

The Glasgow School of Art

GSA Guide to First Aid Provision

April 2019

Policy Control

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1. Introduction

GSA has moral and legal obligations to provide First Aid for its staff, students, visitors and contractors. GSA is committed to meeting its obligations by ensuring that it has adequate arrangements, facilities and trained personnel, for the provision of First Aid.

The fundamental purpose of First Aid is to save lives and minimise the consequences of injury or illness. This Guide sets out the minimum requirements for the provision of First Aid to comply with relevant legislative obligations and GSA requirements.

This document outline measures that are in place to protect the health and safety of all staff, students and members of the public, ensuring that GSA remains inclusive and accessible to all. Any student/member of staff requiring any support in relation to this procedure should speak to their Programme Leader/Line Manager in the first instance.

The appendices to this Guide contain further information and tools to assist in the successful provision of first aid. These are:

Appendix 1: First Aid Roles and Responsibilities Table

Appendix 2: First Aid Needs Assessment

Appendix 3: First Aid Training Course Content

Appendix 4: The Procedure for Summoning a First Aider and Managing a First Aid Situation

Appendix 5: First Aid Kit Contents Guidance

2. Scope

This Guide applies to all GSA staff, students, visitors and contractors who are involved in the management of First Aid arrangements or in providing First Aid assistance.

Although the Health and Safety (First-Aid) Regulations 1981 do not require employers to provide first aid for anyone other than their own employees, it is strongly recommended that employers do include non-employees in their assessment of first aid needs and make provision for them. GSA will therefore consider students, visitors and members of the public within arrangements for first aid provision.

3. Abbreviations

AED	Automated External Defibrillator
AP	Appointed Person
CPR	Cardio-Pulmonary Resuscitation
EFAW	Emergency First Aid at Work
FAW	First Aid at Work

4. Definitions

Appointed person

Someone who is nominated to take charge of First Aid arrangements and is the minimum requirement for all areas in the absence of a qualified First Aider.

First Aid

First aid provision in the workplace covers the arrangements that need to be made to manage injuries or illnesses suffered at work. First aid can save lives and prevent minor injuries becoming major ones.

First Aider

The term First Aider includes:

- **Emergency First Aid at Work First Aider**

Someone who is qualified to administer lifesaving First Aid in the event of an incident, including the treatment of minor injuries, shock, choking and administration of CPR.

- **First Aid at Work First Aider**

Someone who is qualified to administer lifesaving First Aid in the event of an incident, including the treatment of minor injuries, shock, choking and administration of CPR, and additionally be able to deal with a range of other injuries and recognise major illness.

5. Roles and Responsibilities

The specific roles and responsibilities for First Aid are detailed below with expected duties summarised in the *First Aid Roles and Responsibilities table*, attached as *Appendix 1*.

Where a first aid incident occurs out with GSA's responsibilities – for example incidents involving staff/students off campus or in their own time – all staff and students are advised to seek advice from relevant sources.

5.1 Managerial Roles

Heads of Schools and Professional Support Areas

Under GSA's Health and Safety Policy, Heads of School and Professional Support Areas are accountable to their respective Senior Leadership Group member. Heads of Schools and Professional Support Areas have responsibility to ensure that, within their area of responsibility, there are adequate arrangements for the provision of first aid.

Heads of Departments, Programme Leaders and equivalent in Professional Support Areas

Heads of Departments, Programme Leaders and their equivalent in Professional Support Areas must ensure that their programme of risk assessments can inform the content of First Aid Needs Assessments for their area of responsibility. *Appendix 2: GSA First Aid Needs Assessment*, will assist in determining the level of first aid provision required. Heads of Departments, Programme Leaders and their equivalent in Professional Support Areas are also responsible for ensuring that relevant personnel and resources are available and that periodic reviews of the First Aid Needs Assessment take place.

5.2 Operational Roles

First Aider

A first aider is required to undertake appropriate training and to administer First Aid commensurate with their level of training.

