POLICY AND PROCEDURE FOR THE PROVISION OF FIRST AID AND FIRST AID FACILITIES

DOCUMENT CONTROL

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</table>
## CONTENTS

<table>
<thead>
<tr>
<th>SECTION</th>
<th>PAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. INTRODUCTION</td>
<td>3</td>
</tr>
<tr>
<td>2. PURPOSE</td>
<td>3</td>
</tr>
<tr>
<td>3. SCOPE</td>
<td>3</td>
</tr>
<tr>
<td>4. RESPONSIBILITIES, ACCOUNTABILITIES AND DUTIES</td>
<td>3</td>
</tr>
<tr>
<td>5. PROCEDURE / IMPLEMENTATION</td>
<td>5</td>
</tr>
<tr>
<td>6. TRAINING IMPLICATIONS</td>
<td>7</td>
</tr>
<tr>
<td>7. MONITORING ARRANGEMENTS</td>
<td>8</td>
</tr>
<tr>
<td>8. EQUALITY IMPACT ASSESSMENT SCREENING</td>
<td>8</td>
</tr>
<tr>
<td>9. LINKS TO ANY ASSOCIATED DOCUMENTS</td>
<td>9</td>
</tr>
<tr>
<td>10. REFERENCES</td>
<td>9</td>
</tr>
<tr>
<td>11. APPENDICES</td>
<td>10</td>
</tr>
</tbody>
</table>
1. **INTRODUCTION**

This policy sets out the objectives of Rotherham Doncaster and South Humber NHS Trust (the Trust) in the important area of provision of First Aid in the workplace. The policy has been prepared in accordance with the requirements of the Health and Safety (First Aid) Regulations 1981, Health and Safety at Work, etc Act 1974 and the Management of Health and Safety at Work Regulations 1999. 

The Health and Safety (First Aid) Regulations 1981 set out the essential aspects of First Aid that need to be addressed and require employers to ensure that there is adequate first aid provision for employees who are injured or become ill at work. The minimum first aid provision on any work site is:

- A suitably stocked first aid box
- An appointed person(s) to take charge of first aid

It is important to remember that accidents can happen at any time. First aid provision needs to be available at all times when people are at work.

2. **PURPOSE**

The purpose of this Policy is to set the arrangements for First Aid provision and that the Trust is committed to provide sufficient numbers of “first aid” personnel to be able to deal with accidents, injuries and illness occurring in the workplace. Different work activities involve different hazards and therefore different first aid provision may be required.

Under the Health and Safety (First Aid) Regulations 1981, provision of first aid cover within the workplace applies to treatment of staff and the level of cover should be based on risk assessment. Provision of first aid treatment to patients / clients does not fall within the scope of the Regulations but the Trust does ask managers to consider the first aid needs of non-employees when undertaking their assessment.

Because first aid provision is most efficiently and effectively dealt with on a building by building basis, managers must ensure within shared buildings such as leased properties, integrated teams, etc, must liaise with one another when deciding upon the provision necessary.

3. **SCOPE**

This policy and procedural document applies to all staff who is engaged to perform work duties by the Trust within all its premises.

This policy and procedural document also applies to all agency contractors engaged on Trust duties within Trust premises.

4. **RESPONSIBILITIES, ACCOUNTABILITIES AND DUTIES**

4.1 **THE BOARD OF DIRECTORS**
In compliance of the relevant statutory provisions the Trust Board of Directors has overall responsibility to ensure that suitable and sufficient First Aid arrangements are in place and assuring themselves that they are effective.

The Chief Executive will be responsible for ensuring the formulation, implementation, monitoring and review of the Trust First Aid at Work Policy and Associated Policies and Procedures.

Executive Directors, Assistant Directors and Senior Management all have delegated the responsibility for implementing the Policy within their departments.

The Trust will provide adequate and appropriate equipment and trained personnel for first aid to be given to employees if they are injured or become ill at work, as defined by the risk assessment, (See Appendix 1). The Trust will inform employees of the first aid arrangements in place.

**A First Aider** is someone who has received approved and accredited Training in administering first aid at work and holds a current first aid at work certificate.

