



# First Aid at Work Procedure

## Procedure information

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### Summary of document:

This procedure contains information and guidance on the provision of first aid and first aid equipment within Hywel Dda University Health Board (HDdUHB).

### Scope:

This procedure sits directly beneath the HDdUHB [010 Health and Safety Policy](#) and applies to all premises and employees of HDdUHB.

To be read in conjunction with: (opens in a new tab)

[010 Health and Safety Policy](#) (opens in a new tab)

[156 Risk Management Strategy & Policy](#) (opens in a new tab)

[352 Resuscitation Policy](#) (opens in a new tab)

[674 Risk Assessment Procedure](#) (opens in a new tab)

[894 'Putting Things Right' Management and Resolution of Concerns Policy \(Incidents, Complaints and Claims\)](#) (opens in a new tab)

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First, Aid, FAW, EFAW

## Glossary of terms

**First Aid** The skilled application of accepted principles of treatment on the occurrence of an accident or in the case of sudden illness, using facilities and materials available at the time.

First aid treatment has two functions in that firstly it is the emergency treatment of illness or injury in order to preserve life, to ease pain, to prevent deterioration and promote recovery of the patient's condition until professional medical help can be obtained. Secondly, it provides treatment of minor injuries which would otherwise receive no treatment, or which do not need the help of a medical practitioner or nurse.

**First Aider** A first aider is a person who has received training in administering first aid at work and who holds a current certificate of competence in either first aid at work (FAW) or emergency first aid at work (EFAW).

**Doctors, Nurses and Paramedics** Provided they can demonstrate current knowledge and skills in first aid, the training and experience of the following qualify them to administer first aid in the workplace without the need to hold a FAW or EFAW or equivalent qualification:

- Doctors registered and licensed with the General Medical Council;
- Nurses registered with the Nursing and Midwifery Council;
- Paramedics registered with the Health and Care Professions Council.

## Key points:

This procedure contains information and guidance on the provision of first aid and first aid equipment.

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## Aim of Procedure

The Hywel Dda University Health Board (HDdUHB) has statutory obligations under the Health and Safety at Work Act 1974 (HSWA) to ensure the health and safety of all employees and anyone affected by their work, so far as is reasonably practicable. This includes ensuring that there is adequate first aid provision for people at work.

## Objectives

The provision of first aid in the workplace is regulated by the Health and Safety (First Aid) Regulations 1981 (amended 1997 & 2013) and supported by the L74, 3<sup>rd</sup> Edition (2015) Guidance document. These set out the essentials of first aid for organisations to address and set out the minimum standards of first aid required in the workplace.

As such, the regulations place a general duty on HDdUHB to provide, or ensure that there is provided, adequate equipment, facilities, and personnel to render first aid to its employees if they are injured or become ill at work. In order to comply with the Regulations HDdUHB intends to implement this First Aid at Work Procedure, and through it, inform its employees of first aid arrangements.

## Scope

This procedure sits directly beneath the HDdUHB Health and Safety Policy and applies to all premises and employees of HDdUHB. Responsibilities are as per the over-arching policy.

The Health and Safety (First Aid) Regulations do not require the employer to provide first aid for the public or visitors; however as a healthcare establishment it is only sensible that all users of HDdUHB premises are taken into account.

## Procedure Outline

- Departmental manager to undertake a Risk Assessment to Establish First Aid Requirements, using the risk assessment template in Appendix A.
- Departmental manager to formally identify first aiders within their department.  
*A first aider is a person who has received training in administering first aid at work and who holds a current certificate of competence in either first aid at work (FAW) or emergency first aid at work (EFAW). Provided they can demonstrate current knowledge and skills in first aid, the training and experience of the following qualify them to administer first aid in the workplace without the need to hold a FAW or EFAW or equivalent qualification:*
  - Doctors registered and licensed with the General Medical Council;
  - Nurses registered with the Nursing and Midwifery Council;
  - Paramedics registered with the Health and Care Professions Council.
- Book training for first aiders if not trained within the last three years.
- Provide first aid boxes and ensure that they are kept adequately stocked.
- Prominently display notices giving the location of first aid boxes and the names, locations, and contact details of departmental first aiders, using the First Aid Notice in Appendices C and Appendix D.