Appointed Person

An Appointed Person is responsible for taking charge of First Aid arrangements within their area if the First Aid Needs Assessment indicates that a First Aider is not required. This is a minimum requirement for the provision of First Aid at GSA and is only advised for low risk areas as determined by the First Aid Needs Assessment.

All Staff, Students, Visitors and Contractors

All staff, students, visitors and contractors should respond in the event of a First Aid incident by summoning a first aider and/or emergency services where necessary.

6. First Aid Needs Assessment

6.1 First Aid Needs Assessment

The requirements for adequate First Aid provision should be determined by carrying out a First Aid Needs Assessment appropriate to the workplace circumstances (hazards and associated risks) using the *First Aid Needs Assessment Form* and HSE flowchart, attached as *Appendix 2*.

Where schools and/or professional areas span several floors of a building, it may be appropriate to consider first aid on a floor by floor basis. Where schools and/or professional areas occupy several buildings, First Aid should be provided at each location based on the First Aid Needs Assessment. When undertaking the Assessment consideration should also be given to other requirements such as work out with normal hours and fieldtrips to remote areas.

Further information on carrying out a First Aid Needs Assessment can be found on the Health and Safety Executive website.

6.2 Review of First Aid Needs Assessment

First Aid Needs Assessments must be reviewed periodically at least every 3 years, and where there is reason to believe the assessment is no longer valid or there is a significant change (e.g. locations/nature of hazards/staff numbers or increase in the number of incidents occurring).

6.3 Shared Facilities

Where schools and/or professional areas, and their constituent departments, share buildings/floors and have similar hazards it is acceptable to share First Aid resources. The Heads of Departments, Programme Leaders and their Professional Support Equivalents of the areas involved should formally agree and communicate such provision. Generally, where staff are based in more than one building and the type of hazards differ, then a separate assessment should be conducted for each location.

6.4 Records

The First Aid Needs Assessment must be in writing and a record kept and securely retained for a minimum of 3 years.

7. First Aid Training and Competency

7.1 First Aid Training Courses

All First Aiders must hold a valid EFAW Certificate, FAW Certificate or other relevant certificate e.g. Outdoor First Aid, as determined by the First Aid Needs Assessment. Details of available courses and what is included in them can be found in the First Aid Training Course Content Information, attached as Appendix 3. Within GSA, first aid training is provided by an external provider and organised through the Health and Safety Team.

It is for employers to decide, as part of their first aid needs assessment, whether a particular individual will be able to undertake the role of first aider in the workplace. Each individual will need to be capable of performing all aspects of First Aid at Work in accordance with their training, including administering CPR. The external training provider must be satisfied that a candidate has demonstrated all competencies to a satisfactory standard before issuing certification.

Where the First Aid Needs Assessment determines it is appropriate to provide Appointed Persons, no formal training is required.

NB - All staff and students should be made aware of the procedure for summoning First Aid by means of Health and Safety Induction.

7.2 Additional Training Needs

Training additional to the EFAW/FAW qualifications should be undertaken appropriate to the circumstances, for example working in confined spaces, working outdoors, working in remote locations

or for treatment of specific illnesses, such as anaphylaxis. Please contact the Health and Safety Team, for advice on additional qualifications if required.

7.3 Competency: Refresher Training and Requalification

FAW training qualifications must be kept up to date and refresher courses are required every three years and no more than 28 days after the expiry date on the certificate. If this is exceeded, then the person is required to complete a full FAW course not a refresher.

Although not mandatory, the HSE recommends that first aiders undertake annual refresher training during any three year FAW/EFAW period.

7.4 Maintaining skills

In order to maintain basic first aid skills, first aiders should regularly review what they have learned. This can be done using the following methods:

- Reviewing their course manual
- Reviewing HSE first aid guidance online
- Watching online first aid tutorials

Links to useful websites to keep skills up to date can be found in Section 15.

7.5 Training Records

Each first aider is given a copy of their first aid certificate, with an additional copy retained by the Health and Safety Team.

