



WHICH FIRST AID COURSE SHOULD I BOOK?

The HSE First Aid at Work Regulations require every business to have an “adequate and appropriate” first aid provision regardless of the number of employees. This includes equipment, facilities and trained personnel to ensure employees can receive *immediate* attention of injured or taken ill at work.

What is deemed “adequate and appropriate” will depend on your own circumstances in your own workplace and ideally you should aim to complete a First Aid Risk Assessment to identify your need correctly.

Your Risk Assessment should take in to account :-

- ◆ The type of activities being undertaken in each area of your workplace, such as Engineering, Hot Works, Production, Administration, Packing etc.
- ◆ The number of employees in each area
- ◆ Shift patterns and when people will be at work
- ◆ Employees with existing medical conditions that may make them more susceptible to becoming ill or being injured.
- ◆ How far away from workers are the first aid supplies/facilities.
- ◆ Which areas are high risk activities such as production, engineering, agriculture, hot works, assembly, construction, moving vehicles,
- ◆ Which areas are low risk activities such as offices, shops, small packing tasks, libraries etc.

From your risk assessment you should then determine the level of training and first aid supplies required for each area of your workplace.

- ◆ For **High Risk** areas ideally you should have first aiders trained in the 3 day First Aid at Work course
- ◆ For **Low Risk** areas, ideally you should have first aiders trained in the one day Emergency First Aid at Work course.
- ◆ You need to ensure you have sufficient first aiders trained to be present whenever someone is at work, so you would need to consider shift patterns and weekend/evening workers.
- ◆ You cannot cover an absent First Aid at Work first aider with an Emergency First Aid at Work first aider, but you can the other way round.
- ◆ The lowest level of recognised training is the one day Emergency First Aid at Work course.
- ◆ Anyone who has not received recognised first aid training should not be allowed to administer first aid in the workplace

If you need any advice or guidance, please call Andrea or Hannah on 0116 2166488