## First Aid Needs Risk Assessment

The Health and Safety (First Aid) Regulations impose a statutory duty to undertake a risk assessment to establish first aid needs. The assessment, undertaken by each departmental manager, will assist them in identifying how many trained first aiders are required in their department. From the risk assessment the degree of hazard associated with the work activities can be classified as either low hazard or higher hazard depending on the type of work undertaken. Staff must be made aware of the first aiders and first aid provision for their area of work.

The Risk Assessment to Establish First Aid Requirements (Appendix A) provides guidance on the issues to be considered when assessing the nature of provision required relative to the hazards associated with the area being assessed.

Sites of multiple occupancy: In Health Board buildings occupied by multiple departments, there will be a requirement for neighbouring departments to cooperate in the completion of the first aid needs risk assessment and the subsequent provision of first aid.

## Training Requirements

Where the assessment identifies the need to appoint a first aider for the department, suitable and sufficient training should be arranged. In line with the Risk Assessment to Establish First Aid Requirements (Appendix A) this will either be Emergency First Aid at Work (EFAW) or First Aid at Work (FAW).

- EFAW training enables a first aider to give emergency first aid to someone who is injured or becomes ill while at work.
- FAW training includes EFAW and equips the first aider to apply first aid to a range of specific injuries and illnesses.

Both courses are valid for three years.

An Emergency First Aid at Work (EFAW) course lasts for at least six hours and is run over a minimum of one day. The course aims to provide knowledge and skills to take charge of first aid arrangements and upon completion of the course, successful candidates will be able to:

- Understand the role of the first aider, including reference to:
  - the importance of preventing cross infection;
  - the need for recording incidents and actions;
  - use of available equipment;
- 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 (including seizure);
- Administer cardiopulmonary resuscitation;
- Administer first aid to a casualty who is choking;
- Administer first aid to a casualty who is wounded and bleeding;
- Administer first aid to a casualty who is suffering from shock;
- Provide appropriate first aid for minor injuries (including small cuts, grazes and bruises, minor burns and scalds, small splinters).

A First Aid at Work (FAW) course usually lasts three days and includes the content of the EFAW course above, then extends the first aider's knowledge and skills further. Upon completion of the course, successful candidates will be able to:

- Conduct a secondary survey;
- Provide first aid to a casualty with:
  - suspected injuries to bones, muscles and joints;
  - suspected head and spinal injuries;
  - suspected chest injuries;
  - burns and scalds;
  - an eye injury;
  - sudden poisoning;
  - anaphylaxis;
  - suspected major illness.

Where Doctors, Nurses or Paramedics are required to be first aiders and do not feel that they have current knowledge and skills in first aid, consideration should be given for them to attend an FAW or EFAW qualification as appropriate. This could include for example where registered staff currently work in administrative/managerial roles or highly specialised roles where they may have little practical experience managing the wide range of situations where first aid may be required.

At present, individual departments should arrange for their first aider(s) to attend Emergency First Aid at Work (EFAW) or First Aid at Work (FAW) training via an external training provider. The Health, Safety and Security Team can be contacted for details of local providers. The Health Board are currently considering options for the training to be delivered in-house via the Learning and Development Department.

Departmental managers must keep up-to-date records of first aiders, including copies of completion certificates and the dates when refresher training must be taken. The managers must also arrange for staff to attend refresher training when required. To aid this process, the Register of Departmental First Aiders in Appendix E can be utilised.

Although not mandatory, it is strongly recommended that first aiders undertake annual refresher training during the three-year certification period. This will help qualified first aiders maintain their basic skills and keep up-to-date with any changes to first aid procedures.

## Selecting First Aiders

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, which should be such that they may be able to respond immediately and rapidly to an emergency.

No member of staff will be excluded from being considered to be a First Aid Officer on the grounds of any protected characteristic and appointments will be made following due consideration of individual's skills, knowledge and ability to carry out the required duties in accordance with this procedure.

## First Aid Equipment and Facilities

The Health Board will provide, or ensure that there is provision for, such equipment and facilities as are adequate and appropriate in the circumstances to enable first aid to be rendered to its employees.