8. Procedure for Summoning a First Aider

Appendix 4: Procedure for Summoning a First Aider and Managing First Aid Situations, outlines the procedure to follow in the event of First Aid assistance being required for both normal and out of normal working hours. Lists of First Aiders with contact numbers should be clearly and conveniently displayed in all GSA buildings.

9. First Aid Kits

9.1 First Aid Kits

All First Aid kits must:

- Be accessible at all times and not locked,
- Have a white cross on a green background,
- Where possible, be kept near hand-washing facilities,
- Be adequately supplied, and the contents in date, and
- Be protected from damp and dust.

9.2 First Aid Kit Contents

The contents and number of First Aid kits will be dependent on the specific local area needs as determined by the First Aid Needs Assessment.

Appendix 5: First Aid Kit Contents Guidance, summarises the guidance in British Standard BS 8599-1:2011 on the contents and size of first aid kits as well as how many to provide.

Travel First Aid kits for mobile members of staff, remote travel and other special circumstances may require specialist items in addition to those listed for example a scald First Aid kit. The requirement for a Travel First Aid Kit will be identified in the First Aid Needs Assessment.

First Aid Kits should be checked monthly by First Aiders, in line with GSA's Procedure for Monthly Departmental Health and Safety Inspections.

9.3 Medication

Medication should not be kept in a First Aid box. Individual employees and students are responsible for their own medication including Adrenaline Injectors (e.g. EpiPens) and inhalers. The First Aider's role is limited to contacting the emergency services, where required, and assisting the casualty to take or administer their own treatment when incapacitated.

9.4 Procurement of First Aid Supplies

First Aid supplies are obtained through the Estates Department.

10. Additional First Aid Requirements

10.1 First Aid Room

Any requirement for a First Aid room should be identified by the First Aid Needs Assessment. In GSA, First Aid Rooms can be found on the basement level of the Reid Building, the Ground Floor of the Barnes Building and on the Ground Floor of the Stow Building. These rooms must be available at all times and not used for any other purpose.

10.2 High Risk Activities

The First Aid Needs Assessment may identify that specific First Aid provisions are necessary, for example, emergency eye wash bottles, or specific training on dealing with electrocutions.

10.3 Fieldwork and Remote Working

The GSA Health and Safety in Fieldwork Procedure should outline the requirement for trained first aiders. It is recommended that for supervised fieldwork, at least one staff member should be a trained First Aider. Ideally a second First Aider should be in the group to give secondary cover. It may also be appropriate, for a specialist qualification to be obtained (e.g. Mountain First Aid Certificate).

11. Disposal of Waste Arising from First Aid

In the event of an incident that generates a substantial amount of waste bodily fluid (e., vomit, blood, urine), a Body Spills kit should be used to remove the waste from the area, and the Estates Department should be contacted to arrange correct disposal. Minimally contaminated waste, for example used plasters and swabs, should be double bagged and disposed of in sanitary waste bins.

12. Automated External Defibrillator

12.1 Training and Use

Training in the use of an Automated External Defibrillators (AED) is included in the EFAW and FAW courses. In the event of cardiac arrest, the emergency services must be contacted immediately. A first aider should be alerted and an AED deployed as soon as possible. It is preferable that trained First Aiders use the AED, however an untrained person may use the device by switching it on and following the voice prompts.

12.2 Locations and Storage

There are four AEDs at different locations across GSA:

- The Reid Building reception,
- The Bourdon Building library,
- The Stow Building,
- Altyre

AEDs must be stored in locations that are signed, visible and immediately accessible during normal working hours.

12.3 Maintenance

The AEDs are self-testing and have a status indicator. AEDs should also be checked once used to ensure replacement of necessary components.

13. Reporting Accidents

All accidents and incidents and near misses arising out of, or in connection with, work including incidents of violence to staff and any work-related ill health must be reported to the Health and Safety Team promptly. In the case of serious injury, an immediate telephone notification is required. Other incidents must be reported using the GSA Accident/Incident Report Form. The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) set out legal time limits for reporting of certain types of incident to the enforcing authorities

For more information and advice, please see the GSA Procedure for Reporting Accidents, Incidents and Near Misses, which can be found on the website.

