

FIRST AID AT WORK

THE HEALTH AND SAFETY (FIRST-AID) REGULATIONS 1981

APPROVED CODE OF PRACTICE AND GUIDANCE (L74)

[DRAFT REVISED GUIDANCE]

INTRODUCTION

1 The Health and Safety (First-Aid) Regulations 1981 set out the essential aspects of first aid that employers have to address. This publication will help employers to understand and comply with the Regulations. It offers practical advice on what employers need to do. Employers may also find it useful to look at the first aid at work section of HSE's website (see 'Further information'). Practical guidance on first aid in mines is given in a separate publication (see 'Further reading').

2 This publication contains the Regulations, Approved Code of Practice (ACoP) and guidance. Boxes containing dark shading denote Regulation and boxes with light shading denote ACoP. Guidance is contained in numbered paragraphs without shading.

Regulation 1 Citation and commencement

These Regulations may be cited as the Health and Safety (First-Aid) Regulations 1981 and shall come into operation on 1st July 1982.

Regulation 2 Interpretation

(1) *In these Regulations, unless the context otherwise requires -*

"first-aid" means -

(a) *in cases where a person will need help from a medical practitioner or nurse, treatment for the purpose of preserving life and minimising the consequences of injury and illness until such help is obtained, and*

(b) *treatment of minor injuries which would otherwise receive no treatment or which do not need treatment by a medical practitioner or nurse;*

"mine" means a mine within the meaning of Section 180 of the Mines and Quarries Act 1954^(a).

(2) *In these Regulations, unless the context otherwise requires, any reference to -*

(a) *a numbered Regulation or Schedule is a reference to the Regulation of, or Schedule to, these Regulations bearing that number;*

(b) *a numbered paragraph is a reference to the paragraph bearing that number in the Regulation in which the reference appears.*

(a) 1954 c.70; relevant amending instrument is SI 1974/2013.

DEFINITION OF FIRST AID

3 Employers have a legal duty to make arrangements to ensure their employees receive immediate attention if they are injured or taken ill at work. It doesn't matter whether the injury or illness is caused by the work they do. What is important is that they receive immediate attention and that an ambulance is called in serious cases. First aid can save lives and prevent minor injuries becoming major ones. First aid at work covers the arrangements that need to be made to manage injuries or illness suffered at work. The Regulations do not prevent staff, who are specially trained, from taking action beyond the initial management stage.

Regulation 3 Duty of employer to make provision for first aid

(1) 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.

(2) Subject to paragraphs (3) and (4), an employer shall provide, or ensure that there is provided, such number of suitable persons as is adequate and appropriate in the circumstances for rendering first aid to his employees if they are injured or become ill at work; and for this purpose a person shall not be suitable unless he has undergone -

(a) Such training and has such qualifications as the Health and Safety Executive may approve for the time being in respect of that case or class of case, and

(b) such additional training, if any, as may be appropriate in the circumstances of that case.

(3) Where a person provided under paragraph (2) is absent in temporary and exceptional circumstances it shall be sufficient compliance with that paragraph if the employer appoints a person, or ensures that a person is appointed, to take charge of -

(a) the situation relating to an injured or ill employee who will need help from a medical practitioner or nurse, and

(b) the equipment and facilities provided under paragraph (1)

throughout the period of any such absence.

(4) Where having regard to -

(a) the nature of the undertaking, and

(b) the number of employees at work, and

(c) *the location of the establishment,*

It would be adequate and appropriate if instead of a person for rendering first aid there was a person appointed to take charge as in paragraph (3) (a) and (b), then instead of complying with paragraph (2) the employer may appoint such a person, or ensure that such a person is appointed.

ASSESSMENT OF NEED

ACoP An employer should make an assessment of first-aid needs appropriate to the circumstances of each workplace.

4 The aim of first aid is to reduce the effects of injury or illness suffered at work, whether caused by the work itself or not. Sufficient first-aid equipment, facilities and personnel should be available:

- to give immediate assistance to casualties with both common injuries or illness and those likely to arise from specific hazards at work;
- to summon an ambulance or other professional help.

5 The roles of the key personnel involved, are shown in Appendix 1. How much first-aid provision an employer has to make depends on the circumstances of each workplace. There is no fixed level but each employer needs to assess what equipment, facilities and personnel are appropriate. Where employers have an occupational health service or access to other occupational health advice, they might wish to delegate the responsibility for carrying out the assessment and advising on first-aid provision, to them.

6 There is no requirement for the assessment of first-aid needs to be formal or written down although it may be useful for employers to record the results. Employers might need to justify their level of first-aid provision.

7 In assessing their needs, employers should consider:

- the nature of the work and workplace hazards and risks;
- the size of the organisation;
- the nature of the workforce;
- the organisation's history of accidents;
- the needs of travelling, remote and lone workers;
- work patterns;

- the distribution of the workforce;
- the remoteness of the site from emergency medical services;
- employees working on shared or multi-occupied sites;
- annual leave and other absences of first aiders and appointed persons;
- first-aid provision for non-employees.

8 Appendix 2 contains a checklist to help employers assess their needs and record relevant information. Appendix 3 can act as a record of first-aid provision.

Nature of the work

9 The Management of Health and Safety at Work Regulations 1999 require employers to make an assessment of the risks to health and safety of their employees at work, to identify what measures they need to take to prevent or control these risks^{1,2}. Information gathered from the risk assessment can help the employer carry out their assessment of first-aid needs, if preventive or control measures fail. Identifying the likely nature of an accident or injury will help the employer work out the type, quantity and location of first-aid equipment, facilities and personnel to provide.

10 To help employers, Table 1 highlights a number of hazards commonly found in the workplace, the causes of accidents that might occur in working with these hazards and the injuries that might arise. The Table is not intended to be comprehensive. It does not cover all hazards that may be present in the workplace or all injuries that might occur. It should also be remembered that an employee might become ill at any time. A needs assessment should consider this possibility, whether or not an illness is caused by work.