During departmental inductions new employees will be informed where the first aid equipment is kept, what facilities there are, and the people appointed to provide the first aid or take charge of first aid equipment.

## First Aid Boxes

First aid boxes should be provided with a sufficient quantity of suitable first aid materials which are relevant to the work environment and to the type of work activity carried out. First aid boxes should not contain medication, ointments, or creams of any kind. Each box should be placed in a clearly identified and readily accessible location.

First aiders should each hold or have easy access to a stock of basic first aid dressings, gloves and materials for cleaning up after treatment of a casualty. Adhesive plasters should be readily available within areas where persons may suffer minor cuts or abrasions e.g. workshops, kitchens (must be blue), laboratories or where covering wounds on exposed skin is a routine infection control measure.

The departmental first aiders are responsible for regularly checking and replenishing the first aid boxes and ensuring the contents are not used after their expiry date. Each department should define who is responsible for checking and replenishing their first aid boxes. The frequency of checks should be specified in the department's first aid assessment and should relate to the rate at which supplies are used up. Where departmental first aid provision is solely via registered Doctors, Nurses or Paramedics, a single responsible person should be identified as responsible for regularly checking and replenishing the first aid boxes and ensuring the contents are not used after their expiry date.

Travel first aid kits should be provided where determined by the risk assessment. It is the responsibility of the department to coordinate measures to regularly check all travel first aid kits to ensure that they are replenished accordingly.

Standard first aid boxes and travel (vehicle) first aid kits can be ordered via the Oracle catalogue system. Replacement materials can be ordered via main stores.

There is no mandatory list of contents for first aid boxes. The contents will depend on the size of the department and the size of the box which will be determined via the risk assessment. As a guide (based on HSE Guidance L74), where work activities involve low hazards, as a minimum a box should contain:

	STANDARD	TRAVEL KIT
Guidance card	1	1
Individually wrapped sterile plasters	20	6
Eye pads and attachments	2	-
Triangular bandages	4	2
Medium dressings	6	-
Large dressings	2	1
Safety pins and/or Tape i.e. Microporous Tape*	6 / 1 roll	2 / 1 roll
Disposable gloves	1 pair	1 pair
Moist alcohol cleansing wipes		
Sterile water or sterile normal saline (0.9%) **	Min 1 litre	-
ALL CONTENTS TO BE STERILE EXCEPT SAFETY PINS		
* Safety pins are HSE guidance - Microporous tape is OH Department guidance.		
** If no mains tap water available at suitable sink outlet		

Please note that tablets or medicines should not be kept in the first aid box. Gloves must be powder free and must be latex free.

## First Aid Notices

A prominent notice giving the location of first aid equipment and the names, contact details and locations of first aiders (Appendices C & D) should be displayed in all wards and departments in accordance with the Health and Safety (Safety Signs and Signals) Regulations 1996.

## Procedure in the Event of an Emergency

- When an incident occurs a departmental first aider should be contacted immediately.
- The nearest employee should ensure the environment is safe and should remain with the ill/injured person and help as appropriate until attention is received.
- If the first aider judges that the illness/injury is more than minor the injured person should be sent to the nearest and appropriate accident and emergency department for treatment.
- **In the case of a serious illness/injury the first aider should not move the casualty.**
- On an acute hospital site the first aider must:
  - Dial 2222 and request the medical emergency team (MET) if the case is of a serious illness/injury or a person becoming unconscious; otherwise,
  - Contact the accident and emergency department for advice and assistance;
  - Seek advice on the movement of the casualty. If appropriate, arrange to transport the person to the accident and emergency department;
  - Note: For emergencies in confined spaces, entrants and rescuers should act in line with their specialist training and the Safe System of Work.
- In all other community hospitals and health centres the ambulance service must be called using 999 (remember that some premises need to ring 9 to obtain an outside line, therefore ring 9-999).
- In cases where injury or ill health is not urgent or serious staff should go to their own GP.

- All incidents should be reported to the department manager who must ensure that a formal report of the incident, however minor, is made through the Datix reporting system.
- An assessment should be made as to whether the incident is reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR). If yes, inform a member of the Health and Safety Team.

