

First Aid Risk Assessment Guidance

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. The First Aid risk assessment will help you to decide how many First Aiders and what First Aid provision you need. There are no hard and fast rules on exact numbers; you will have to form a judgement taking into consideration all the essential circumstances of the specific organisation or worksite. For example, a small organisation with comparatively low health and safety risks may not need a First Aider but will need an Appointed Person. On the other hand, where an activity carries a high risk to health or safety and the workforce is spread across a number of work areas, at least one First Aider might be needed in each separate work area, in addition to those at the main site. The assessment needs to take into consideration distance from on-site or public medical facilities and the estimated arrival time of an ambulance.

What Is the Minimum First Aid Provision?

2. The minimum First Aid provision on any work site depends on the First Aid risk assessment, for example, it may be a minimum of one First Aider for each separate work area or an Appointed Person to take charge of First Aid arrangements (on a small organisation with comparatively low health and safety risks or where a First Aider is absent in temporary and exceptional circumstances).

3. As part of the First Aid risk assessment First Aid procedures **must** be considered, the procedures that are put in place **should** make sure that:

- a. a suitably stocked First Aid kit; with regular inspections are recorded;
- b. adequate signage detailing the location of first aid equipment (first aid kits, eye wash stations, AEDs and so on)
- c. information for personnel detailing the First Aid arrangements on site. Display information within the workplace including pictures and contact details for the designated First Aiders; and
- d. adequate PPE to be provided for First Aiders.

How many First Aiders do you need to provide?

4. When calculating First Aid provision, the hazards in the workplace (for example, chemicals, electricity, machinery, manual handling, slips and trip hazards, working at height, workplace transport), the causes of accidents that might occur in working with them and the injuries (for example, poisoning, eye injuries, electric shock, burns, crush injuries, lacerations, sprains, strains, fractures, head injury, loss of consciousness) that might arise **must** be factored in. Further information can be found in the tables below.

5. The risk assessment **should** also take account of any parts of the workplace that have different work activities / hazards which may require different levels of First Aid provision. Concentrated periods of leave; location of the establishment / unit; the expected response times of Appointed Person / First Aiders and Emergency Services; and shift work **must** also be considered.

6. The risk assessment (particularly after any operational changes to the establishment / unit) **must** be periodically reviewed to make sure that the identified provision remains appropriate. The review **should** take into consideration the accident and incident record of the establishment / site.

7. For higher risk activities the recommended numbers of First Aiders will need to be increased accordingly. The location of First Aid kits will also need to be assessed appropriately; it may be that at an establishment / unit, several small or medium First Aid kits evenly located are more beneficial and easier to access than one large kit held centrally.

8. Under the FAWR, there is no legal duty to provide First Aid for non-employees, but the HSE strongly recommends that you include them in your First Aid provision assessment. This is particularly important where a lot of visitors are expected, such as graduations or open days (including for recruitment purposes) - [Chapter 37](#) (Public Events) of JSP 375, Volume 1 refers.

The following tables provide guidance for assessing the provision of First Aiders required in the workplace.

Points to consider	Impact on First Aid provision
Hazards Use the findings of your risk assessment and take account of any parts of the workplace that have different work activities / hazards which may require different levels of First Aid provision	
Workplace Hazards	
Does your workplace have low-level hazards such as those that might be found in offices?	The minimum provision is: • an Appointed Person to take charge of First Aid arrangements; and • a suitably stocked First Aid kit (see either HSE INDG214 or Appendix 2 of HSE L74 for recommended First Aid box contents). The First Aid kit is to conform to British Standard 8599-1.
Does your workplace have or is adjacent to higher level hazards such as gas or oil storage, chemicals or dangerous machinery, high voltage electricity, radiation, munitions, dangerous loads, animals, or confined spaces? Are there hazards or health concerns for which an extra First Aid kit or specialised treatment is required? Chemicals, burns etc.	You should consider: • providing FAW trained First Aiders; • additional training for First Aiders to deal with injuries resulting from special hazards; • additional First Aid equipment (defibrillators, First Aid kits, eye wash bottles etc.); • precise location of First Aid equipment • suitable signposting; • providing a First Aid room – if required (see Annex C); and • informing the emergency services of any specific hazards that may exist on site etc. in advance.
Are there parts of your establishment where different levels of risk can be identified (for example, in teaching establishment with research laboratories)?	You will probably need to make different levels of provision in different parts of the establishment.