11 Where there is an accident in the workplace, it is important to conduct an investigation³. The information gathered can help determine the cause of the accident and identify the steps to take to ensure it does not happen again. More detailed information on workplace hazards, risk assessment and how to prevent work related injuries and illness is available on HSE's website (see 'Further information').

Table 1 Hazards commonly found in the workplace

HAZARD	CAUSES OF ACCIDENTS	EXAMPLES OF INJURY REQUIRING FIRST AID
Chemicals	Exposure during handling, spillages, splashing, leaks.	Poisoning, loss of consciousness, burns, eye injuries
Electricity	Failure to securely isolate electrical systems and equipment during work on them, poorly maintained electrical equipment, contact with either overhead power lines, underground power cables or mains electricity supplies, using unsuitable electrical equipment in explosive atmospheres.	Electric shock, burns
Machinery	Loose hair or clothing becoming tangled in machinery, being hit by moving parts or material thrown from machinery, contact with sharp edges.	Crush injuries, amputations, fractures, lacerations, eye injuries
Manual handling	Repetitive and/ or heavy lifting, bending and twisting, exerting too much force, handling bulky or unstable loads, handling in uncomfortable working positions.	Fractures, lacerations, sprains and strains
Slip and trip hazards	Uneven floors, trailing cables, obstructions, slippery surfaces due to spillages, worn carpets and mats.	Fractures, sprains and strains, lacerations
Work at height	Over-reaching or over-balancing when using ladders, falling off or through a roof.	Head injury, loss of consciousness, spinal injury, fractures, sprains and strains
Workplace transport	Hit by, hit against or falling from a vehicle, being hit by part of a load falling from a vehicle, being injured as a result of a vehicle collapse or overturn.	Crush injuries, fractures, sprains and strains

12 The type of work performed will help determine the identifiable hazards in the workplace and the possible harmful consequences for employees, and therefore the level of first-aid provision. For example, in organisations such as offices or shops, employers may only need to provide an appointed person to take charge of first-aid arrangements, and a clearly identified and suitably stocked first-aid box. However, even in these circumstances it is still possible for an accident or sudden illness to occur and it is recommended that employers consider having a qualified first aider available.

13 Where the work involves hazards such as chemicals or dangerous machinery, or special hazards such as hydrofluoric acid or confined spaces, first-aid requirements will be greater. Employers may then need to:

- provide a sufficient number of qualified first aiders so that someone is always available to give first aid immediately following an incident;
- provide additional training for first aiders to deal with injuries/ illness resulting from special hazards;
- consider additional first-aid equipment;
- provide one or more first-aid rooms;
- inform the local emergency services, in writing, of the site where hazardous substances or processes are in use.

14 In deciding on their first-aid provision, employers will need to take account of different work activities in different parts of an establishment. For example, it is likely that because of the variety of work carried out, separate risk assessments will have to be made for individual buildings or departments within a university complex. The results of these separate assessments should be carried over to the assessment of first-aid needs. This will mean that first-aid provision could vary between buildings or departments.

Size of the organisation

15 Generally, the larger the workforce, the greater the first-aid provision that is required. However, employee numbers should not be the sole basis for determining first-aid needs. A greater level of provision may be required when fewer people are at work but are undertaking tasks such as maintenance work. Employers should provide sufficient cover for the various circumstances that can occur.

16 Even in workplaces with a small number of employees there is still the possibility of an accident or sudden illness. Therefore, it is recommended that employers consider providing a qualified first aider.

Nature of the workforce

17 The particular needs of young workers, trainees, pregnant workers and employees with disabilities or special health problems should be addressed. First-aid provision should also be extended to work experience trainees.

History of accidents

18 Information collected when investigating previous accidents/ incidents should be used when assessing future first-aid provision. For large multi-site organisations this information could be helpful in determining where first aiders should be located, what geographical area they should be required to cover and what first-aid equipment is necessary.

Needs of travelling, remote and lone workers

19 Employers are responsible for meeting the first-aid needs of their employees working away from the main site, for example those who travel regularly or who work elsewhere. The assessment should determine whether those who travel long distances or are continuously mobile should carry a personal first-aid kit. Organisations with employees who work in remote areas should consider making special arrangements such as issuing personal communicators. Where employees work alone, other means of summoning help such as a mobile phone may be useful to call for assistance in an emergency.

Work patterns

20 First-aid requirements may vary where employees work shifts or out of hours. It is important that sufficient provision is always available when employees are at work, and separate arrangements may have to be made for each shift.

Distribution of the workforce

21 An employer should consider how the size of the premises could affect quick access to first-aid facilities. For example, whether additional first-aid provision is needed on a site with more than one building, or whether the distance between buildings is such that additional provision would be unnecessary. Employers with a multi-floor building should consider how many first aiders or appointed persons will be required to give adequate provision to each floor. Consideration should also be given to employees that work in self-contained areas.

Remoteness of the site from emergency medical services

22 Where a site is remote from emergency medical services, employers may need to make special arrangements to ensure appropriate transport is available. Employers should inform the emergency services, in writing, of their location and any particular circumstances, including specific hazards.

Employees working on shared or multi-occupied sites

23 On a shared or multi-occupied site, employers can arrange for one employer to take responsibility for providing first-aid cover for all the workers. In these cases, a full exchange of information about the hazards and risks involved should help ensure that the shared provision is adequate. All employers should agree the arrangements and employees should be kept informed. A written agreement between employers is strongly recommended to avoid any misunderstandings.

24 Where an employment business contracts out employees to another employer, the employment business should ensure, by arrangement with the user employer, that these employees have access to first-aid provision.

Annual leave and other absences of first aiders and appointed persons

25 It is essential that adequate provision is made at all times people are at work. Employers therefore need to ensure there is cover for annual leave and other planned absences of first aiders or appointed persons. Employers should also consider what cover is needed for unplanned and exceptional absences such as sick leave or special leave due to bereavement.

