annually. All staff must be informed of the arrangements.'

To make this super easy for you, this guide will allow you to answer some quick and simple questions to make sure that you've thought of everything you need to, and act as your annual risk assessment.



NUMBER OF FIRST AIDERS REQUIRED

It's important to remember that accidents can happen at any time...

First-aid provision needs to be available at all times, including weekends, holidays, sickness and shift cover.

Number of first aiders required...

Each workplace should assess how many first aiders they require, and the most appropriate level of training based on their circumstances. You should consider not only the size and type of organisation but also any specific medical conditions or injuries likely to happen due to the nature of the work.

Category of Risk	Employees	Minimum First Aid Cover Needs	✓
Lower Hazard For example: small offices, small shops, libraries.	Fewer than 25	Someone should be appointed to take charge of first aid needs.	<input type="checkbox"/>
	25 – 50	At least one Emergency First Aider (minimum one day course) at all times.	<input type="checkbox"/>
	More than 50	A full First Aider who has attended a three day course, on site at all times.	<input type="checkbox"/>
Higher Hazard For example: engineering & assembly work, food warehousing, extensive work with dangerous machinery or sharp tools, construction or special hazards such as confined spaces or dangerous animals.	Fewer than 5	Someone should be appointed to take charge of first aid needs.	<input type="checkbox"/>
	5 – 50	You need one First Aider on site at all times - the level of training should be assessed based on workplace risks.	<input type="checkbox"/>
	More than 50	You need one First Aider on site at all times who has completed the three day.	<input type="checkbox"/>

This table offers guidance to minimum levels of First Aid cover but is no replacement for a thorough risk assessment.

STEP 2

ADDITIONAL COVER REQUIREMENTS

It's important to remember that accidents can happen at any time. First aid provision needs to be available at all times, including weekends, holidays, sickness and shift work.



Is the workplace split over a number of buildings? <i>You should consider the need for additional provision per building.</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Does the workplace operate a shift system? <i>First Aiders are required at all times the workplace operate.</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are there specific hazardous areas or risks within the workplace? <i>For example, kitchens, laboratories, packing & dispatch.</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is the workplace in a remote location, where emergency services may be delayed? <i>If yes, it may be worth considering additional first aiders.</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is there adequate provision for lunchtimes and breaks? <i>Consider where any nominated first aiders go offsite at lunch.</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is the adequate provision for out of hours, and offsite activities? <i>If first aiders go offsite, consider remaining cover.</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is there adequate provision for if a first aider is off work? <i>For example, if the first aider is sick or on holiday.</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do any contractors work on site? <i>For example, cleaning or catering. Has provision been made for them?</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>

STEP
3

LEVELS OF FIRST AID TRAINING



Using information from your accident record book, and also knowledge about your team, consider the following:

Does the organisation have staff with have any specific health conditions?

Including: Asthma, Panic Attacks, Anaphylaxis, Heart Problems, Strokes, Diabetes.

Yes

No

Does the organisation have either a history, or a high risk of accidents involving:

Drowning, Smoke & Fume Inhalation, Electric Shock, Amputations, Crushing Injuries, Head Injuries, Poisoning, Extreme Temperatures?

Yes

No

If answering 'yes' to either question, you should consider a **First Aid at Work** 3 day course, which will train the first aider to deal with specific accidents and illnesses.

The 'big daddy' of first aid courses, First Aid at Work is a nationally recognised certificate. Packed with practical, we'll get you super confident to deal with emergencies both in and out of the workplace. We'll have loads of time to look at specific injuries, illnesses and conditions so that you're super prepped - just in case!

TO KEEP THINGS SIMPLE...
HERE ARE A FEW

PRO-TIPS

TO HELP YOU CHOOSE



- + If choosing a course for your workplace, use the guideline table on the next page (from the big cheeses at the HSE) to check their recommendations.
- + Have a think if there are any special dangers like machinery, or if any of your team have medical conditions. Check the table on the next page to make sure that the course you think might be will teach what you need it to.
- + Accidents and illness happen on ordinary days. So cover for all shifts, holidays and sickness too. Most workplaces would need to have more than one first aider to have consistent cover.
- + If you need training for a childcare environment, skip straight to our Paediatric courses – but don't forget that all of our courses cover some bits of child first aid. We'd hate anyone to ever leave not knowing what to do if something happened at home.
- + If you are choosing a course for your own interest, or a voluntary reason then the choice is yours! Look through our website and see which one best meets what you had in mind.

We have included detailed descriptions on our website, so you can see exactly who they are suitable for and what's covered. Don't forget, if you are unsure just call us on **0330 335 1234**, because we love this stuff!

THE NITTY GRITTY OF WHAT'S COVERED

	Emergency actions	Getting help effectively	Adult basic life support (CPR)	Baby & child basic life support (CPR)	Hygiene	Neck & back injuries	Breathing problems	Choking adult	Choking baby & child	Using a Defib (AED)	Asthma	Panic Attack	Drowning	Smoke / fume Inhalation	Anaphylaxis	Unconsciousness & seizures	Recovery position	Multiple casualty incidents	Heart attacks & angina	Shock & fainting	Hypovolaemic shock	Electric shock	Minor wounds	Major wounds & amputations	Crushing injuries	Burns	Bones, muscles & joints	Concussion & compression	Strokes	Minor & major seizures	Febrile convulsions	Sudden poisoning	Diabetes	Effects of temperature	First aid kits	Accident reporting	Croup, sickle cell, insect stings & bites	Meningitis		
First Aid at Work	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
First Aid at Work Requalification	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Emergency First Aid	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Paediatric First Aid	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Emergency Paediatric First Aid	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Emergency First Aid in Schools	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Foundation First Aid	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Essential Life Support	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Action for Anaphylaxis	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Emergency First Aid for Pharmacists	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

STEP 4

FIRST AID KITS

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
Lower Hazard 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
Higher Hazard 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

