

# First Aid at Work

Guidance on managing first aid  
in Council buildings and services



# First Aid at Work – guidance on managing first aid in Council buildings and services

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## 1. Introduction

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- 1.1 When an individual becomes ill or suffer injuries at work, it is important that first aid attention is available. First aid given promptly and effectively can save lives; often it can assist in preventing minor injuries from deteriorating into serious injuries. In many cases, it will be the only treatment necessary.
- 1.2 This guidance provides information on how to determine the level of first aid provision needed in your service area. It also sets out the essential aspects of the management of first aid.

## 2. Definitions

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### 2.1 First Aid

The administration of treatment for the purpose of preserving life and minimising the consequences of injury and illness where a person will subsequently need help from a medical practitioner or nurse; and for the treatment of minor injuries which would not need treatment by a medical practitioner or nurse.

### 2.2 First Aider

Someone who is qualified to administer first aid in the event of an injury or illness, holding a valid certificate of competence in first aid at work issued by an organisation whose training and qualifications are approved by the Health and Safety Executive (HSE). Such certificates are currently valid for three years, after which refresher training is required.

### 2.3 First aid needs assessment

The method of identifying what first aid provision is required for your building, site or service area. By carrying out a first aid needs assessment you can determine the number of first aiders required, what level of first training they need, and the type and amount of first aid equipment and supplies that are needed.

### 2.4 Appointed Person

Someone who is nominated to take charge of first aid arrangements; and is the minimum requirement in a service area in the absence of a qualified first aider. The role of the appointed person can include looking after the first aid equipment and facilities, and calling the emergency services when required.

### 2.5 Automated External Defibrillator (AED)

An AED is a portable device that checks the heart rhythm and can send an electric shock to the heart to try to restore a normal rhythm. AEDs are used to treat sudden cardiac arrest.

## 3. Roles and responsibilities

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### 3.1 Building or Site H&S Responsible Person

The H&S Responsible Person, must ensure that a first aid needs assessment is carried out for the building or site they are responsible for, and ensure that adequate first aid arrangements are put in place.

In buildings or sites occupied by multiple Council service areas and other organisations such as the NHS, the nominated Multi-Occupied Building/Site H&S Responsible Person is responsible for the co-ordination and co-operation between service areas and other organisations to ensure that first aid needs are assessed and that appropriate arrangements are put in place. Property and Facilities Management take on this role at Waverley Court, City Chambers and Central Library.

The H&S Responsible Person should ensure that the first aid arrangements are monitored and maintained, including:

- First aid needs assessment is carried out and reviewed at least annually, and revised as necessary.
- Adequate number of suitably trained first-aiders, with up to date first aid at work certificates.
- List of first aiders and their location and contact number is posted in the building.
- First aid kits and other first aid provisions are regularly checked by first aiders/appointed persons, to ensure they are correctly stocked with supplies that are all in date.
- Other first aid equipment and facilities are maintained in a good condition, e.g. automated external defibrillators or eye wash stations.

Where there is no first aider, the H&S Responsible Person will normally take on the role of Appointed Person, if they are based in the building.

### **3.2 Line Managers**

Line Managers are responsible for ensuring that adequate first aid arrangements are in place for their service areas. In buildings or sites, they should liaise with the H&S Responsible Person to ensure that the first aid needs assessment takes account of their service requirements.

Where they are responsible for managing peripatetic teams, e.g. waste and cleansing, they must carry out their own first aid needs assessment to identify what first aid provisions are required, including travel kits to be kept in vehicles and whether staff should be provided with emergency first aid at work training. Line managers should ensure that first aid requirements are implemented and maintained.

Line managers are also responsible for providing information on first aid arrangements to new joiners/agency staff as part of their induction.