**Appointed Person** is someone you choose to take charge when a person is injured or falls ill, including calling an ambulance if required and who ensures the first aid box is replenished as soon as possible after each use.

**NB:** Appointed Persons should not give first aid unless they have been trained to do so. A First Aider can also act as an Appointed Person.

In the work place there are three levels of first aid personnel, the Appointed Person and two levels of First-aider. Under the legislation, there should always be an Appointed Person, these duties being taken over by a First Aider if one is required. The level of first aid personnel is decided by risk assessment of the work area (See Appendix 1, and 2).

### 4.2 HEALTH AND SAFETY LEAD

The Trust Health and Safety Lead is responsible for advising on first aid legislation.

### 4.3 MANAGERS – note for the purposes of this policy the term manager refers to all designated managers e.g. Area Manager, Service Manager, Department Manager.

Managers or their deputies will carry out a risk assessment of the work area and as a result of the risk assessment ensure adequate first aid facilities are provided including ensuring there are sufficient trained First Aiders. The risk assessment will be required to be reviewed and updated if the work pattern and hazards alter.

Managers must ensure the designated staff appointed control and maintain First Aid and First Aid Facilities at all times.
4.4 FIRST AIDERS

Where through risk assessment it is considered necessary the Appointed First Aider will also act as the Appointed Person and also provide first aid. First Aiders have a duty to provide first aid to any person injured or falling ill on Trust premises.

4.5 APPOINTED PERSON

If it is not considered necessary to have a First Aider, then an Appointed Person is required. The role of the Appointed Person is to take charge of an incident which involves injury or illness. It would be beneficial if the Appointed Person underwent some first aid training.

The Appointed Person will check the condition and contents of each first aid box, positioned within their area of control, to check that it is properly and promptly replenished on a monthly basis.

4.6 ALL STAFF EMPLOYED BY THE TRUST

Employers have a legal duty to make arrangements to enable their employees to 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.

All employees of the Trust are expected to assist any person who is injured or ill in the best way they can, even if all they can do is summon a First Aider or Appointed Person or an ambulance.

5. PROCEDURE / IMPLEMENTATION

Under the Health and Safety (First Aid) Regulations 1981, provision of first aid cover within the workplace applies to treatment of staff and the level of cover should be based on risk assessment. Provision of first aid treatment to patients / clients does not fall within the scope of the Regulations but the Trust does ask managers to consider the first aid needs of non-employees when undertaking their assessment.

Because first aid provision is most efficiently and effectively dealt with on a building by building basis, managers must ensure within shared buildings such as leased properties, integrated teams, etc, must liaise with one another when deciding upon the necessary provision.

5.1 DEFINITIONS
FIRST AIDER
Where first-aiders are provided in the workplace, they should have a valid certificate of competence in either first aid at work (FAW) or emergency first aid at work (EFAW). 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 also
equips the first-aider to apply first aid to a range of specific injuries and illnesses. It may be decided following a first aid risk assessment, that you need one or more First Aiders on duty. A First Aider can undertake the duties of an appointed person. If the risk assessment shows that you need a First Aider, then a First Aider should be available at ALL times when people are at work on site - this may mean providing more than one. Expected or predicted absence such as annual leave and long term sickness are not reasons for not having a First Aider on duty.

**APPOINTED PERSON**

If a first-aider is not required in the workplace, a person should be appointed 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.

The first aid training of an appointed person may be minimal, therefore an appointed person should not attempt to give first aid for which they have not been trained, though short emergency first aid training courses are available.

An appointed person should be available at ALL times people are at work on site - this may mean appointing more than one person.

**EXEMPTION**

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 Professional Council

5.2 **PROVISION OF FIRST AID EQUIPMENT AND FACILITIES**

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. First Aid provision must be adequate and appropriate in the circumstances. This means that sufficient First Aid equipment, facilities and personnel should be available at all times taking account of alternative working patterns:

- 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

The minimum equipment is a first aid box which requires checking monthly and after each use by the Appointed Person. HSE guidance is available in Appendix 1, Q2 and Q4.
5.3 REPORTING INCIDENTS WHERE FIRST AID HAS BEEN GIVEN

If an injury or sudden illness occurs, the normal incident reporting procedure should be followed. The electronic IR1 form (via the Trust intranet) should be completed with details of the action taken, including any action by the First Aider present. There may be other reporting requirements such as RIDDOR or the Serious Untoward Incident Reporting process.