First-aid provision for non-employees (the public, children at school, etc)

26 These Regulations do not oblige employers to provide first aid for anyone other than their own employees. However, many organisations such as schools, places of entertainment, fairgrounds and shops provide a service for others and it is strongly recommended that employers include them in their assessment of first-aid needs and make provision for them. Guidance on first-aid provision in schools is available from the Department for Children, Schools and Families⁴.

27 For large events such as concerts, employers again have a duty only to provide first aid for employees. However, event organisers are responsible for ensuring that medical, ambulance and first-aid assistance, as appropriate, are available to all those involved in an event. Further information is available in *The event safety guide* produced by HSE⁵.

28 Where first-aid provision is intended to cover both employees and non-employees, employers should check their liability insurance covers the activities of first aiders. They should also ensure that:

- the level of provision for employees does not fall below the standard required by these Regulations;
- the level of provision for non-employees complies with any other relevant legislation and guidance.

Review of first-aid provision

29 Employers should review their first-aid needs from time to time, particularly after any operating changes, to ensure provision remains appropriate. To help with this process, it is recommended that a record is kept of the incidents dealt with by first aiders and appointed persons (see paragraphs **30-31**).

Records

30 It is good practice for employers to provide first aiders and appointed persons with a book in which to record incidents they attend. It should be kept in accordance with the Data Protection Act 1998 (see 'Further information'). Where there are a number of first aiders working for a single

employer, it would be advisable for one central book to be used, though this may not be practical on larger, well spread out sites. The information to be recorded should include:

- date, time and place of incident;
- name and job of injured or ill person;
- details of the injury/ illness and what first aid was given;
- what happened to the person immediately afterwards (for example went back to work, went home, went to hospital);
- name and signature of the first aider or person dealing with the incident.

31 This information can help the employer identify accident trends and possible areas for improvement in the control of health and safety risks. It can be used for reference in future first-aid needs assessments. These records may also be helpful for insurance and investigative purposes. The record book is not the same as the statutory accident book, though the two might be combined.

RIDDOR

32 Employers, self-employed people and those in control of premises have a duty to report some accidents and incidents at work under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995)^{6,7}. You can report an incident quickly, easily and in confidence using the telephone number and on-line contacts given in 'Further information'.

FIRST AID MATERIALS, EQUIPMENT AND FACILITIES

ACoP When the assessment of first-aid requirements has been completed, the employer should provide the materials, equipment and facilities needed to ensure that the level of cover identified as necessary will be available to employees at all relevant times. This will include ensuring that first-aid equipment, suitably marked and easily accessible, is available in all places where working conditions require it.

First-aid containers

ACoP The minimum level of first-aid equipment is a suitably stocked and properly identified first-aid container. Every employer should provide for each work site at least one first-aid container supplied with a sufficient quantity of first-aid materials suitable for the particular circumstances.

33 Depending on the findings of the first-aid needs assessment, more than one first-aid container might be required on large sites. First-aid

containers should be easily accessible, and preferably placed near to hand washing facilities. They should only be stocked with items useful for giving first aid and should protect them from dust and damp. All first-aid containers should be identified by a white cross on a green background⁸.

34 **There is no mandatory list of items to be included in a first-aid container.** The decision on what to provide will be influenced by the findings of the first-aid needs assessment. As a guide, where work activities only involve low hazards (see Appendix 2), a minimum stock of first-aid items would be:

- a leaflet giving general guidance on first aid (for example, HSE's leaflet: Basic advice on first aid at work)⁹;
- 20 individually wrapped, sterile plasters (assorted sizes), appropriate to the type of work (hypoallergenic plasters can be provided, if necessary);
- two sterile eye pads;
- four individually wrapped triangular bandages, preferably sterile;
- six safety pins;
- two large sterile individually wrapped unmedicated wound dressings;
- six medium sized individually wrapped sterile unmedicated wound dressings;
- a pair of disposable gloves (see HSE's free leaflet: Latex and you)¹⁰.

This is a suggested contents list only – equivalent but different items will be acceptable.

35 The contents of first-aid containers should be examined frequently and restocked soon after use. Sufficient supplies should be held in stock on site. Care should be taken to dispose of items safely once they reach their expiry date.

Additional first-aid materials and equipment

36 The needs assessment may indicate that additional materials and equipment are required, for example scissors, adhesive tape, disposable aprons and individually wrapped moist wipes. They may be kept in the first-aid container if there is room or stored separately.

37 If mains tap water is not readily available for eye irrigation, at least a litre of sterile water or sterile normal saline (0.9%) in sealed, disposable containers should be provided. Once the seal has been broken, containers

should not be kept for reuse. Containers should not be used beyond their expiry date.

38 There may be a need for items such as protective equipment in case first aiders have to enter dangerous atmospheres, or blankets to protect casualties from the elements. Such items should be stored securely near the first-aid container, in the first-aid room or in the hazard area as appropriate. Access to them should be restricted to people trained in their use.

Tablets and medication

39 First aid at work does not include giving tablets or medicines to treat illness. The only exception to this is where aspirin is used when giving first aid to a casualty with a suspected heart attack in accordance with currently accepted first-aid practice⁽¹¹⁾. It is recommended that tablets and medicines should not be kept in the first-aid container.

40 Some workers carry their own medication that has been prescribed by their doctor (eg an inhaler for asthma). If an individual needs to take their own prescribed medication, the first aider's role is generally limited to helping them do so and contacting the emergency services as appropriate.

Defibrillators

41 Where an employer decides to provide a defibrillator in the workplace, it is important that those who may use it are appropriately trained. The Health and Safety Executive (HSE) does not specify the content of this training and organisations providing it do not need HSE approval.