14. Liability

First Aiders working within their level of training and competency whilst at work are acting in the course of their employment and as such are covered for by the terms of the GSA's employers' liability compulsory insurance policy and where a member of the public is the claimant concerned by the GSA's public liability insurance policy.

15. Further Information

There are a wide range of publications and other materials relating to the provision of first aid at work. See links below for further information.

- The Health and Safety (First Aid) Regulations 1981, Guidance on Regulation and First Aid at Work: <http://www.hse.gov.uk/pubns/priced/l174.pdf>
- First Aid at Work – Your Questions Answered: <http://www.hse.gov.uk/pubns/indg214.pdf>
- HSE Frequently Asked Questions: <http://www.hse.gov.uk/firstaid/faqs.htm>
- Lifesaver VR – an immersive experience that gives the user a video scenario and choices to make if you were in that situation: <https://life-saver.org.uk/>

APPENDIX 1 – SUMMARY OF FIRST AID ROLES AND RESPONSIBILITIES

ROLE				
Head of School or Professional Support Area	Head of Department, Programme Leader or equivalent Professional Support Area	First Aider	Appointed Person	All Staff, Students, Visitors or Contractors
Ensure adequate arrangements for the provision of first aid.	Implement arrangements for First Aid within their area of responsibility.	Successfully complete training and provide First Aid when required.	Take charge in the event of a First Aid incident.	Summon help in the event of a First Aid incident.
RESPONSIBILITIES				
<ul style="list-style-type: none"> Take responsibility for monitoring and reviewing performance in their area of responsibility Ensure visible leadership 	<ul style="list-style-type: none"> Ensure suitable department arrangements are established and maintained to provide effective implementation of First Aid Ensure that First Aid Needs Assessments are completed, signed and reviewed regularly or when a significant change occurs Assign tasks to relevant persons Appoint an adequate number of First Aiders/Appointed persons, ensure any necessary training is undertaken - depending on outcome of First Aid Needs Assessment – and ensure a list of first aiders, with contact numbers, is displayed in each area and in other areas where it is deemed appropriate Provide sufficient resources, including equipment and time to attend training/incidents Monitor compliance and address any issues identified 	<ul style="list-style-type: none"> Obtain and maintain a valid EFAW or FAW certificate based on the First Aid Needs Assessment Attend First Aid incidents when required Administer First Aid within the limitations of their First Aid training Promptly and effectively deploy the AED in accordance with training, if required Organise for their own First Aid kit to be adequately stocked and monitor contents If the injured/ill person is taken to hospital by ambulance or taxi, ensure someone accompanies them if possible Be able to cope with stressful and physically demanding emergency procedures Be able to respond immediately and rapidly to an emergency 	<ul style="list-style-type: none"> Respond in the event of a First Aid incident by taking charge of the situation and summoning a First Aider Ensure First Aid equipment is available, adequate and in date Look after any First Aid facilities 	<ul style="list-style-type: none"> Summon a First Aider in the event of a First Aid incident Follow and abide by all information and instruction provided Assist during First Aid incidents where required

APPENDIX 2 – GSA FIRST AID NEEDS ASSESSMENT

Heads of Schools and Professional Support Areas have responsibility to ensure that, within their area of responsibility, there are adequate arrangements for the provision of first aid.

Where a department has staff based in more than one building a separate assessment should be conducted for each location.

Persons undertaking a First Aid Needs Assessment should have a level of competence and knowledge of the buildings/premises, likely hazards, staff demographic and working arrangements within their area of responsibility.

Please utilise the guidance in Section 2 and the flowchart in Section 3 to determine your First Aid requirements while completing this assessment.