5.4 IMPLEMENTATION

All Trust departments / area of work are required to complete risk assessments for the provision of first aid provision and facilities.

In departments / areas with a sufficiently high risk, nominated staff will require to be trained as First Aiders and that training is maintained. A further decision on whether the workplace needs a First Aider or an emergency First Aider is required. Appendix 1 and 2 will guide the manager through this decision making process.

In departments / areas which are risk assessed to require First Aiders, there will need to be a First Aider in the work place.

The First Aid need’s of travelling, remote and lone working staff working away from their main site needs to be accounted for. Risk assessments should determine whether those who travel long distances or are continuously mobile should carry a personal first aid kit. Consideration of special arrangements should be given to staff who work in remote areas such as issuing mobile phones and providing additional training.

6. TRAINING IMPLICATIONS

The level of first aid training required is based on risk assessment (see Appendix 1) which will show one of four levels may be required;

- An Appointed Person (the minimum requirement for any work area)
- A Emergency First Aid at Work provider
- A First Aid at Work provider
- A First Aid at Work provider with specialist training for particular hazards.

As the training needs are risk assessment based, the requirements may change from day to day depending on the work being undertaken, and the number of staff present in the work area (see Appendix 1 and 2).

To Access First Aid Training, contact the Learning & Development Department on 01302 796240.

For an individual to demonstrate they have a competency on FAW or EFAW they will hold a certificate that contains the following minimum information:
• Name of Training Organisation
• Name of Qualification
• Name of Individual
• A validity period of three years from the date of course completion; and
• An indication that the certificate has been issued for the purposes of complying with the requirements of the Health and Safety (First Aid) Regulations 1981

7. MONITORING ARRANGEMENTS

<table>
<thead>
<tr>
<th>Area for Monitoring</th>
<th>Methodology</th>
<th>Who by</th>
<th>Reported to</th>
<th>Frequency</th>
</tr>
</thead>
<tbody>
<tr>
<td>completion of an annual risk assessment to decide the first aid provision required</td>
<td>Premises inspection</td>
<td>Designated Managers or their deputies</td>
<td>Health, Safety &amp; Security Forum</td>
<td>Annually</td>
</tr>
<tr>
<td>completion of regular checks of the first aid equipment</td>
<td>Premises inspection</td>
<td>Designated Managers or their deputies</td>
<td>Health, Safety &amp; Security Forum</td>
<td>Annually</td>
</tr>
<tr>
<td>maintenance of a record of First Aiders holding the Certified First Aid at Work or Certified Emergency first aid at work course</td>
<td>Annual check to keep the record up to date</td>
<td>Designated Managers or their deputies</td>
<td>Health, Safety &amp; Security Forum</td>
<td>Annually</td>
</tr>
</tbody>
</table>

8. EQUALITY IMPACT ASSESSMENT SCREENING

The completed Equality Impact Assessment for this Policy has been published on the Equality and Diversity webpage of the RDaSH website [click here](#).

8.1 Privacy, Dignity and Respect

<table>
<thead>
<tr>
<th>Privacy, Dignity and Respect</th>
<th>Indicate how this will be met;</th>
</tr>
</thead>
<tbody>
<tr>
<td>The NHS Constitution states that all patients should feel that their privacy and dignity are respected while they are in hospital. High Quality Care for All (2008), Lord Darzi’s review of the NHS, identifies the need to organise care around the individual, ‘not just clinically but in terms of dignity and respect’. As a consequence the Trust is required to articulate its intent to deliver care with privacy and dignity that treats all service users with respect. Therefore, all procedural documents will be considered, if relevant, to reflect the</td>
<td>There are no additional requirements in relation to privacy, dignity and respect</td>
</tr>
</tbody>
</table>
requirement to treat everyone with privacy, dignity and respect, (when appropriate this should also include how same sex accommodation is provided).

