



THE ULTIMATE GUIDE TO FIRST AID IN THE WORKPLACE



**ENSURE YOUR FIRST AID
PROVISION MEETS REAL
BUSINESS RISKS**

In the event of injury or sudden illness, failure to provide first aid could result in serious injury or potentially death.

As an employer, you need to ensure that an employee that is injured or falls ill at work receives immediate attention.

The Health and Safety Executive (HSE) states it will prosecute businesses that fail to provide an appropriate level of first aid and safety standards in the workplace, or if there is a significant risk that is ignored by employers.

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Workplace safety - what your business needs

People at work can suffer injuries or be taken ill, whenever, wherever. And, it doesn't matter if the injury or illness is caused by the work they do, it's important to give them immediate attention and call an ambulance in serious circumstances, to prevent minor injuries becoming major issues.



The Health and Safety (First Aid) Regulations 1981 states...

“An employer shall provide adequate and appropriate equipment, facilities and personnel to ensure their employees receive immediate attention if they are injured or taken ill at work.”

Who does this apply to?

All workplaces - including those that are self-employed and have less than five employees.

What does this look like?

The HSE states that the minimum first aid provision on any work site should be:

- A suitably stocked first aid kit
- An appointed person to take charge of first aid arrangements

- Information for employees about first aid arrangements

At Aero Healthcare, we recommend following the British Standard's guidance when stocking a first aid kit as it's aligned with real business needs and risks - and you can find out more about this later on in this guide.

How many first aiders do you need?

For low risk workplaces with 25-50 people, there should be at least one first aider that holds an "Emergency First Aid at Work certificate." Another first aider is required per 100 employees.

High risk workplaces, such as construction sites or manufacturing plants require first-aiders who have gained a certificate in "First Aid at Work" and it is advised that all staff are trained in First Aid at Work.



How to perform a risk assessment

Accidents can happen to anyone at anytime, even in low risk organisations with few employees. And, organisations are required to carry out an assessment of first aid needs.

What does this involve?

Consideration of:

- Workplace hazards and risks
- The size of the organisation
- Determination of what first aid equipment, facilities and personnel should be provided

Unsure if you need a defibrillator in the workplace

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Checklist : Conducting a risk assessment

Considerations	Questions to ask	First aid and health and safety provision	Notes
Hazards	What hazards does your workplace have? [This could be low-level, found in offices and shops, or high-level such as chemicals or dangerous machinery.]	<ul style="list-style-type: none"> • Appoint a person to take charge of first aid arrangements • Have a suitably stocked first aid kit • Provide first aiders • Ensure people know the location of first aid equipment • Inform emergency services in advance 	
	Housekeeping - are floor surfaces even, free of water or other fluids? And are stairways and work areas clear from obstruction and well-lit?	<ul style="list-style-type: none"> • Ensure appropriate cleaning processes are used • Ensure lighting is efficient 	
	Manual handling - are work items that are used regularly within easy reach?	<ul style="list-style-type: none"> • Ensure shelves are located in appropriate places and machines or equipment are easily accessible • Conduct Manual Handling training 	
	Hazards	<ul style="list-style-type: none"> • Ensure electrical appliances are checked, inspected and maintained regularly 	
	Hazards	<ul style="list-style-type: none"> • Appoint a person to take charge of first aid arrangements • Stock first aid box • Provide first aiders • Provide additional first aid equipment 	



Considerations	Questions to ask	First aid and health and safety provision	Notes
	Are there inexperienced workers on site? E.g. people on work experience, or people that have disabilities or health problems?	<ul style="list-style-type: none">• Provide first aiders with additional training• Provide additional first aid equipment• Ensure people know the location of first aid equipment	
Accidents and ill-health records	What injuries and illness have occurred in your workplace and where did they happen?	<ul style="list-style-type: none">• Ensure your first aid supplies cater for common types of injuries and illness that might occur in your workplace• Monitor accidents and ill health and review first aid provision regularly	
Working arrangements	Do you have employees that travel a lot, work remotely or work alone?	<ul style="list-style-type: none">• Issue personal first aid kits• Issue personal communicators / mobile phones to employees	
	Do any of your employees work shifts or out of hours?	<ul style="list-style-type: none">• Ensure there is adequate first aid provision at all times people are at work	
	Are the premises spread out? E.g. are there several buildings on the site, or multi-floor buildings?	<ul style="list-style-type: none">• Consider provision in each building or on each floor	
	Is your workplace remote from emergency medical services?	<ul style="list-style-type: none">• Inform emergency services of your location• Consider special arrangements with the emergency services• Consider emergency transport requirements	
	Do any of your employees work at sites occupied by other employers?	<ul style="list-style-type: none">• Make arrangements with other site occupiers to ensure adequate supplies of first aid• Create an agreement between employers	
	Do you have enough provision to cover for your first aiders or appointed persons when they are absent?	<ul style="list-style-type: none">• Consider what cover is needed for annual leave and other planned absences• Consider what cover is needed for unplanned and exceptional absences	
	Do members of the public visit your premises?	<ul style="list-style-type: none">• Under legal regulations, you have no duty to provide first aid for non-employees, but HSE recommends that you include them in your first aid provision	



Common workplace risks

Hazards can be around every corner, and there are a number of “common” workplace risks to be aware of. We’ve listed them below, to help you improve standards of safety in your organisation.