### **3.3 Excursion Co-ordinators and Group Leaders**

Excursion Co-ordinators and Group Leaders are responsible for ensuring that a first aid needs are considered as part of the risk assessment process during the planning for excursions, and ensuring that identified first aid requirements are in place before the excursion proceeds. They are also responsible for ensuring that, where required for a specific excursion, employees have appropriate and up-to-date first aid training.

### **3.4 Employees (including agency workers)**

Employees must familiarise themselves with the first aid arrangements for their workplace, and know how to summon first aid assistance if required.

### **3.5 First Aiders**

First aiders are responsible for:

- Responding to requests for first aid assistance and carrying out first aid in accordance with what they have been taught, seeking additional support and/or medical advice should they deem this necessary;
- Attending first aid training and refresher training, where there is an ongoing need for them to continue to act as a first aider;
- Ensuring first aid kits, and other first aid equipment they are responsible for, are correctly stocked with supplies that are all in date.

### 3.6 Appointed Persons

The appointed person will normally be the most senior person on site at the time of the incident (e.g. H&S Responsible Person). They will not administer first aid, but will be responsible for:

- taking charge in an emergency situation, if someone becomes ill or is injured;
- looking after the first aid equipment and making sure first aid boxes are fully stocked.

## 4. First aid needs assessment

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4.1 An assessment of first aid needs must be carried out for each building, site or service area. This is used to determine the number of first aiders needed, the type of first aid training they require, and the first aid equipment and resources needed, e.g. number of first aid kits, their contents and where they should be located for easy access.

4.2 The first aid needs assessment should consider the following:

- The number of employees in the building, site or service area
- In schools and children's services: the number of pupils and young people
- The work patterns of employees, e.g. shift work, lone working, peripatetic
- The size and layout of the building/site, e.g. more than one-storey
- Any specific hazards associated with the building and/or service, e.g. use of dangerous machinery or hazardous substances
- Any other risks or issues that may impact on the first aid needs, e.g. known health conditions of employees or pupils
- For outdoor centres, consider the proximity to Accident and Emergency services.

4.3 The outcome of the first aid needs assessment should be recorded on the [first aid needs assessment form](#). Further guidance is provided within the form.

4.4 The first aid needs assessment should be reviewed at least annually, and updated as required.

### 4.5 First aid for excursions

The number of trained first aiders, or those who have attended emergency first aid training etc, should be identified through the planning and risk assessment process.

A first aid kit should be carried on all excursions unless a first aid kit is immediately available at the venue and transport option.

Excursions within the city and those going to public venues such as theatres, swimming pools and 'visitor attractions' will typically have access to the normal range of health care services as well as first aid provision at the venue itself. However, those at more remote venues, beach excursions or overseas' expeditions will require trained first aiders, as health care services may not be readily accessible.

In assessing which is the most suitable qualification, Excursions Co-ordinators and Group Leaders should consider:

- hazards and risks relating to the specific activity or activities;
- proximity of hospitals or qualified medical staff;
- location of the outing; and
- number of participants.

## 5. First aid needs

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### 5.1 Training and certification

- 5.1.1 The first aid needs assessment will determine the number of first aiders and the level of training they require.
- 5.1.2 Appendix A gives advice on the minimum number of recommended first aiders for buildings and sites.
- 5.1.3 In primary schools and children's services, an appropriate number of staff should be trained in first aid at work, to provide first aid support to employees, and paediatric first aid, to provide first aid support to children.
- 5.1.4 In peripatetic services, line managers should consider whether staff should attend the one-day emergency first aid at work course.
- 5.1.5 A list of first aid training available is given in Appendix B. The cost of the training, including refresher training, will be met by the service area.
- 5.1.6 Training can be booked by the employee via [myHR](#) or by their line manager via [myPeople](#), with the exception of training for health and social care workers, which is organised as part of the Essential Learning for Care programme.
- 5.1.7 In some circumstances, a nominated person holding the full first aider at work qualification may be eligible for a discretionary payment of £30.50 per month, which is paid along with the employee's salary. To arrange this, the line manager should complete a [change to terms and conditions form](#) and submit this along with a copy of the first aid training certificate to [HR Contracts Team](#).
- 5.1.8 The discretionary payment does not apply to those employees where the need for first aid training is included in their job descriptions. This will have been accounted for in the grading of the post and applicable salary.