<table>
<thead>
<tr>
<th>8.2 Mental Capacity Act</th>
<th>Indicate how this will be achieved</th>
</tr>
</thead>
<tbody>
<tr>
<td>Central to any aspect of care delivered to adults and young people aged 16 years or over will be the consideration of the individuals capacity to participate in the decision making process. Consequently, no intervention should be carried out without either the individuals informed consent, or the powers included in a legal framework, or by order of the Court Therefore, the Trust is required to make sure that all staff working with individuals who use our service are familiar with the provisions within the Mental Capacity Act. For this reason all procedural documents will be considered, if relevant to reflect the provisions of the Mental Capacity Act 2005 to ensure that the interests of an individual whose capacity is in question can continue to make as many decisions for themselves as possible.</td>
<td>All individuals involved in the implementation of this policy should do so in accordance with the Guiding Principles of the Mental Capacity Act 2005 (Section 1).</td>
</tr>
</tbody>
</table>

9. LINKS TO ANY ASSOCIATED DOCUMENTS
- Health & Safety Policy Statement
- Risk Management Strategy
- Incident Reporting Policy
- Resuscitation Policy and Guidelines to Staff

10. REFERENCES
- The Health & Safety at Work etc Act 1974
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.
- The Health and Safety (First aid) Regulations 1981 Approved Code of Practice and guidance, 3rd Ed. 2013
- The Management of Health And Safety at Work Regulation 1999
- HSE Leaflet ‘First aid at work - Your questions answered - INDG214’ (Rev 1)
- Information on First Aid at Work is available on the First Aid web pages of HSE’s website at; www.hse.gov.uk/firstaid/

APPENDIX 1.

HSE FIRST AID QUESTIONS AND ANSWERS
Taken from HSE Leaflet ‘First aid at work - Your questions answered -INDG214’ (Rev
Q1: What is first aid at work?
People at work can suffer injuries or be taken ill. It doesn’t matter whether the injury or illness is caused by the work they do or not, it is important to give them immediate attention and call an ambulance in serious cases. First aid at work covers the arrangements you should make to ensure this happens. It can save lives and prevent minor injuries becoming major ones.

Q2: What do I need to do?
The Health and Safety (First-Aid) Regulations 1981 require you to provide adequate and appropriate first-aid equipment, facilities and people so your employees can be given immediate help if they are injured or taken ill at work. What is ‘adequate and appropriate’ will depend on the circumstances in your workplace and you should assess what your first-aid needs are (see Q3). The minimum first-aid provision on any work site is:
- a suitably stocked first-aid box (see Q4);
- an appointed person to take charge of first-aid arrangements (see Q5);
- Information for employees about first-aid arrangements (see Q8).
It is important to remember that accidents and illness can happen at any time. First-aid provision needs to be available at all times people are at work.

Q3: What should I consider when assessing first-aid needs?
Some small workplaces may only need the minimum provision. But, there are factors that might mean you need greater provision. The checklist in Table 1 covers the points you should consider.

Table 1. Risk Assessment Checklist

<table>
<thead>
<tr>
<th>Factor to consider</th>
<th>Impact on first-aid provision</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Hazards</strong> (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)</td>
<td></td>
</tr>
<tr>
<td>Does your workplace have low-level hazards such as those that might be found in offices and shops?</td>
<td>The minimum provision is:</td>
</tr>
<tr>
<td></td>
<td>- an appointed person to take charge of first-aid arrangements;</td>
</tr>
<tr>
<td></td>
<td>- a suitably stocked first-aid box.</td>
</tr>
<tr>
<td>Does your workplace have higher level hazards such as chemicals or dangerous machinery?</td>
<td>You should consider:</td>
</tr>
<tr>
<td>Do your work activities involve special hazards such as hydrofluoric acid or confined</td>
<td></td>
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<tr>
<td></td>
<td>- providing first-aiders;</td>
</tr>
<tr>
<td></td>
<td>- additional training for first-aiders to deal with injuries resulting from special hazards;</td>
</tr>
<tr>
<td></td>
<td>- additional first-aid equipment;</td>
</tr>
<tr>
<td></td>
<td>- precise siting of first-aid equipment;</td>
</tr>
</tbody>
</table>
| Spaces? | - providing a first-aid room;  
|         | - informing the emergency services. |