SECTION 1

1.1 ACTIVITY	
Title:	Departmental Assessment of First Aid Needs
Department:	<i>If First Aid provisions are to be shared, please also detail with which departments</i>
Location:	
Additional notes:	

1.2 PERSON(S) CONDUCTING THIS ASSESSMENT			
Name(s):		Signature(s):	
Date assessment undertaken:			

1.3 ASSESSMENT REVIEW HISTORY				
This assessment should be reviewed immediately if there is any reason to suppose that the original assessment is no longer valid. Otherwise, the assessment should be reviewed, at least every 3 years. The responsible competent person must ensure that this assessment remains valid.				
	Review 1	Review 2	Review 3	Review 4
Due date:				
Date conducted:				
Conducted by:				

SECTION 2

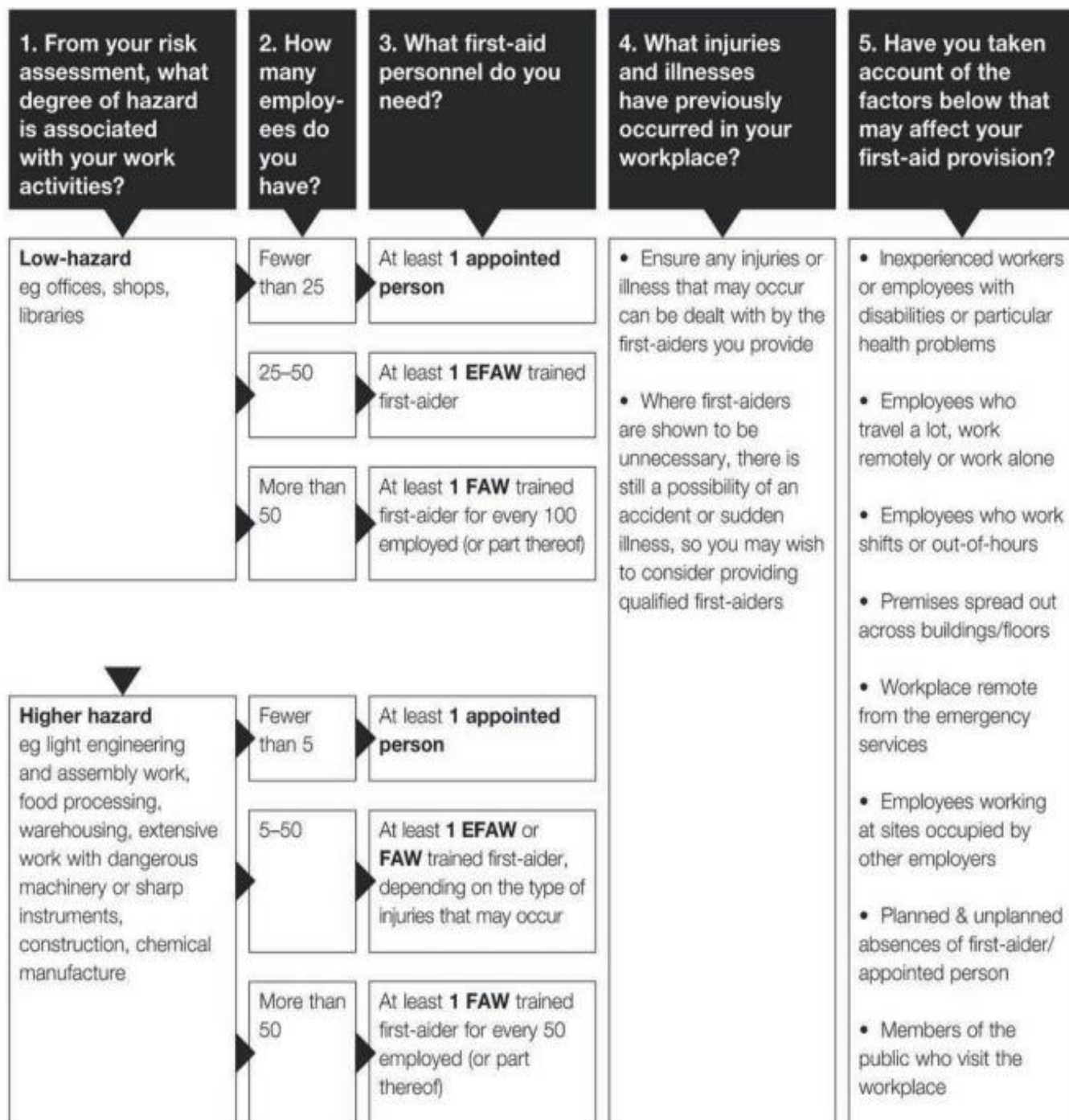
FACTORS TO CONSIDER	NOTES	FIRST AID PROVISIONS
2.1 HAZARDS: Use general risk assessments to inform First Aid requirements, considering types of activities/hazards and levels of First Aid provision		
a) Does the workplace have low level hazards e.g. Those found in an office?	Yes / No	Minimum provisions: <ul style="list-style-type: none"> • An Appointed Person • A First Aid kit
b) Does this workplace have high level hazards e.g. Those found in workshops? Consider hazards such as toxic substances, explosives, pathogens, high voltages, manual handling,	Yes / No	Consider providing: <ul style="list-style-type: none"> • First Aid at Work trained First Aiders • Emergency First Aid trained First Aiders • A First Aid kit • Additional First Aid equipment • A First Aid room
<i>Additional factors to consider:</i>		
2.2 STAFF: Consider the number of staff and any staff who may be at higher risk		
a) How many people work in the department?		See Section 3
b) Are there staff on site that may be at higher risk? Consider inexperienced workers, those with existing health problems, young persons, new and expectant mothers, disabilities etc.	Yes / No	Consider providing: <ul style="list-style-type: none"> • Additional specialist First Aid training • Additional First Aid equipment
<i>Additional factors to consider:</i>		
2.3 ACCIDENT HISTORY/RECORDS:		
a) What type of accidents and injuries have previously occurred?		<ul style="list-style-type: none"> • Ensure that First Aid provisions will cover the type of injuries that have occurred in the past in addition to those that are foreseeable
<i>Additional factors to consider:</i>		