Travelling first-aid kits

42 **There is no mandatory list of items to be included in first-aid kits for travelling workers.** They would typically contain:

- a leaflet giving general guidance on first aid (for example HSE's leaflet: Basic advice on first aid at work)⁹;
- six individually wrapped, sterile plasters (hypoallergenic plasters can be provided, if necessary);
- two triangular bandages;
- two safety pins;
- one large sterile unmedicated dressing;
- individually wrapped moist cleansing wipes;
- a pair of disposable gloves (see HSE's free leaflet: Latex and you)¹⁰.

This is a suggested contents list only – equivalent but different items will be acceptable.

43 Suitable arrangements should be in place for restocking kits.

First-aid rooms

ACoP Employers should provide a suitable first-aid room or rooms where the assessment of first-aid needs identifies this as necessary. The first-aid room(s) should contain essential first-aid facilities and equipment, be easily accessible to stretchers and be clearly signposted and identified. If possible, the room(s) should be reserved exclusively for giving first aid.

44 A first-aid room will usually be necessary where there are higher hazards such as in chemical industries or on large construction sites, and in larger premises at a distance from medical services. A designated person should be given responsibility for it. The room(s) should be clearly signposted and identified by white lettering or symbols on a green background⁸.

45 First aid rooms should:

- be large enough to hold an examination/ medical couch, with enough space at each side for people to work, a chair and any necessary additional equipment;
- have washable surfaces and adequate heating, ventilation, and lighting;
- be kept clean, tidy, accessible and available for use at all times when employees are at work;
- be positioned as near as possible to a point of access for transport to hospital;
- display a notice on the door advising of the names, locations, and if appropriate, telephone extensions of first aiders and how to contact them.

46 Typical examples of the equipment and facilities a first-aid room may contain are:

- a sink with hot and cold running water;
- drinking water with disposable cups;
- soap and paper towels;
- a store for first-aid materials;

- foot-operated refuse containers, lined with disposable yellow clinical waste bags or a container suitable for the safe disposal of clinical waste;
- an examination/ medical couch with waterproof protection and clean pillows and blankets (a paper couch roll may be used that is changed between casualties);
- a chair;
- a telephone or other communication equipment;
- a record book for recording incidents attended by a first aider or appointed person (see paragraphs **30-31**).

47 If the first-aid room(s) cannot be reserved exclusively for giving first aid, employers need to make sure that the first-aid facilities can be made available quickly if necessary. For example, they should consider the implications of whether:

- the activities usually carried out in the room can be stopped immediately in an emergency;
- the furnishings and equipment can be moved easily and quickly to a position that will not interfere with giving first aid;
- the storage arrangements for first-aid furnishings and equipment allow them to be made available quickly when necessary.

FIRST-AID PERSONNEL

First aiders

ACoP Where the first-aid assessment identifies a need for people to be available for rendering first aid, the employer should ensure that they are provided in sufficient numbers and at appropriate locations to enable first aid to be administered without delay should the occasion arise. Where 50 or more people are employed, at least one such person should be provided unless the assessment justifies otherwise.

How many first aiders are needed?

48 The findings of the first-aid needs assessment will help the employer decide how many first aiders are required. There are no specific rules on exact numbers as employers will need to take into account all the relevant circumstances of their particular workplace.

49 After completing the checklist in Appendix 2, the flow chart in Appendix 4 serves as a general guide on how many first aiders might be needed. **The**

figures quoted in Appendix 4 are merely suggestions and are not a legal requirement. The employer should take into account all relevant information to make a valid judgement.

What factors should be considered when selecting someone to be a first aider?

50 When selecting someone to take up the role of a first aider, a number of factors need to be taken into account, including an 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.

What training and qualifications are needed to become a first aider in the workplace?

51 Before taking up first-aid duties, a first aider should hold a valid certificate of competence in either:

- **first aid at work (FAW)**, issued by a training organisation approved by HSE; or
- **emergency first aid at work (EFAW)**, issued by a training organisation approved by HSE or a recognised Awarding Body of the Qualifications and Curriculum Authority (QCA)/ Scottish Qualifications Authority (SQA).

52 A list of suitable training providers and Awarding Bodies is available from HSE's Infoline (see 'Further information').

53 Providing they maintain a knowledge of and are able to apply the current standards that HSE accepts for the first-aid management of injuries and illness¹¹, the training and experience of the following qualify them to administer first aid in the workplace:

- doctors registered with the General Medical Council;
- nurses registered with the Nursing and Midwifery Council;
- paramedics registered with the Health Professions Council.

54 The contents of FAW and EFAW courses are listed in Appendices 5 and 6, respectively. When arranging training, employers should let the

training organisation know of any particular hazards at their workplace so if possible, training can be tailored to meet these needs.

55 The findings of the needs assessment can be used to help employers decide whether their first aiders should be trained in FAW or EFAW. **If the assessment indicates that first aiders should be trained to FAW standard, it is not acceptable to provide first aiders that possess an EFAW certificate instead.** As a guide, the flow chart in Appendix 4 suggests the category of first-aid personnel to provide under different circumstances.

56 Additional training of first aiders may be necessary to cover special hazards so they can deal with particular problems that might arise. For example, more in depth training would be advisable in cases where work activities involve the use of hydrofluoric acid or cyanide, or working in confined spaces. Similarly, further training would be required for personnel who may need to use a defibrillator (see paragraph 41). The content of these additional training courses is not specified by HSE. It may be undertaken as an extension to FAW/ EFAW training or as a stand-alone course and a certificate should be issued separately from the FAW/ EFAW certificate. Organisations offering additional training do not need HSE approval for this purpose.

57 On successful completion of an FAW or EFAW course, candidates are issued with a certificate for three years. They then need to undertake an FAW requalification course or EFAW course, as appropriate, to obtain another three year certificate. Employers should make every effort to ensure that first aiders attend the relevant course within the three month period prior to certificate expiry date. The new certificate will then take effect from the date of expiry. However, where it has not been possible to requalify in this three month period, HSE will allow extension of the certificate for 28 days beyond the expiry date, within which an FAW requalification or EFAW course should be completed. There is no need to contact HSE to request the certificate extension. During the extension period, HSE will continue to recognise the FAW/ EFAW qualification and the first aider can still provide first aid to employees.