### 5.2 First aid materials, equipment, and facilities

- 5.2.1 The first aid needs assessment will determine the number and type of first aid materials, equipment and facilities required.
- 5.2.2 First aid materials should be stored in first aid boxes, this includes portable first aid kits for peripatetic staff and Council vehicles. Recommended contents of first aid kits is given Appendix C. However, the first aid needs assessment should identify what is required in your first aid kit.
- 5.2.3 In buildings/sites, the first aid boxes must be located in easily accessible areas, preferably near handwashing facilities, and be clearly signed.
- 5.2.4 The contents of the first aid boxes/portable kits should be checked frequently and re-stocked when required. The [First Aid Box Check Sheet](#) template given should be used to record first aid checks and should be kept in each first aid box.
- 5.2.5 Supplies for first aid kits should be ordered [on Oracle](#).
- 5.2.6 Other first aid equipment, e.g. eye wash stations or emergency showers, should be located in close proximity to the hazard area and first aiders must be trained in their use. The equipment should be regularly checked to ensure it remains in good working condition.
- 5.2.7 Where Council buildings or sites have an AED, the H&S Responsible person must ensure that these are regularly checked to ensure they remain in good working condition. A daily and quarterly visual checks should be carried out and recorded. Property and Facilities Management are responsible for carrying out regular maintenance of AEDs.

- 5.2.8 A suitable first aid room(s) should be provided where the first aid needs assessment identifies this as necessary. The room(s) should contain essential first aid facilities, equipment and be easily accessible to stretchers. This room should be clearly signposted and should not be used for any other purpose.

### 5.3 Signage

- 5.3.1 The first aid arrangements must be communicated to staff. In buildings/sites, clear visual notices and signs should be situated in each building to inform people who and where their nearest first aider or appointed person is, and the location of the first aid box.

The location of first aid boxes should be identified with a green and white sign shown below. Signs can be ordered on [Oracle](#).



A list of first aiders in your workplace should be displayed, using the form shown below available on [the Orb](#)

FIRST AIDER		LOCATION	

- 5.3.2 The list of first aiders and signs should be checked regularly, to ensure information is up to date,
- 5.3.3 Consideration and special arrangements may have to be put in place for individuals with reading or language difficulties, or visual impairment.

## 6. Becoming a first aider

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If you are interested in becoming a first aider, you should raise this with your line manager. Your line manager will then discuss this with the H&S Responsible Person, to establish if there is a current need for additional first aiders in your workplace.

If it is agreed that you will take a role of first aider, the H&S Responsible person will advise what type of first aid training you need to attend. You can then book this training via [myHR](#).

Where you are eligible for a discretionary payment, this will be arranged as described in Section 5.2.2.

Please note; if you already hold a valid first aid at work certificate, this does not automatically mean you can become a designated first aider, as your workplace may already have an appropriate number of trained first aiders.

Where you wish to continue to act as first aider, and where there continues to be a need, you must attend refresher training every three years to ensure you remain qualified to take on first aid responsibilities.

## Appendix A - Numbers of first aid personnel and first aid kits

Hazard	Number of people*	Minimum First Aid Provision	Minimum number of first aid kits
<b>Low-hazard</b> e.g. offices, libraries, primary schools,	Fewer than 25	At least 1 appointed person	One small kit
	25-50	At least 1 trained Emergency First Aider at Work	One medium kit
	More than 50	At least 1 trained First Aider at Work (for every 100 persons)	One large kit per 100 people
Hazard	Number of people*	Minimum First Aid Provision	Minimum number of first aid kits
<b>Higher-hazard</b> e.g. recycling centres, depots, workshops, warehouses, secondary school CDT workshops	Fewer than 5	At least 1 appointed person	One small kit
	5-50	At least 1 trained Emergency First Aider at Work depending on the type of injuries that may occur	One medium kit
	More than 50	At least 1 trained First Aider at Work (for every 50 persons)	One large kit per 25 people

\* In schools and children's services you should include the number of pupils and young people.