FACTORS TO CONSIDER	NOTES	FIRST AID PROVISIONS
2.4 WORKING ARRANGEMENTS:		
a) Do staff/students work alone?	Yes / No	<ul style="list-style-type: none"> • Ensure access to First Aid kit • Communication lines are accessible e.g. Mobile phones
b) Do staff/students work out with normal hours?	Yes / No	<ul style="list-style-type: none"> • Ensure there is sufficient First Aid cover
c) Does the department occupy more than one building or operate on multiple floors?	Yes / No	<ul style="list-style-type: none"> • Consider First Aid provision in each building/floor
d) Are there times when the First Aider might be on holiday/absent?	Yes / No	<ul style="list-style-type: none"> • Ensure sufficient First Aid provision during holiday periods • Ensure sufficient First Aid provision in the event of unexpected staff absences
e) Do any staff/students travel i.e. drive as part of work commitments?	Yes / No	<ul style="list-style-type: none"> • Ensure Travel First Aids kits are provided • Consider providing additional specialist First Aid
f) Do any staff/students conduct work off campus e.g. Fieldwork?	Yes / No	Consider providing: <ul style="list-style-type: none"> • Specialist First Aid kits • Additional specialist First Aid training
<i>Additional factors to consider</i>		
2.5 NON-EMPLOYEES:		
a) Do members of the public, visitors, contractors, students, school children visit your department?	Yes / No	<ul style="list-style-type: none"> • It is strongly advised that First Aid provisions are made for non-employees that are on site
2.6 EMERGENCY SERVICES:		
a) What is the proximity to the nearest hospital with an A&E department?		

SECTION 3:

The Health and Safety Executive suggests the number of First Aid personnel to be available at all times, as detailed in the flowchart below.

Please refer to *Appendix 3 – First Aid Training Course Content* – for more details.



SECTION 4:

Utilise the guidance in Section 2 and the flowchart in Section 3 to determine your First Aid requirements in the workplace.

