First Aid must be given whatever the injury or illness and must be adequate and appropriate. This means that sufficient first aid personnel and facilities should be available to: -

* Give immediate assistance to casualties with both injuries and illness likely to arise from hazards at work;
* Summon an ambulance or other professional help; and
* Remind the individual(s) and the line manager to complete an online accident / incident report if the illness / injury was due to work activity.

The following check lists are adapted from the HSE’s guide L74 (2013).

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| --- | --- | --- | --- | --- |
| TABLE 1 | | | | |
|  | Assessment Factor | Apply?  Yes No | | Impact on First Aid Provision |
| 1 | Are there any specific risks such as hazardous substances, dangerous tools or machinery, dangerous loads or animals? |  |  | If ‘Yes’ you will need to consider: -   * Specific training for First Aiders * Extra first-aid equipment * Precise positioning of equipment |
| 2 | Are there parts of the workplace with different levels of risk, or are there inexperienced workers on site? |  |  | If ‘Yes’ you may need to make different  levels of provision |
| 3 | What is your record of accidents and cases of ill-health? What type are they and where did they happen? |  |  | You will need to check your records: -   * What type they are and where they happened   You may need to: -   * Locate first aid in certain areas * Review the provision |
| 4 | Are there people with disabilities or special health problems? |  |  | You may need to consider special equipment |
| 5 | Are the premises spread out, e.g. are there several buildings on the site or multi-floor buildings? |  |  | You will need to consider provision in each building and on several floors |
| 6 | Is there shift work or out-of-hours working? |  |  | First-aid provision is required at all times while people are at work |
| 7 | Is your workplace remote from emergency medical services? |  |  | You will need to consider: -   * Informing the emergency services of your location; * Special arrangements with the emergency services; * Emergency transport requirements |
| 8 | Do you have any temporary workers, volunteers or customers on site? |  |  | Your first-aid provision must cover them |

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| TABLE 2 | | | | |
| For line managers who have staff or volunteers who conduct off-site visits or who are based away from WSCC premises | | | | |
|  | Assessment Factor | Apply?  Yes No | | Impact on First Aid Provision |
| 1 | Do you have staff who travel a lot or work alone? |  |  | You will need to consider: -   * Issuing personal first-aid kits and training staff how to use it (see Appendix C); * Issuing personal communications |
| 1. 2 | Do any of your staff work at sites occupied by other employers? |  |  | You will need to make arrangements with the other site occupiers |