58 Anyone requalifying within a period of certificate extension will have their new certificate dated from the expiry date of the previous one. Any first aider who is not able to complete a course up to a maximum of 28 days after the expiry date of their three year certificate, will be required to undertake a full FAW course or EFAW course, to obtain a valid certificate.

59 **Research has shown that following training, the practical skills of first aiders can deteriorate¹². Therefore, HSE strongly recommends that it is good practice for first aiders to complete annual ‘refresher’ courses (see Appendix 7 for course content) during any three year FAW/ EFAW certification period (Appendix 8). It is important that employers ensure qualified first aiders attend these courses to help maintain their basic skills and keep up to date with any changes to first-aid procedures.**

60 Any training organisation approved by HSE or a recognised Awarding Body of the QCA/ SQA, can run annual refresher courses. A list of relevant training providers and Awarding Bodies is available from HSE's Infoline (see 'Further information').

61 Where available, in-house occupational health professionals (a doctor registered with the General Medical Council or nurse registered with the Nursing and Midwifery Council) can run annual refresher training in your workplace, provided they meet certain requirements¹¹.

62 Employers should also encourage first aiders to regularly review their course manual and other material, and if possible, allocate them time to do this. It will further help to promote retention of first aid skills and knowledge.

63 Employers may find it useful to keep a record of first aiders and certification dates. This can be used to ensure first aiders attend annual refresher courses and, prior to the certificate expiry date, complete an appropriate course to obtain a new three year certificate.

Appointed persons

ACoP Where an employer's assessment of first-aid needs identifies that a first aider is not necessary, the minimum requirement on an employer is to appoint a person to take charge of the first-aid arrangements, including looking after equipment and facilities, and calling the emergency services when required. Arrangements should be made for an appointed person to be available to undertake these duties at all times when people are at work.

64 Even in small, low hazard organisations where first aiders are considered unnecessary, there is always the possibility of an accident or sudden illness. Therefore, it is important that someone is always available to take charge of the first-aid arrangements, including looking after the equipment and facilities and calling the emergency services when required. In the absence of first aiders, employers should appoint a person for this purpose, though appointed persons are not necessary where there is an adequate number of first aiders.

65 To fulfil their role, appointed persons do not need first-aid training. Therefore, it is important to remember that appointed persons are not first aiders and should not attempt to give first aid for which they have not been trained. Given this and the remaining possibility of an accident or sudden illness, rather than providing appointed persons, employers should consider providing qualified first aiders.

66 The Regulations allow for a person to be appointed to provide emergency cover in the absence of first aiders but only where the absence is due to exceptional, unforeseen and temporary circumstances. Absences such as annual leave do not count. Remember, if the first-aid needs assessment indicates that first aiders are required, they should be available whenever the need arises.

Regulation 4 Duty of employer to inform his employees of the arrangements made in connection with first aid

An employer shall inform his employees of the arrangements that have been made in connection with the provision of first aid, including the location of equipment, facilities and personnel.

INFORMATION FOR EMPLOYEES

67 First-aid arrangements operate efficiently in an emergency only where everyone in the workplace is aware of them, and understands and accepts them. One way to achieve this is to develop procedures for informing staff in consultation with employees or safety representatives. They should detail first-aid provision and explain how employees will be informed of the location of first-aid equipment, facilities and personnel. The procedures should also identify who will provide relevant first-aid information to new and transferred employees.

68 A simple method of keeping employees informed is to display first-aid notices. The information needs to be clear and easily understood by all employees. Employers should also take steps to cater for those with reading or language difficulties. At least one notice in a prominent position at each site, including the base for travelling employees, should give enough opportunity for employees to see them.

69 The inclusion of first-aid information during induction training will help ensure new employees are made aware of first-aid arrangements.

Regulation 5 Duty of self-employed person to provide first-aid equipment

A self-employed person shall provide, or ensure there is provided, such equipment, if any, as is adequate and appropriate in the circumstances to enable him to render first aid to himself while he is at work.

DUTIES OF SELF-EMPLOYED PERSONS

70 The systematic approach to assessment, set out in paragraphs 4-32, may also be valid for deciding how much first-aid provision is needed by the self-employed. Those who carry out activities involving low hazards (such as clerical work) in their own homes would not be expected to provide first-aid equipment beyond their normal domestic needs.

71 Where the self-employed work on premises under the control of an employer or with other self-employed workers, they are each responsible for

making their own first-aid provision. However, as indicated in paragraphs **23-24**, joint arrangements can be made with other occupiers to provide common cover.

APPENDIX 1 - ROLES OF KEY PERSONNEL

EMPLOYER

1 Under the Health and Safety (First-Aid) Regulations 1981, employers have a duty to provide suitable first-aid equipment, facilities and personnel so that immediate assistance can be given to employees that are injured or taken ill at work. Employers should ensure that employees are aware of the first-aid arrangements in their workplace. These duties apply to all employers including those with fewer than five employees.

SELF-EMPLOYED WORKER

2 Self-employed workers have a duty under the Health and Safety (First-Aid) Regulations 1981 to ensure that where appropriate, they have suitable first-aid equipment to provide first aid to themselves while at work.

FIRST AIDER

3 If an employer decides they need to provide one or more first aiders in their workplace, they should ensure a suitable employee has a valid certificate of competence in either first aid at work or emergency first aid at work. Once qualified, a first aider can provide first aid to employees that are injured or taken ill while at work.

APPOINTED PERSON

4 If an employer decides that a first aider is not required in their workplace, they should appoint a person to take charge of the first-aid arrangements. The role of this appointed person includes looking after the first-aid equipment and facilities and calling the emergency services when required. They can also provide emergency cover where a first aider is absent due to unforeseen circumstances (annual leave does not count).