Top five common first aid safety hazards

1. Poor housekeeping

From clutter blocking fire exits, walkways and emergency exits to over-stacking office shelves or electrical rooms being used inappropriately for storage, general “housekeeping” can be a common safety hazard in many organisations.

Workers shouldn’t wait for housekeeping or maintenance people to take care of these issues, and should clean up as necessary. Another issue can be leaks, spillages or standing water which can contribute to slips, trips or falls.

However, if the clutter or spillage requires specialised training to clean up, then employees should alert managers, who can send the appropriate staff to deal with the issue.

2. Electrical - extension cords

Many electrical hazards are related to inappropriate use of extension cords.

This can be seen when multiple extension cords or power strips are used, and “chained” together.

Extension cords can be useful for temporarily supplying power, but shouldn’t be looked upon as a permanent solution - which is when a cord is used for several weeks or months.

And, extension cords lying on the ground for extended periods of time can be a trip hazard, and subject to traffic abuse if they are located in busy factories or warehouses that have machinery in operation such as forklifts. And, regular footfall or machinery on extension cords can wear down the insulation around wires and create shock hazards.

In addition, multiple extension cords can cause fire risks.

3. Chemical substances

Workers can be exposed to chemicals in liquids, gases, vapours, fumes and particulate materials.

Chemical hazards include acids, pesticides, carbon monoxide, flammable liquids, welding fumes, silica dust and fibreglass fibres.

If you purchase and use chemicals as part of your business, you must have a control system in place, to ensure that your employees know what the chemicals are for and why they were ordered.



The Occupational Safety and Health Administration's (OSHA) Hazard Communication Standard requires facilities to keep an inventory of all products. For this, we'd recommend taking note of the chemical's expiration date, and ensure chemicals are used by that date, or disposed of properly.

Another potential hazard can be transferring chemicals from one container to another.

4. Physical hazards

This focuses on factors in the environment that can harm the body and skin of your employees, without them touching it.

It can include issues such as radiation, exposure to sunlight or ultraviolet rays, extreme temperatures (hot or cold) and constant loud noise.

5. Biological hazards

These will be relevant for businesses that work with animals, people or infectious plant materials, and can often impact those that work in schools, day care facilities, colleges and universities, hospitals, laboratories, emergency responses, nursing homes and any outdoor occupations.

Hazards and things that your employees may be exposed to include blood and other body fluids, fungi / mould, bacteria and viruses, plants, insect bites and animal droppings.

Other hazards outside the first aid spectrum include:

- Ergonomic - these occur when the type of work, body position and working conditions put a strain on your body.

- Work organisation - this relates to hazards or stressors that cause stress from workplace issues such as workload, lack of control and/or respect.

So how can you overcome these common issues?

The best way to avoid common safety hazards is to ensure your team receives appropriate training, and they are encouraged to be vigilant in the workplace and report workplace hazards as they arise.

Aero Healthcare's advice:

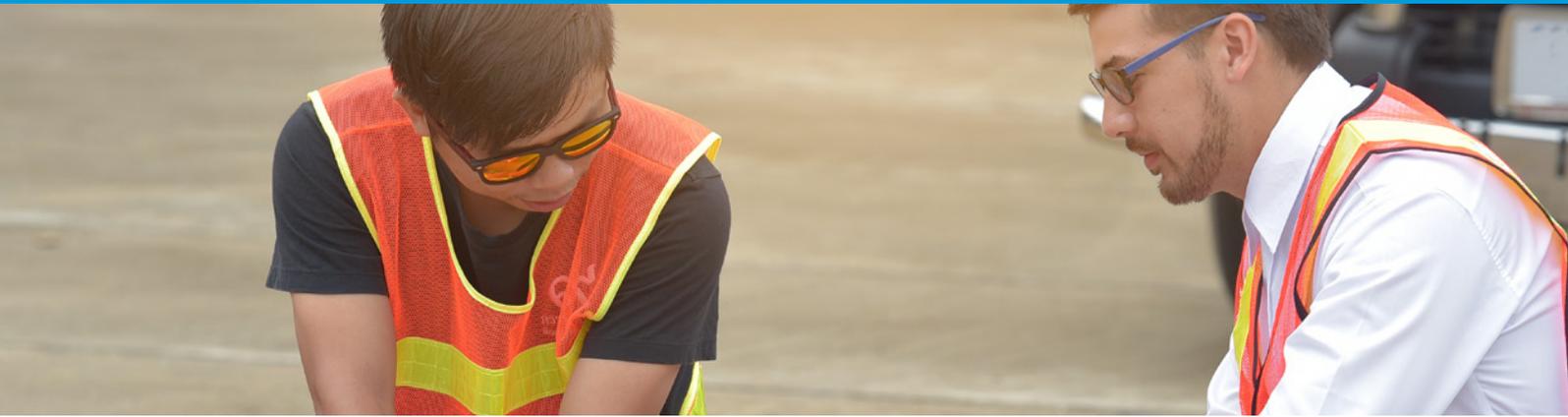
When hiring a new employee, ensure they are made aware of common hazards, and they're given training on safety protocols and occupational health and safety