## Responsibilities of All Employees

Whilst at work employees should take reasonable care of the health and safety of themselves and others. Specifically in relation to first aid employees should:

- Be familiar with the first aid facilities available in their area and the organisation;
- Ensure they are familiar with the organisation's procedure;
- Assist in any risk assessments and make their manager aware of any issues.

No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions.

## Monitoring and Review

The effectiveness of this policy will be assessed via the Health, Safety and Security Team site inspection programme, where first aid arrangements form part of the inspection. Health and safety inspection findings are fed-back to the local management for action and to the Clinical Care Groups for oversight. A summary of health and safety inspection findings are periodically presented to the Health and Safety Sub-Committee.

The Health, Safety and Security Team will monitor and review this procedure on a three-yearly basis (or sooner in light of changes in legislation or practice). This will provide a measurement of performance and ensure adequate processes and structures are in place, as well as continuing compliance with statutory responsibilities.

## References

The following reference sources have been used in the compilation of this First Aid at Work Procedure:

- Cwm Taf Health Board (2010) First Aid and Provision of First Aid Equipment Procedure RM6 (Version 2)
- Health and Safety Executive (2013) L74 (3<sup>rd</sup> Edition) First aid at work, The Health and Safety (First-Aid) Regulations 1981, Guidance on Regulations. HSE Books
- Health and Safety Executive (2009) INDG214(Rev1) First aid at Work, Your questions answered. HSE Books
- Health and Safety Executive (2008) INDG347(Rev1) Basic advice on first aid at work. HSE Books

Relevant law:

- Health and Safety at Work etc Act 1974 (HSWA)
- Health and Safety (First Aid) Regulations 1981 (amended 1997 & 2013)
- Management of Health and Safety at Work Regulations 1999 (MHSWR)
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)
- Workplace (Health, Safety and Welfare) Regulations 1992
- Health and Safety (Safety Signs and Signals) Regulations 1996

Further information is available on the HSE website:

<http://www.hse.gov.uk/firstaid/index.htm>

## Appendix A – Risk Assessment to Establish First Aid Requirements

This risk assessment will assist managers in determining how many First Aiders they require for their area of responsibility and what level of First Aid Training that their First Aiders will need to achieve. There are two levels of training:

- **Emergency First Aid at Work (EFAW)** training enables a first aider to give emergency first aid to someone who is injured or becomes ill while at work. (1-day course).
- **First Aid at Work (FAW)** training includes EFAW and equips the first aider to apply first aid to a range of specific injuries and illnesses. (3-day course).

**Note: GMC/NMC/HCPC registered doctors, nurses and paramedics can be regarded as qualified first aiders, in accordance with L74 (3rd Edition) First aid at work, The Health and Safety (First-Aid) Regulations 1981, Guidance on Regulations (HSE), provided they can demonstrate current knowledge and skills in first aid.**

<b>Site:</b>	
<b>Area Covered by this Assessment:</b>	
<b>Manager Completing this Assessment:</b>	

1.	<p>What kind of area do you manage and what are the main hazards / risks associated with your work activities? <i>You could refer to the findings of your Workplace Inspection Checklist Form.</i></p> <p><b>Lower hazard</b> e.g. Offices, libraries, certain clinical areas;</p> <p><b>Higher hazard</b> e.g. Mental health environment, engineering and maintenance work, food processing, work with dangerous machinery or sharp instruments, construction, mortuary, working with certain hazardous chemicals or special hazards, such as work at height or in confined spaces.</p>	<p>Hazards:</p> <p><input type="checkbox"/> Lower hazard <input type="checkbox"/> Higher hazard</p>
2.	Is there anyone in the workplace with a medical condition or disability? (Excluding in-patients) e.g. Epilepsy, stroke, anaphylaxis, asthma, diabetes, heart attack/angina.	<input type="checkbox"/> Yes <input type="checkbox"/> No
3.	Is your workplace remote from Emergency Medical Services / Medical Emergency Team? (i.e. the first aider would need to manage a casualty until ambulance assistance arrives).	<input type="checkbox"/> Yes <input type="checkbox"/> No
4.	Is there a potential of head or chest injuries from working activities?	<input type="checkbox"/> Yes <input type="checkbox"/> No
5.	Is there a potential of burns and scalds from working activities?	<input type="checkbox"/> Yes <input type="checkbox"/> No
6.	Are there patients who may be prone to causing harm to staff due to their health condition / illness?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p><i>If you have selected <b>YES</b> to any of <b>Questions 2-6</b>, then First Aiders should understand these issues and be able to manage them. It is therefore recommended that these First Aiders complete the full FAW (First Aid at Work) training course rather than EFAW (Emergency First Aid at Work).</i></p>		
7.	<p>Do you have visitors / contractors on site?</p> <p><i>Under the regulation, you have no legal duty to provide first aid to non-employees; But HSE strongly recommends that you include them in your first aid provisions.</i></p>	<input type="checkbox"/> Yes <input type="checkbox"/> No