Where a building/floor is shared with another department that has similar hazards, consideration should be given to sharing First Aid resources.

4.1 FIRST AID PERSONNEL	REQUIRED		NUMBER REQUIRED
Appointed Person	Yes / No		
EFAW trained First Aider	Yes / No		
FAW trained First Aider	Yes / No		
First Aider with additional training	Yes / No		
4.2 FIRST AID EQUIPMENT AND FACILITIES	REQUIRED		NUMBER REQUIRED
Damp and dust proof First Aid kit	Yes / No	Size: S / M / L	
Additional equipment	Yes / No		
Travel First Aid kit	Yes / No		
First Aid room	Yes / No		

SECTION 5:

Additional notes can be made in the following table as you complete the First Aid Needs Assessment.

5.1 FACTORS TO CONSIDER:	ADDITIONAL NOTES
Hazards	
Staff	
Accident history/records	
Working arrangements	
Non-employees	
Emergency services	

APPENDIX 3 – FIRST AID TRAINING COURSE CONTENT

Specifications	AP*	EFAW**	FAW***
Length of training course	N/A	1 day	3 day
Takes charge when someone becomes ill or is injured	✓	✓	✓
Calls the emergency services / summons first aider	✓	✓	✓
Maintains first aid equipment	✓	✓	✓
Understands roles and responsibilities		✓	✓
The importance of preventing cross contamination		✓	✓
The need for reporting incidents and action taken		✓	✓
The correct use of available equipment		✓	✓
Assess the situation and circumstances promptly and effectively in an emergency whilst remaining safe	✓	✓	✓
Administer First Aid to a casualty who:			
Is unconscious (including seizure)		✓	✓
Requires CPR, including AED training		✓	✓
Is choking		✓	✓
Is wounded and/or bleeding		✓	✓
Is in shock		✓	✓
Has minor injuries		✓	✓
Administer First Aid to a casualty with:			
Chest injuries			✓
Burns and scalds			✓
Eye injuries			✓
Sudden poisoning			✓
Anaphylactic shock			✓
Recognise the presence of major illnesses			✓

*AP – Appointed Person;

**EFAW – Emergency First Aid at Work first aider;

***FAW – First Aid at Work first aider

Additional training may be required appropriate to the circumstances identified in the First Aid Needs Assessment, for example the treatment of specific illnesses - such as anaphylaxis – or working outdoors or in remote locations.

Further information on First Aid training can be sought by contacting the Health and Safety Department.

APPENDIX 4 – PROCEDURE FOR SUMMONING A FIRST AIDER AND MANAGING FIRST AID SITUATIONS

In NON-URGENT situations:		In URGENT situations, where the casualty:	
<p>For example:</p> <ul style="list-style-type: none"> • Minor injuries and illnesses • Bumps, bruises, scrapes, small cuts 		<p>For example:</p> <ul style="list-style-type: none"> • Is in cardiac arrest • Is experiencing a medical emergency (e.g. Epilepsy, asthma, anaphylaxis, stroke, diabetes) • Has significant trauma (e.g. Spinal injury, amputation, significant head injury) • Has completely stopped functioning • Is at imminent risk of harm to themselves or others and judgement is impaired • Is violent or is threatening violence • Is disorientated and out of touch with reality 	
Within normal hours:	Out with normal hours:	Within normal hours:	Out with normal hours:
<p>Action:</p> <ul style="list-style-type: none"> • Call a first aider (telephone numbers and locations can be found on the first aid lists within departments) • If any difficulty is experienced in summoning a first aider, contact the Reception to ensure an alternative is found without delay <p>The First Aiders should:</p> <ol style="list-style-type: none"> 1 Assess the situation promptly 2 Administer first aid within their training capacity 3 Call the Reception/ Switchboard for assistance if required 4 If hospital treatment is required contact the Reception to coordinate transport by taxi to the nearest hospital. 	<p>Action:</p> <ul style="list-style-type: none"> • Call Reception for assistance 	<p>Action:</p> <ul style="list-style-type: none"> • Call 999 immediately • Call a first aider (telephone numbers and locations can be found on the First Aid lists within departments) • If any difficulty is experienced in summoning a first aider, contact the Reception to ensure an alternative is found without delay <p>The First Aider should:</p> <ol style="list-style-type: none"> 1 Assess the situation promptly 2 Take charge and administer first aid within their training capacity until assistance arrives 3 In the event of a cardiac arrest, request urgent deployment of the nearest AED by contacting Reception/ Switchboard 	<p>Action:</p> <ul style="list-style-type: none"> • Call 999 immediately • Call Reception for assistance
	<p>Overnight hours:</p> <p>Action:</p> <ul style="list-style-type: none"> • Call Reception for assistance 		<p>Overnight hours:</p> <p>Action:</p> <ul style="list-style-type: none"> • Call 999 immediately • Call Reception for assistance

