



LEIA Safety Information Sheet

First Aid

Prepared by the LEIA Safety & Environmental Committee

DECEMBER 2022

SAFETY INFORMATION SHEET FIRST AID

PREAMBLE

This Information Sheet is one of a series produced by the LEIA Safety and Environment Committee on topics relevant to the Lift and Escalator Industry. Whilst every effort has been taken in the production of these sheets, it must be acknowledged that they should be read in conjunction with the relevant legislation, codes of practice etc. They should not be taken as an authoritative interpretation of the law but guidance to it.

INTRODUCTION – SAFETY ISSUES

The Health and Safety (First-Aid) Regulations 1981 set out the essential aspects of first aid that employers have to address.

REGULATION 3 DUTY OF EMPLOYER TO MAKE PROVISION FOR FIRST AID

An employer should make an assessment of first aid needs appropriate to the circumstances (hazards and risks) of each workplace. 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 illnesses and those likely to arise from specific hazards at work.
- summon an ambulance or other professional help.

Where an employer provides first-aiders in the workplace, they should ensure they have undertaken suitable training, had an appropriate first-aid qualification and remain competent to perform their role. Typically, first-aiders will hold 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.

The HSE's guidance is written to reflect the optional four-layer framework for first-aid provision that has been in place for many years. The framework will help employers to comply with the Regulations by providing 'off-the-peg' levels of provision. These layers are:

- appointed person (AP).
- emergency first aid at work (EFAW).
- first aid at work (FAW).
- additional training.

You may choose not to use this optional framework and use an alternative means to demonstrate compliance with your needs assessment. The thinking behind this guidance, however, applies equally to whatever level of training you choose (unless alternative guidance is provided for specific instances).

If an employer, after carrying out a needs assessment, decides 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

How much first aid provision an employer has to make depends on the circumstances (the hazards and risks) of each workplace. Employers are well placed to determine the level of hazard and risk as they will be familiar with the exact circumstances of the workplace.

There is no fixed level, but each employer needs to assess the equipment, facilities and personnel that are appropriate. There is no requirement for the assessment of first aid needs to be formal or written down, although it may be useful for employers to retain a written record.

By retaining a record of their needs assessment employers can demonstrate to a third party such as a customer, HSE or local authority inspector how they decided on their level of first-aid provision.

In assessing their needs, employers should consider:

- the nature of the work and workplace hazards and risks.
- the nature of the workforce.
- the organisation's history of accidents.
- the size of the organisation.
- the needs of travelling, remote and lone workers.
- work patterns.
- the distribution of the workforce.
- the remoteness of the site from emergency medical services.
- employees working on shared or multi-occupied sites.
- annual leave and other absences of first aiders and appointed persons.
- first aid provision for non-employees.

The table below which is taken from the HSE publication 'First Aid at Work; your questions answered' is a useful guide to how many first aid personnel are required whenever there is work going on

| From your risk assessment, what degree of hazard is associated with your work activities? | How many employees do you have? | What first-aid personnel do you need? |
|---|---------------------------------|--|
| Low-hazard , eg offices, shops, libraries | Fewer 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 , eg light engineering and assembly work, food processing, warehousing, extensive work with dangerous machinery or sharp instruments, construction, chemical manufacture | Fewer than 5 | At least one appointed person |
| | 5–50 | At least one first-aider trained in EFAW or FAW depending on the type of injuries that might occur |
| | More than 50 | At least one first-aider trained in FAW for every 50 employed (or part thereof) |

FURTHER READING

First Aid at Work; your questions answered. HSE 2014 (INDG 214) downloadable from:

<http://www.hse.gov.uk/pubns/indg214.htm>

First aid at work, The Health and Safety (First-Aid) Regulations 1981; Guidance on Regulations. HSE 2013 (L74 3rd Edition as amended 2018) downloadable from:

<http://www.hse.gov.uk/pubns/books/L74.htm>

Basic Advice on First Aid at Work, HSE INDG 347 (2017) downloadable from:

<http://www.hse.gov.uk/pubns/indg347.pdf>