5 Appointed persons do not need first-aid training and are not necessary where there is an adequate number of first aiders.

APPENDIX 2 - CHECKLIST FOR ASSESSMENT OF FIRST-AID NEEDS

The checklist below will help you assess what first-aid provision you need to make for your workplace.

FACTOR TO CONSIDER	SPACE FOR NOTES	IMPACT ON FIRST AID PROVISION
<p>HAZARDS – use the findings of your risk assessment and take account of any parts of your workplace that have different work activities/ hazards which may require different levels of first-aid provision</p>		
<p>Does your workplace have low hazards such as those that might be found in offices and shops?</p>		<p>The minimum provision is:</p> <ul style="list-style-type: none"> • an appointed person to take charge of first-aid arrangements; • a suitably stocked first-aid box.
<p>Does your workplace have higher hazards such as chemicals or dangerous machinery (see Table 1)?</p> <p>Do your work activities involve special hazards such as hydrofluoric acid or confined spaces?</p>		<p>You should consider:</p> <ul style="list-style-type: none"> • providing first aiders; • additional training for first aiders to deal with injuries resulting from special hazards; • additional first-aid equipment; • precise siting of first-aid equipment; • providing a first-aid room; • informing the emergency services.
<p>EMPLOYEES</p>		
<p>How many people are employed on site?</p>		<p>Where there are small numbers of employees, the minimum provision is:</p> <ul style="list-style-type: none"> • an appointed person to take charge of first-aid arrangements; • a suitably stocked first-aid box. <p>Even in workplaces with a small number of employees, there is still the possibility of an accident or sudden illness so you should consider providing a qualified first aider.</p> <p>Where there are large numbers of employees you should consider providing:</p> <ul style="list-style-type: none"> • first aiders;

		<ul style="list-style-type: none"> • additional first-aid equipment; • a first-aid room.
Are there inexperienced workers on site, or employees with disabilities or special health problems?		<p>You should consider:</p> <ul style="list-style-type: none"> • additional training for first aiders; • additional first-aid equipment; • local siting of first-aid equipment. <p>Your first-aid provision should cover any work experience trainees.</p>
RECORD OF ACCIDENTS AND ILL HEALTH		
What is your record of accidents and ill health? What injuries and illness have occurred and where did they happen?		Ensure your first-aid provision will cater for the type of injuries and illness that might occur in your workplace. Monitor accidents and ill health and review your first-aid provision as appropriate.
WORKING ARRANGEMENTS		
Do you have employees who travel a lot, work remotely or work alone?		<p>You should consider:</p> <ul style="list-style-type: none"> • issuing personal first-aid kits; • issuing personal communicators to remote workers; • issuing mobile phones to lone workers.
Do any of your employees work shifts or work out of hours?		You should ensure there is adequate first-aid provision at all times people are at work.
Are the premises spread out, for example are there several buildings on the site or multi-floor buildings?		You should consider provision in each building or on each floor.
Is your workplace remote from emergency medical services?		<p>You should:</p> <ul style="list-style-type: none"> • consider special arrangements with the emergency services; • inform the emergency services of your location.
Do any of your employees work at sites occupied by other employers?		You should make arrangements with other site occupiers to ensure adequate provision of first aid. A written agreement between employers is strongly recommended.
Do you have sufficient		You should consider:

provision to cover absences of first aiders or appointed persons?		<ul style="list-style-type: none">• what cover is needed for annual leave and other planned absences;• what cover is needed for unplanned and exceptional absences.
NON-EMPLOYEES		
Do members of the public visit your premises?		Under the Regulations, you have no legal obligation to provide first aid for non-employees but HSE strongly recommends that you include them in your first-aid provision. This is particularly relevant in workplaces that provide a service for others such as schools, places of entertainment, fairgrounds and shops.

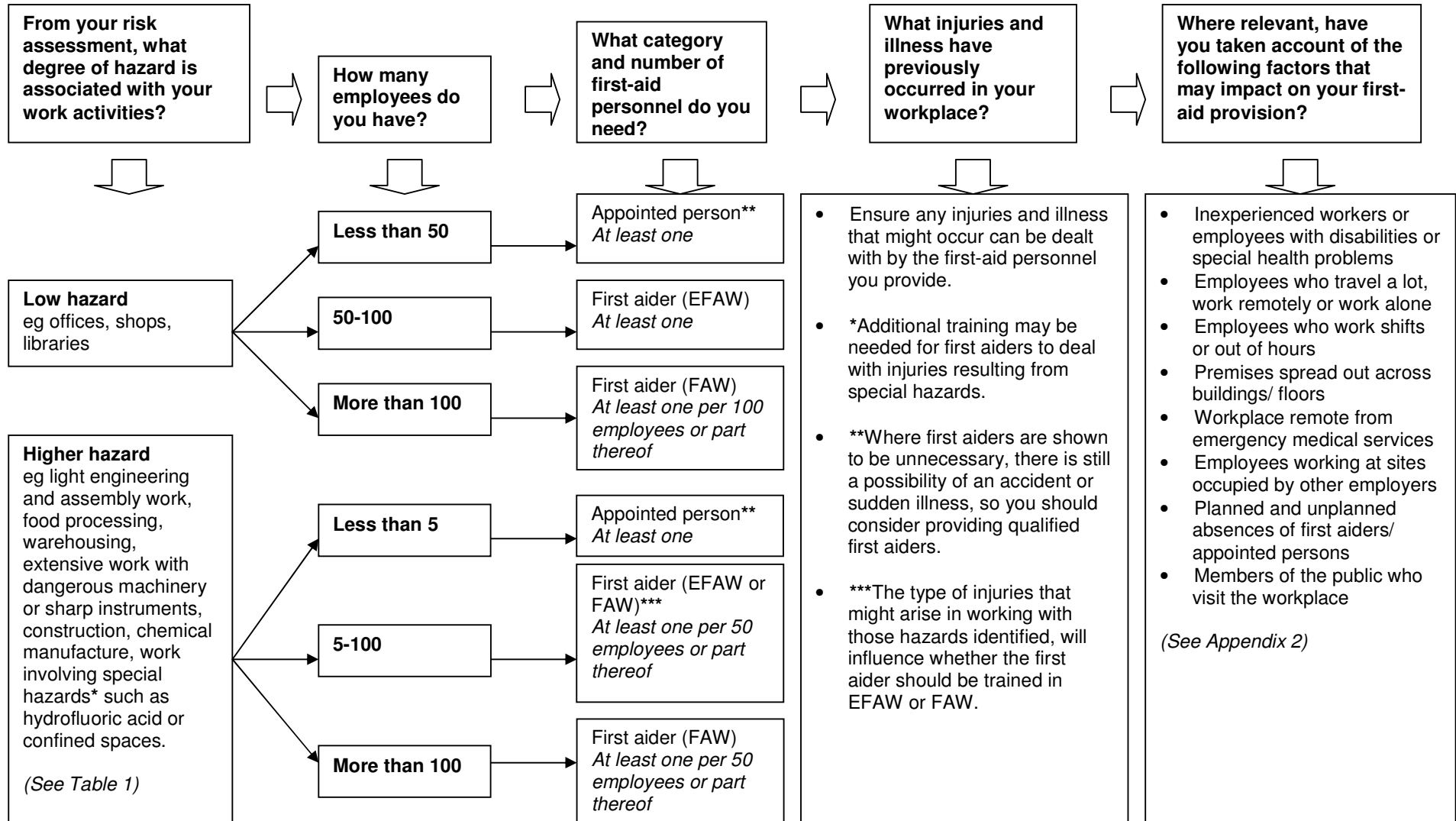
APPENDIX 3 – RECORD OF FIRST-AID PROVISION*