## Appendix B - First aid training courses

Course	Duration	Description
<b>First Aid at Work (FAW)</b>	3 days	<p>This course provides the skills required by a first aider, along with the confidence to deal with real life emergencies. It takes place over 3 days, and is the recognised certificate for nominated First Aiders in the workplace.</p> <p>A certificate of attendance is issued upon successful completion. The certificate is valid for 3 years.</p>
<b>First Aid at Work Refresher (FAW) re-qualification</b>	2 days	<p>This course is for staff who already hold the First Aid at Work certificate and who wish to re-validate before the 3-year period has expired.</p> <p>You must have a currently valid first aid at work certificate on the day of the training in order to attend this refresher.</p> <p>A certificate of attendance is issued upon successful completion and is valid for 3 years.</p>
<b>Emergency First Aid at Work (EFAW)</b>	1 day	<p>To course will provide candidates with the knowledge, skills and confidence to deal promptly and effectively with an emergency situation.</p> <p>A certificate of attendance will be issued upon successful completion and is valid for 3 years. There is no refresher course - to re-validate an expired certificate, participants should attend the same course again.</p>
<b>Paediatric Emergency First Aid at Work</b>	1 day	<p>This course is suitable for staff who work with babies and young people 0-8 years old.</p> <p>The certificate for successful completion of this course is valid for 3 years. There is no refresher course – to re-validate an expired certificate, participants should attend the course again.</p>
<b>Emergency First Aid in the Outdoors</b>	1 day	<p>This course will provide candidates with the knowledge, skills and confidence to deal promptly and effectively with an emergency outdoor situation.</p> <p>The certificate for successful completion of this course is valid for 3 years. There is no refresher course – to re-validate an expired certificate, participants should attend the course again.</p>
<b>Defibrillator awareness course</b>	2 hours	<p>This short course will provide candidates with information on how to use a defibrillator.</p>

All courses are available to book on [myHR](#).

Contact [Learning and Development](#) for further information on any of the courses.

## Appendix C – Recommended contents for first aid kits

Contents*	Small Kits	Medium Kits	Large Kits	Travel Kits
HSE leaflet <a href="#">Basic advice on first aid at work</a>	1	1	1	1
Contents List	1	1	1	1
Medium Dressing (12cm x 12cm) (Sterile)	4	6	8	1
Large Dressing (18cm x 18cm) (Sterile)	1	2	2	1
Triangular Bandage (Single use) (90cm x 127cm)	2	3	4	1
Safety Pins (Assorted) (minimum length 2.5cm)	6	12	24	2
Eye Pad Dressing with Bandage (Sterile)	2	3	4	0
Washproof Assorted Plasters	40	60	100	10
Moist Cleaning Wipes	20	30	40	4
Microporous Tape (2.5cm x 5m or 3m for Travel Kit)	1	1	1	1
Nitrile Gloves (pair)	6	9	12	1
Finger Dressing with Adhesive Fixing (3.5cm)	2	3	4	0
Mouth to Mouth Resuscitation Device with Valve	1	1	2	1
Foil Blanket (130cm x 210cm)	1	2	3	1
Eye Wash (250ml)	0	0	0	1
Burn Relief Dressing (10cm x 10cm)	1	2	2	1
Universal Shears (Suitable for cutting clothing)	1	1	1	1
Conforming Bandage (7.5cm x 4m)	1	2	2	1

\*These are the recommended contents of a standard first aid kit. However, the contents of your kits should reflect the outcome of your first-aid needs assessment.