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8.	How many staff do you have in the department?	<input type="checkbox"/> Fewer than 50 <input type="checkbox"/> More than 50
9.	What is the minimum number of first aiders that you will need?  <b>Lower hazard:</b> - Fewer than 50 employees: At least one* EFAW trained first aider; - More than 50 employees: At least one* first aider trained in FAW for every 100 employed (or part thereof).  <b>Higher hazard</b> - Fewer than 50 employees: At least one* FAW trained first aider; - More than 50 employees: At least one* first aider trained in FAW for every 50 employed (or part thereof).  <i>*Considerations: <b>Ensure continued coverage</b> i.e. when the first aider is on annual leave, do you have cover? For hybrid workspaces, consider working arrangements to ensure coverage.</i>	Minimum number of first aiders required to provide continuous cover: <input style="width: 50px; height: 20px;" type="text"/>
10.	Do you currently have qualified first aiders? If so, how many? <i><b>NOTE: The training and experience of doctors registered with the General Medical Council, nurses registered with the Nursing and Midwifery Council and Paramedics registered with the Health and Care Professions Council qualify them to administer first aid in the workplace and as such do not require additional first aid training.</b></i>	<input type="checkbox"/> Yes ( <b>Go to 10</b> ) Number of first aiders: <input style="width: 50px; height: 20px;" type="text"/>  <input type="checkbox"/> No ( <b>Go to 13</b> )
11.	Are the first aiders EFAW or FAW qualified?	<input type="checkbox"/> EFAW <input type="checkbox"/> FAW <input type="checkbox"/> N/A i.e.GMC/NMC/HCPC
12.	Do the First Aiders hold a nationally recognised and regulated qualification? <i>(The certificate will have the regulator and awarding body present. For example, OFQUAL, FAA etc.).</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A i.e.GMC/NMC/HCPC
13.	Are all First Aid training qualifications in date? <i>Training certificates are valid for three years.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A i.e.GMC/NMC/HCPC
14.	From your assessment, are more first aiders required?	<input type="checkbox"/> Yes ( <b>Go to 14</b> ) <input type="checkbox"/> No ( <b>Go to 15</b> )
15.	If yes, what level of training is required?	<input type="checkbox"/> EFAW <input type="checkbox"/> FAW
16.	Are you displaying prominent notices in your workplace giving the location of first aid equipment and the names, contact details and locations of first aiders? <i>Template First Aid Notices can be found in Appendices C &amp; D.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
17.	Do you have enough first aid boxes? <i>First aid boxes should be provided with a sufficient quantity of suitable first aid materials which are relevant to the work environment and to the type of work activity carried out.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
18.	Are all first aid boxes suitably located and easily accessible in an emergency?	<input type="checkbox"/> Yes <input type="checkbox"/> No
19.	Do you have a specified first aider or GMC/NMC/HCPC registered individual that is responsible for regularly checking and replenishing departmental first aid boxes and ensuring that the contents are not used after their expiry date?	<input type="checkbox"/> Yes <input type="checkbox"/> No

20.	Have all staff been informed where the first aid equipment is kept, what facilities there are and who the departmental first aiders are?	<input type="checkbox"/> Yes <input type="checkbox"/> No
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**COMMENTS/ACTION**

<b>Signature of Manager:</b>		<b>Date:</b>		<b>Date of next annual review:</b>	
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**If you have identified that either EFAW or FAW training is required, please arrange the training via an external training provider for identified staff members to undertake the course and become first aiders for your workplace.**

**The Health, Safety and Security Team can be contacted for details of local providers. The Health Board are currently considering options for the training to be delivered in-house via the Learning and Development Department.**

## Appendix B – Examples of First Aid Resourcing

The below are suggestions of first aid provision based on example work areas. Please remember that these are hypothetical examples and that first aid provision should be provided based on the findings of your Risk Assessment to Establish First Aid Requirements (Appendix A).

