

First Aid Rooms

Amendment record

This Annex has been reviewed by Directorate of Defence Safety & 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 DDS at: People-DDS-GroupMailbox@mod.gov.uk.

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1.7	12 Oct 26	Annex split from main chapter.	DDSS

1. Where the assessment of First Aid needs has identified the requirement for a First Aid room or rooms, suitable accommodation **must** be provided. First Aid rooms **must** contain essential First Aid facilities and equipment, allow easy access to patients including by wheelchair or stretcher, be clearly signposted by a white pictogram or symbol on a green background (which may be supplemented with text), in accordance with the Health and Safety (Safety Signs and Signals) Regulations 1996. If possible, the room(s) **should** be reserved exclusively for First Aid treatment.

2. First Aid rooms will usually be necessary in establishments with high risks, such as sites undertaking manufacturing, working with chemicals or large construction sites and in larger premises at a distance from emergency medical services. A designated person **should** be given responsibility for the room. To be effective, First Aid rooms **should**:

- a. be large enough to hold a couch, with enough space at each side for people to work, a desk, a chair and any necessary additional equipment;
- b. have washable surfaces and adequate heating, ventilation, and lighting;
- c. be kept clean, tidy, accessible, and available for use at all times when employees are at work;
- d. be positioned as near as possible to a point of access for transport to hospital;
- e. display a notice on the door advising of the names, locations and, if appropriate, telephone extensions of First Aiders and how to contact them;
- f. be regularly inspected and records of inspections retained; and
- g. all waste to be disposed of appropriately.

3. Typical examples of the facilities and equipment a First Aid room may contain are:

- a. a sink with hot and cold running water;
- b. drinking water and disposable cups;
- c. soap and paper towels;
- d. a store for First Aid materials;

- e. foot-operated refuse containers, lined with disposable yellow clinical waste bags or a container suitable for the safe disposal of clinical waste;
 - f. a couch with waterproof protection and clean pillows and blankets;
 - g. chair; and
 - h. a telephone or other communication equipment.
4. If the First Aid room cannot be reserved exclusively for giving First Aid, care needs to be taken such that the First Aid facilities can be made available quickly if necessary. For example, they **should** consider the implications of whether:
- a. the activities usually carried out in the room can be stopped immediately in an emergency;
 - b. the furnishings and equipment can be moved easily and quickly to a position that will not interfere with giving First Aid; and
 - c. the storage arrangements for First Aid furnishings and equipment allow them to be made available quickly when necessary.