Personnel	
How many people are employed on site?	Where there are small numbers of Defence personnel, the minimum provision is: • an Appointed Person to take charge of First Aid arrangements; and • a suitably stocked First Aid box (see either HSE INDG214 or Appendix 2 of HSE L74 for recommended First Aid box contents) dependent on your activities. The First Aid box should conform to British Standard 8599-1. Where there are larger numbers of Defence personnel you should consider providing: • First Aiders (EFAW / FAW); • additional First Aid equipment (for example defibrillators (AEDs), First Aid kits (small, medium, or large) and where the equipment is to be located and its availability in an emergency); • a First Aid room – if required (First Aid Rooms, if supplied, should be regularly cleaned, and used only for the intended purpose – See Annex C); and • suitable signage and information. Also consider the availability of Service personnel who have volunteered to be counted as First Aiders and have completed a First Aid course (EFAW / FAW) and / or DMS HCW who have also volunteered their services.
Are there inexperienced workers on site, or staff with disabilities, pregnant workers or specific medical care or response (for example asthma, diabetes, latex allergy?)	You should consider: • additional training for First Aiders; • additional First Aid equipment; and • location and availability of First Aid equipment and additional suitable signage. Your First Aid provision assessment should also cover any work experience trainees, students etc. that may be present on site during working hours.

Accidents and ill health record	
What injuries and illness have occurred and where did they happen? Are there any known specific injuries relating to the hazards on the establishment / site?	Make sure 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 / Factors that may affect First Aid Provision	
Do you have staff who travel a lot for business, work remotely or work alone?	You should consider: • issuing personal First Aid kits (see either HSE INDG 214 or Appendix 2 of HSE L74 for recommended First Aid kit contents) dependent on activities. The First Aid kit contents are to conform to British Standard 8599-1; and • issuing personal communicators / mobile phones / panic buttons to personnel to call for assistance in an emergency.
What are the working hours of the establishment / site? Do any of your staff work shifts or work out of hours?	You should make sure there is adequate First Aid provision for all times that people are at work. There should at least be one EFAW / FAW First Aider available per shift (depending on the types of injuries that may occur)
Are the premises spread out, for example are there several buildings on the site or multi-floor buildings? What is the response time of a First Aider to the patient?	You should assess the response times for First Aid provision to the patient which will inform whether you have First Aid provision in each building or on each floor of a multi-floor building. Consideration should be given to staff who work in self-contained areas.
Is your workplace remote from emergency medical services? What is the response time from the nearest hospital?	You should: • inform the emergency services of your location and any special hazards at the location; • consider your location; is it rural or in a city (emergency services response times will differ); • consider special arrangements with the emergency services; and • make sure provision of a suitably stocked First Aid kit or a First Aid room at the location.

Do any of your staff work at establishments / sites occupied by other units / TLBs / other employers?	You should make arrangements with other site occupiers to make sure adequate provision of First Aid. A written agreement between site occupiers is strongly recommended.
Do you have sufficient provision to cover absences of First Aiders or Appointed Persons?	You should consider: • what cover is needed for annual leave and other planned absences; • what cover is needed for unplanned and exceptional absences; and • availability of Service personnel who have completed a First Aid course (either EFAW / FAW) and have volunteered to be counted as First Aiders and / or DMS HCW who have also volunteered their services.
Non-staff/visitors	
Do members of the public visit your premises? Do you host open days, recruitment fairs, air shows?	Under the FAWR, you have no legal duty to provide First Aid for non-employees, but HSE strongly recommends that you include them in your First Aid provision. This is particularly important where a lot of visitors are expected, such as air shows, open days etc. (including for recruitment purposes) – Chapter 37 (Public Events) of JSP 375, Volume 1 refers. If you do not have sufficient internal First Aid resources to provide cover for the event, there are a number of private organisations that can provide suitable cover (at cost).

Table 1. Checklist for assessment of First Aid needs – needs to be read in conjunction with Table 2

Suggested numbers of First Aid personnel / First Aid Kits to be available at all times for the number of people at work

1. From your risk assessment, what degree of hazard is associated with your work activities	2. How many employees do you have?	3. What First Aid provision / personnel do you need	4. How many First Aid kits (BS-8599-1:2011)
Low Hazard for example offices or vehicles (mini-buses, coaches and so on)	Less than 25	At least one Appointed Person	At least one small kit
	25- 50	At least one EFAW trained First Aider	At least one medium kit
	More than 50	At least one FAW trained First Aider for every 100 people employed (or part thereof)	At least one large kit per 100 people employed
Higher Hazard for example, light engineering, warehousing, work with dangerous machinery, or sharp instruments, construction. This could also include training activities where the risk of injury	Less than 5	At least one Appointed Person	At least one small kit
	5-50	At least one EFAW / FAW trained First Aider, depending on the type of injuries that may occur	At least one medium kit
	More than 50	At least one FAW trained First Aider for every 50 people employed (or part thereof)	At least one large kit per 25 people employed
Lone Workers / Remote Workers			One travel kit

Table 2. Suggested numbers of First Aid Personnel / First Aid kits to be available at all times people are at work.