### 1. A department of offices on an acute site with 45 staff:

Offices are considered a lower hazard environment in the Risk Assessment to Establish First Aid Requirements (Appendix A). One first aider per 50 staff would meet the requirement, but it is always advisable to have at least 2 first aiders to cover annual leave, sickness etc. The acute site Medical Emergency Team (MET) are likely to be able to attend the department in an emergency. Two first aiders trained to EFAW level will likely suffice, however consider work patterns i.e. hybrid working arrangements that may mean that further first aiders are required to ensure constant coverage. Ensure prominent first aid notices are displayed, first aid boxes are easily available and a first aider is designated as responsible for replenishing first aid box supplies.

### 2. An inpatient ward on an acute site:

As a ward area with continuous NMC registered Nurse coverage 24 hours a day, no additional first aiders are required. The responsible manager should determine if first aid boxes are required based on availability of first aid resources on the ward. If first aid boxes are introduced, a specified individual should be designated as responsible for replenishing first aid box supplies.

### 3. A health centre in the community with 20 staff:

Firstly consider GMC/NMC/HCPC options within the setting. Depending on services delivered, the site will likely be of a lower hazard level, therefore as with example 1, one first aider per 50 staff would meet the requirement, but it is always advisable to have at least 2 first aiders to cover annual leave, sickness etc. As the site is away from MET Team response, it would be advisable to have the first aider(s) trained to FAW level (if no GMC/NMC/HCPC option is available on site). Ensure prominent first aid notices are displayed. Ensure first aid boxes are easily available, perhaps distributed around the site i.e. 3 x 10 person boxes, one in each of the reception, staff room and clean utility room. Ensure a first aider is designated as responsible for replenishing first aid box supplies.

### 4. An Estates Department with 30 staff:

A higher-risk workplace with power-tools, chemicals, work at height and/or in confined spaces, the possibility of head or chest injuries, burns or scolding, or other complex injuries. One FAW trained first aider per 50 staff would meet the requirement (plus holiday/sickness cover), however, given the higher risk nature of the work environment and distribution of staff, it is recommended to have a greater number of first aiders to ensure adequate provision. Perhaps one per discipline i.e. 1 electrician, 1 carpenter, 1 mechanical craftsman, with additional coverage in the management team. Further coverage may be required to comply with the Confined Spaces Regulations 1997. First aid boxes should be distributed in all higher risk environments including workshops and boiler houses etc and include additional items relevant to any local hazards. i.e. eye wash facilities, cool packs etc. Ensure a first aider is designated as responsible for replenishing first aid box supplies. Prominently display first aid notices.

## Appendix C – First Aid Notice (Acute Sites)



**The first aid box is located in:**

--

Nominated first aider(s)		
NAME	LOCATION	NUMBER

**In the event of accident or illness:**

- Call a first aider
- Notify whoever is in charge of the area

In an **emergency** dial:

**2222**

**State the condition and location of the casualty**

**State if casualty is adult or paediatric (infant or child)**

All treatment given must be followed up with the completion of a Datix notification as soon as possible. If there are any problems with these arrangements please notify your manager at once.

Please note that we are unable to supply medicine or tablets.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**Appendix D – First Aid Notice (Community Sites)**



**The first aid box is located in:**

<b>Nominated first aider(s)</b>		
<b>NAME</b>	<b>LOCATION</b>	<b>NUMBER</b>

**In the event of accident or illness:**

- Call a first aider
- Notify whoever is in charge of the area

In an **emergency** call an **ambulance** on:

**(9)999**

**State the condition and location of the casualty**

All treatment given must be followed up with the completion of a Datix notification as soon as possible. If there are any problems with these arrangements please notify your manager at once.

Please note that we are unable to supply medicine or tablets.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