FIRST-AID PERSONNEL	REQUIRED YES/NO	NUMBER NEEDED
First aider with a first aid at work certificate		
First aider with an emergency first aid at work certificate		
First aider with additional training (specify)		
Appointed person		
FIRST-AID EQUIPMENT AND FACILITIES	REQUIRED YES/NO	NUMBER NEEDED
First-aid container		
Additional equipment (specify)		
Travelling first-aid kit		
First-aid room		

* The minimum first-aid provision for each work site is:

- an appointed person to take charge of first-aid arrangements;
- a suitably stocked first-aid box;
- provision of information for employees about the first-aid arrangements.

APPENDIX 4 - GUIDE TO THE CATEGORY AND NUMBER OF FIRST-AID PERSONNEL TO BE AVAILABLE AT ALL TIMES PEOPLE ARE AT WORK



APPENDIX 5 - CONTENT OF A FIRST AID AT WORK COURSE

On completion of training, successful candidates should be competent in:

- emergency first aid at work (see Appendix 6);
- recognising the presence of major illness and applying general first-aid principles in its management.

In addition, candidates should be able to demonstrate the correct first-aid management of:

- soft tissue injuries;
- injuries to bones including suspected spinal injuries;
- chest injuries;
- burns and scalds;
- eye injuries including how to irrigate an eye;
- sudden poisoning and anaphylactic shock.

APPENDIX 6 - CONTENT OF AN EMERGENCY FIRST AID AT WORK COURSE

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

- understand the role of the first aider including reference to the use of available equipment and the need for recording incidents and actions;
- understand the importance of basic hygiene in first-aid procedures;
- assess the situation and circumstances in order to act safely, promptly and effectively in an emergency;
- administer first aid to a casualty who is unconscious and/or in seizure;
- administer cardiopulmonary resuscitation;
- administer first aid to a casualty who is wounded or bleeding and/or in shock;
- administer first aid to a casualty who is choking;
- provide appropriate first aid for minor injuries.