WHEN CALLING THE RECEPTION BY DIALING '0' (OR 0141 3534600) FROM AN EXTERNAL PHONE OR MOBILE, YOU WILL NEED TO PROVIDE THE FOLLOWING INFORMATION:

- Your name and department
- Exact location, including the building, floor and room number
- The nature of incident

In ALL situations:

- Where possible, make sure you have support and do not leave the injured/ill person alone
- Stay calm
- Engage with the injured/ill person
- Put your own safety – and that of others at the scene - first
- Report the incident following GSA's Procedure for Reporting Accidents, Incidents and Near Miss Events

Item	Description	Quantity			
		Small Kit	Medium Kit	Large Kit	Travel Kit
Guidance leaflet	Provides brief first aid guidelines	1	1	1	1
Contents list	Provides list of contents included in kit	1	1	1	1
Medium sterile dressing	Conforming bandage – minimum 7.5cm width and 2m stretched length, with absorbent pad – not less than 12cm x 12cm	4	6	8	1
Large sterile dressing	Conforming bandage – minimum 10cm width and 2m stretched length, with absorbent pad – not less than 18cm x 18cm	1	2	2	1
Triangular bandage	Minimum on 20gsm non-woven material or cotton – not less than 90cm x 90cm x 127cm	2	3	4	1
Safety pins	Minimum length 2.5cm	6	12	24	2
Eye pad sterile dressing	Conforming bandage – minimum 5cm width and 1.5m stretched or elasticated looped bandage with an oval pad – not less than 7cm x 5cm	2	3	4	1
Sterile adhesive dressing	Water resistant, sterile, island dressing, individually wrapped, minimum 7.5cm ² – dressing pad not less than 20% of the area	40	60	100	10
Alcohol free cleansing wipes	Individually wrapped, sterile, minimum of 80cm ²	20	30	40	4
Adhesive tape	Roll, individually wrapped, minimum 2.5cm width, 5m length (or 3m length for travel kit)	1	1	1	1
Nitrile disposable gloves	Conform with British Standards, large size	6	9	12	1
Sterile finger dressing	Conforming bandage – minimum 3.5cm width and 30cm stretched length – minimum dressing pad 3.5cm ²	2	3	4	0
Resuscitation face shield	Includes one way valve	1	1	2	1
Foil blanket	130cm x 210cm	1	2	3	1
Eye wash	Sterile, minimum effective volume 250ml	0	0	0	1
Burn dressing	Water based gel-soaked dressing, sterile, minimum 100cm ² surface area	1	2	2	1
Shears	Suitable for cutting clothing, including leather	1	1	1	1
Conforming bandage	Minimum 7.5cm width with 4m stretched length	1	2	2	1

Category of risk	Numbers present in any location	Number and size of first aid kit
Lower risk areas (eg. offices, libraries etc.)	<25	1 small kit
	25 – 100	1 medium kit
	>100	1 large kit per 100 employees
High risk area (eg. workshops)	<5	1 small kit
	5 – 25	1 medium kit
	>25	1 large kit per 25 employees