

Chapter 5 – Assurance Checklist

Amendment record

This Annex has been reviewed by Directorate of Defence Safety and Support (DDSS) together with relevant subject matter experts and key safety stakeholders. Any suggestions for amendments to this chapter should in the first instance be directed to the Defence Area's [Safety Centre/Team Group Mailbox](#) and with their approval, sent to DDSS at: People-DDS-GroupMailbox@mod.gov.uk.

Version No	Date of publication	Text Affected	Authority
1.0	12 Oct 26	New Annex to assist in this Chapter assurance	DDSS

Unit / Establishment / Site / Platform Name		Accountable Person	
Date		Assessor	
Policy Expectation	Observation	Action Plan	
Policy Statement 1 (Defence Area’s Most Senior Leader)			
1. Are suitable and sufficient First Aid arrangements established across the organisation, with adequate resources, training, equipment and facilities available to support delivery?			
2. Do First Aid training courses delivered by or for the organisation comply with the Resuscitation Council Adult Basic Life Support guidelines, including recognition of cardiac arrest and AED use?			

3. Where First Aid provision falls below the required standard, are appropriate control measures implemented to reduce risks to ALARP and tolerable levels?		
4. Are First Aid arrangements documented within the organisation's Safety Management System?		
5. Where unique activities, platforms or operating environments exist, are specific First Aid requirements, training needs and equipment provisions formally defined?		
Overall	Rating	Observations
Policy Statement 1 Overall Rating	Choose...	
		Action Plan

Policy Statement 2 (Accountable Person)	Observation	Action Plan
1. Are suitable and sufficient First Aid arrangements in place across establishments or units under the accountable person's responsibility?		
2. Is there evidence that resources allocated to First Aid are used effectively, including the provision of appropriate training and support for First Aid volunteers?		
3. Do First Aid kits comply with BS8599 (or host nation requirements where overseas, whichever is the higher standard)?		

4. Are first-aid kits and eye wash kits clearly distinguishable from one another through labelling, marking, signage or other visual means?			
5. Are lodger units included within local First Aid arrangements and informed of any changes affecting those arrangements?			
6. Are First Aid incidents recorded, reported, investigated appropriately, and used to inform reviews of risk assessments and controls?			
7. Where personnel require First Aid training, are they provided with time and opportunity to attend approved training?			
8. Where alternative training providers are used, are appropriate organisational approval processes followed?			
9. When operating overseas, are First Aiders trained to at least the higher of UK or host nation requirements?			
10. Is information on contacting emergency services readily available to personnel, and are arrangements in place to ensure emergency service access and egress to relevant sites and facilities?			
Overall	Rating	Observations	Action Plan
Policy Statement 2 Overall Rating	Choose...		

Policy Statement 3 (Accountable Person)	Observation		Action Plan
1. Has the requirement for AED provision been determined through a suitable and sufficient First Aid risk assessment?			
2. Is there an adequate number of AEDs available at locations identified through the risk assessment?			
3. Are AEDs appropriately identified, signposted, accessible at all times, and are personnel aware of their locations and availability?			
4. Are AEDs inspected, maintained and recorded in accordance with manufacturer requirements and applicable work equipment standards?			
5. Where AED provision has been identified as necessary, are suitable resources available to support awareness, training and refresher training where required?			
Overall	Rating	Observations	Action Plan
Policy Statement 3 Overall Rating	Choose...		

Policy Statement 4 (Commanders, managers and accountable persons)	Observation	Action Plan
1. Are suitable and sufficient First Aid risk assessments completed and maintained in accordance with JSP 375 Chapter 8 requirements?		

2. Do First Aid risk assessments identify the equipment, facilities, AEDs, trained personnel and other resources necessary to provide adequate First Aid cover?		
3. Do risk assessments determine and justify the level of First Aid training required for personnel within the area of responsibility?		
4. Where Service personnel are used to provide First Aid cover, is appropriate EFAW, FAW or equivalent training provided rather than reliance on Common Core Foundation Skills alone?		
5. Where risk assessments identify that trained First Aiders are not required, is there evidence that suitable alternative control measures are in place?		
6. Are First Aid requirements considered and implemented before the commencement of new activities, operations or events?		
Overall	Rating	Observations
Policy Statement 4 Overall Rating	Choose...	
Policy Statement 5 (Commanders, managers and accountable persons)	Observation	Action Plan
1. Is there an adequate number of First Aiders and/or Appointed Persons available in accordance with the findings of the First Aid risk assessment?		

2. Where First Aid provision is required, is it provided to a suitable and sufficient standard for the activity or workplace?		
3. Are First Aid arrangements communicated effectively to personnel, visitors and contractors, particularly in higher-risk areas?		
4. Is First Aid equipment adequate, in date, fit for purpose, maintained, and freely accessible to those who may need it?		
5. Are suitable First Aid arrangements and equipment provided for remote, mobile or non-fixed workplaces and activities?		
6. Is First Aid equipment appropriately located, clearly signed, recorded on site plans where required, and easy to access in an emergency?		
7. Is information on access to First Aid support, personnel and equipment clearly communicated and available to all personnel?		
Overall	Rating	Observations
Policy Statement 5 Overall Rating	Choose...	

Policy Statement 6 (All Personnel)	Observation		Action Plan
1. Do personnel comply with instructions issued by First Aiders and Appointed Persons when they are carrying out their duties?			
2. Is there evidence that rank, grade or position does not prevent personnel from following First Aid instructions or directions during an incident?			
3. Are personnel aware of local emergency arrangements, emergency procedures and contact numbers?			
4. Where emergency situations occur, do personnel follow local emergency procedures and cooperate with First Aid responders and emergency services as required?			
Overall	Rating	Observations	Action Plan
Policy Statement 6 Overall Rating	Choose...		
	Rating	Observations	Action Plan
Overall Rating	Choose...		