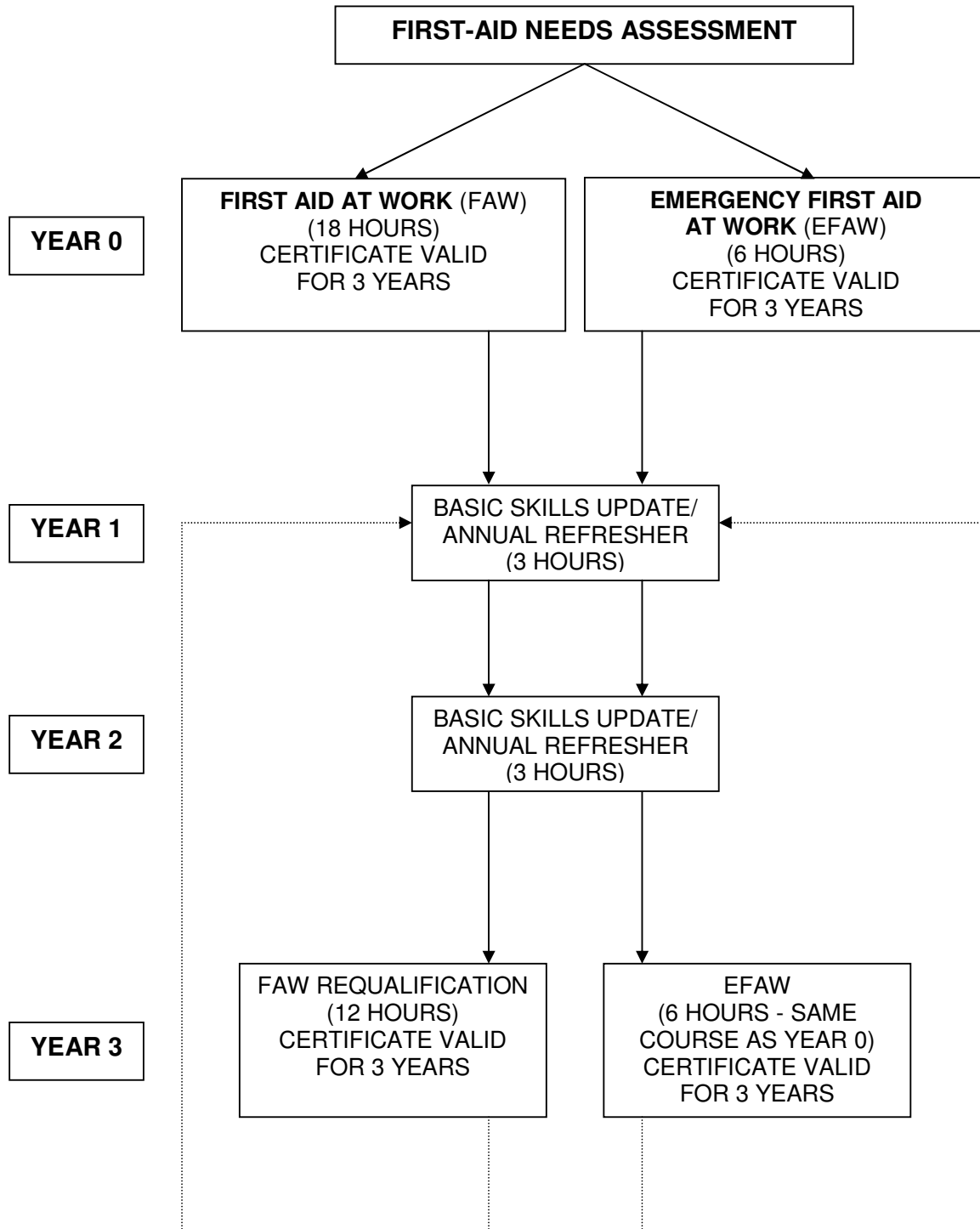
APPENDIX 7 - CONTENT OF A BASIC SKILLS UPDATE/ ANNUAL REFRESHER COURSE

On completion of training, candidates should have demonstrated their competence to:

- assess the situation in an emergency;
- administer first aid to a casualty who is unconscious and/or in seizure;
- administer cardiopulmonary resuscitation;
- administer first aid to a casualty who is wounded or bleeding and/or in shock.

The course should also include any updates or changes to relevant first-aid procedures.

APPENDIX 8 – FIRST-AID COURSES TO COMPLETE OVER AN INITIAL THREE YEAR PERIOD AND IN SUBSEQUENT YEARS (DOTTED LINE)



REFERENCES

- 1 Management of health and safety at work. Management of Health and Safety at Work Regulations 1999. Approved Code of Practice and guidance L21 (Second edition) HSE Books 2000 ISBN 0 7176 2488 9
- 2 Five steps to risk assessment INDG163 (rev 2) HSE Books 2006 ISBN 0 7176 6189 X
- 3 Investigating accidents and incidents HSG245 HSE Books 2004 ISBN 0 7176 2827 2
- 4 Department for Children, Schools and Families. Guidance on First Aid for Schools 1998
<http://publications.teachernet.gov.uk/eOrderingDownload/GFAS98MIG1114.pdf>
- 5 The event safety guide: a guide to health, safety and welfare at music and similar events HSG195 HSE Books 1999 ISBN 0 7176 2453 6
- 6 A guide to the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995. Guidance on Regulations L73 HSE Books 1999 ISBN 0 7176 2431 5
- 7 RIDDOR explained: Reporting of Injuries, Diseases and Dangerous Occurrences Regulations HSE31 (rev1) HSE Books 1999 ISBN 0 7176 2441 2
- 8 Safety signs and signals. The Health and Safety (Safety Signs and Signals) Regulations 1996. Guidance on Regulations L64 HSE Books 1997 ISBN 0 7176 0870 0
- 9 Basic advice on first aid at work INDG347 (rev1) HSE Books 2006 ISBN 0 7176 6193 8
- 10 Latex and you INDG320 HSE Books 2000
- 11 How to gain and maintain approval for First Aid at Work training under the Health and Safety (First-Aid) Regulations 1981 2006 (under review)
<http://www.hse.gov.uk/firstaid/approval.pdf>
- 12 Review of the Health and Safety (First-Aid) Regulations 1981. Position Statement on the Structure and Content of First Aid Training Courses. 2005
<http://www.hse.gov.uk/firstaid/review/positionstatement.pdf>

FURTHER READING

First aid at mines. Health and Safety (First-Aid) Regulations 1981. Approved Code of Practice L43 HSE Books 1993 ISBN 0 11 882166 0

First aid at work: your questions answered INDG214 HSE Books 1997 ISBN 0 7176 1074 8

Basic advice on first aid at work (poster) HSE Books 2006 ISBN 0 7176 6195 4

Electric shock: first aid procedures (poster) HSE Books 2006 ISBN 0 7176 6203 9

FURTHER INFORMATION

Information on many aspects of first aid at work is available on the first aid web pages of HSE's website at: <http://www.hse.gov.uk/firstaid/index.htm>

Information on health and safety is available on HSE's website at: <http://www.hse.gov.uk/>

HSE issued an Accident Book (BI 150 ISBN 0 7176 2603 2) in 2003, taking into account the requirements of the Data Protection Act 1998 (DPA). More detailed information about DPA can be found on the website of the Information Commissioner's Office at: <http://www.ico.gov.uk/>

To report an accident or incident under RIDDOR, call the HSE Incident Contact Centre on 0845 300 9923 or to report on-line or by e-mail visit: <http://www.hse.gov.uk/riddor/index.htm>

For lists of first aid training organisations and Awarding Bodies, and enquiries about health and safety at work, ring HSE's Infoline Tel: 0845 345 0055 Fax: 0845 408 9566 Textphone: 0845 408 9577 e-mail: hse.infoline@natbrit.com or write to HSE Information Services, Caerphilly Business Park, Caerphilly CF83 3GG