**Employees**

| How many people are employed on site? | Where there are small numbers of employees, the minimum provision is:  
|                                     | - an appointed person to take charge of first-aid arrangements;  
|                                     | - a suitably stocked first-aid box.  
| Where there are large numbers of employees you should consider providing: | - first-aiders;  
|                                     | - additional first-aid equipment;  
|                                     | - a first-aid room. |

| Are there inexperienced workers on site, or employees with disabilities or particular health problems? | You should consider:  
|                                                                 | - additional training for first-aiders;  
|                                                                 | - additional first-aid equipment;  
|                                                                 | - local siting of first-aid equipment.  
| Your first-aid provision should cover any work experience trainees. |

**Accidents and ill health record**

| 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? | You should consider:  
|                                                                 | - issuing personal first-aid kits;  
|                                                                 | - issuing personal communicators/mobile phones to employees. |

| 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. |

<p>| Are the premises spread out, e.g. are there several buildings on the site or multi-floor buildings? | You should consider provision in each building or on each floor. |</p>
<table>
<thead>
<tr>
<th>Question</th>
<th>Response</th>
</tr>
</thead>
<tbody>
<tr>
<td>Is your workplace remote from emergency medical services?</td>
<td>You should:</td>
</tr>
<tr>
<td></td>
<td>- inform the emergency services of your location;</td>
</tr>
<tr>
<td></td>
<td>- consider special arrangements with the emergency services.</td>
</tr>
<tr>
<td>Do any of your employees work at sites occupied by other employers?</td>
<td>You should make arrangements with other site occupiers to ensure adequate provision of first aid. A written agreement between employers is strongly recommended.</td>
</tr>
<tr>
<td>Do you have sufficient provision to cover absences of first-aiders or</td>
<td>You should consider:</td>
</tr>
<tr>
<td>appointed persons?</td>
<td>- what cover is needed for annual leave and other planned absences;</td>
</tr>
<tr>
<td></td>
<td>- what cover is needed for unplanned and exceptional absences.</td>
</tr>
<tr>
<td>Non-employees</td>
<td></td>
</tr>
<tr>
<td>Do members of the public visit your premises?</td>
<td>Under the Regulations, there is no legal duty to provide first aid for non-employees but HSE strongly recommends that they are included in first-aid provision.</td>
</tr>
</tbody>
</table>

**Q4: What should I put in the first-aid box?**

There is no mandatory list of items to put in a first-aid box. It depends on what you assess your needs to be. As a guide, where work activities involve low hazards, a minimum stock of first-aid items might be:

- a leaflet giving general guidance on first aid (e.g. HSE’s leaflet: Basic advice on first aid at work - see Q9);
- 20 individually wrapped sterile plasters (assorted sizes), appropriate to the type of work (you can provide hypoallergenic plasters, if necessary);
- two sterile eye pads;
- four individually wrapped triangular bandages, preferably sterile;
- six safety pins;
- two large, individually wrapped, sterile, 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 – Q9).

This is a suggested contents list only.

It is recommended that you don’t keep tablets and medicines in the first-aid box.

**Q5: What is an appointed person?**

If you decide you don’t need a first-aider in your workplace, you should appoint someone to take charge of first-aid arrangements. The role of this appointed person includes looking after 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). Appointed persons do not need first-aid training, though emergency first-aid courses are available.
Even if you decide first-aiders are unnecessary, there is still the possibility of an accident or illness, so you may wish to consider providing qualified first-aiders. Appointed persons are not necessary where there are an adequate number of first-aiders.

Q6: What is a first-aider?
A first-aider is someone who has undertaken suitable training and has an appropriate First Aid qualification and remains competent to perform their role. This means that they must hold a valid certificate of competence in either:
- First aid at work (FAW), issued by an accredited training organisation or recognised awarding body; or
- Emergency first aid at work (EFAW), issued by an accredited training organisation or a recognised awarding body.

Use the findings of your first-aid needs assessment (see Q3) to decide whether first-aiders should be trained in FAW or EFAW. 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 also equips the first-aider to apply first aid to a range of specific injuries and illness. As a guide, Table 2 suggests the first-aid personnel to provide under different circumstances.

To help keep their basic skills up to date, it is strongly recommended that your first-aiders undertake annual refresher training.

Q7: How many appointed persons or first-aiders do I need?
There are no hard and fast rules on exact numbers. It will depend on the circumstances of your workplace. After working through the checklist in Table 1, refer to Table 2 and appendix 2, which provides a general guide on how many appointed persons or first-aiders you might need. The numbers given in Table 2 are suggestions only. You should assess your first-aid needs in the light of your particular circumstances. Where there are special circumstances, such as shift work or sites with several buildings, there may need to be more first-aid personnel than set out in Table 2 and appendix 2. You will need increased provision to cover for absences.

Table 2 Suggested numbers of first-aid personnel to be available at all times people are at work

<table>
<thead>
<tr>
<th>From your risk assessment, what degree of hazard is associated with your work activities?</th>
<th>How many employees do you have?</th>
<th>What first-aid personnel do you need?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Low hazard e.g. offices, shops, libraries</td>
<td>Less than 25</td>
<td>At least one appointed person</td>
</tr>
<tr>
<td></td>
<td>25-50</td>
<td>At least one first-aider trained in EFAW</td>
</tr>
<tr>
<td></td>
<td>More than 50</td>
<td>At least one first-aider trained in FAW for</td>
</tr>
<tr>
<td>Higher hazard e.g. light engineering and assembly work, food processing, warehousing, extensive work with dangerous machinery or sharp instruments, construction, chemical manufacture</td>
<td>Less than 5</td>
<td>At least one appointed person</td>
</tr>
<tr>
<td>---</td>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>5-50</td>
<td>At least one first-aider trained in EFAW or</td>
<td></td>
</tr>
<tr>
<td>More than 50</td>
<td>FAW depending on the type of injuries that</td>
<td></td>
</tr>
</tbody>
</table>

**Q8: Do I have to do anything else?**

You have to inform your employees of the first-aid arrangements. Putting up notices telling staff who and where the first-aiders or appointed persons are and where the first-aid box is will usually be enough. You will need to make special arrangements to give first-aid information to employees with reading or language difficulties.

**Q9: Where can I get further information?**

Information on first aid at work is available on the first aid web pages of HSE’s website at www.hse.gov.uk/firstaid/index.htm.


- You may also find the following publications helpful:
APPENDIX 2

Suggested Numbers of First-Aiders To Be Available At All Times People Are At Work

1 From your risk assessment, what degree of hazard is associated with your work activities?

   - Low Hazard
e.g. offices, shops, libraries
   - Less than 25
     - At least one appointed person
   - 25-50
     - At least one first-aider trained in EFAW
   - More than 50
     - At least one first-aider trained in FAW for every 100 employed (or part thereof)

   - Higher Hazard
e.g. light engineering and assembly work, food processing, warehousing, extensive work with dangerous machinery or sharp instruments, construction, chemical manufacture
   - Less than 5
     - At least one appointed person
   - 5-50
     - At least one first-aider trained EFAW or FAW depending on the hazards and type of injuries that might occur
   - More than 50
     - At least one first-aider trained in FAW for every 50 employed (or part thereof)

2 How many employees do you have?

   - Less than 5
   - 5 - 50
   - More than 50

3 What first-aid personnel do you need?

   - At least one appointed person
   - At least one first-aider trained in EFAW
   - At least one first-aider trained in FAW for every 50 employed (or part thereof)

4 What injuries and illness have previously occurred in your workplace?

   - Ensure any injuries and illness that might occur can be dealt with by the first-aid personnel you provide
   - Where first-aiders are shown to be unnecessary, there is still a possibility of an accident or sudden illness, so you may wish to consider providing qualified first-aiders

5 Have you taken account of the factors below that may affect your first-aid provision?

   - Inexperienced workers or employees with disabilities or particular health issues
   - Employees who travel a lot, work remotely or work alone
   - Employees who work shifts or out of hours
   - Premises spread out across buildings/floors
   - Workplace remote from emergency medical services
   - Employees working at sites occupied by other employers
   - Planned and unplanned absences of first-aiders / appointed persons