After the training, monitor and supervise workers to check they're applying it appropriately

Ensure personal protective equipment is given to employees, where necessary. For construction workers and tradespeople, this is essential. In addition, ensure employees are wearing it and using it correctly

Provide occupational health support to employees to enable them to manage any stress or mental health issues that may arise

Ensure your workplace provides the right level of first aid supplies and support to all employees, and meets required standards



How to meet health and safety standards

Appointing a person, or a first-aider



Depending on the outcome of your risk assessment, you'll either need to:

Appoint a person to take control of your organisation's first aid arrangements - which is the minimum requirement.

The role of this person will be to look after your first aid supplies and call the emergency services when required. But, they will not need first aid training.

OR

Ensure you have a **qualified first aider in the workplace**

A first aider is someone who has completed appropriate first aid training to the level identified in their company's risk assessment.

The training will either be:

- First aid at work (FAW) - 3 day course
- Emergency first aid at work (EFAW) - half day course
- Some other first aid training appropriate to your workplace circumstances

First aid training certificates are valid for 3 years. However the HSE recommends annual refreshers which particularly applies to the CPR component.

Organisations that provide first aid training include St John's Ambulance, British Red Cross, St Andrew's First Aid and The Royal Society for the Prevention of Accidents (RoSPA) and a large network of independent trainers that Aero can put you in touch with.

TOP TIP

For low risk workplaces with 25-50 people there should be at least one first aider that holds an "Emergency First Aid at Work certificate." Another first aider is required per 100 employees.

Read our First Aid Catalogue online.

[VIEW NOW](#)





TOP TIP

The HSE recommends that first aiders take annual refresher training to keep their skills up to date.

- Engage with a **first aid supplier that provides high quality products**

When it comes to procuring first aid supplies, it's essential that you choose high quality products, and don't opt for the cheapest products available.

At Aero Healthcare we've invested heavily into market research, to gain a thorough understanding of what people expect from their first aid supplies.

For example, there are many misconceptions surrounding plasters and common complaints about products not doing what they're meant to do - which is stay sticky and cover a graze, cut or wound effectively.

To combat this, we've developed the SupaBond adhesive and SupaSorb wound pads, which are used in our AeroPlast - Vend plaster range.

The product has been engineered for unrivalled adhesion to prevent plaster lift up or edge curling. In addition, SupaBond is latex-free and leaves no sticky residue as often associated with heavy duty plasters.

The super absorbent wound pad minimises the number of dressing changes which protects wounds from further injury.

Further benefits of the product:

- It resists the ingress of water, oil and grease
- It's larger than standard plasters
- Its packaging makes it easy for users to dispense plasters
- Visually and metal detectable versions - blue in colour for food and catering industries





HSE vs British Standard Workplace First Aid kits - what you need to know



In 2015 the HSE updated its First Aid at Work - Guidance on Regulations, which included a change to its recommendations for first aid kit content.

How does this relate to British Standard First Aid Kits?

The HSE states that...

“... Employers may wish to refer to British Standard BS 8599 - 1:2019 which provides further information on the content of workplace first-aid kits”

But what does this mean?

The BS 8599-1:2019 workplace first aid kit standard sets the minimum recommended content that workplace first aid kits should conform to. And, it recommends the size and number of kits required, dependent on the number of employees and hazards in your workplace.

BS compliant kits vs HSE kits

The differences in the BS compliant kits when compared to the HSE kits are:

- An increased number of disposable gloves, and they must be nitrile, which eliminates the risk of latex allergies
- A decreased number of triangular bandages, as they are no longer recommended to immobilise injured limbs
- * Smaller, absorbent wound dressings for finger injuries are included
- Water based, sterile gel burn dressing to provide effective first aid for burns
- Clothing cutters are included to cut bandages and remove clothing from around a wound
- Resuscitation face shields are included to provide a protective barrier for administering mouth to mouth resuscitation
- Heat-reflecting foil survival blankets are included to help keep a casualty warm in cases of shock or exposure to cold temperatures
- Sterile saline wipes are included instead of alcohol-free wipes, meaning they can now be used on broken skin



Critical Injury Packs

In workplaces where there is a risk to life, Critical Injury Packs should be provided as well as first aid kits.

What are the packs for?

A Critical Injury Pack contains advanced first aid products designed to treat bleeding injuries. The packs would be suitable for businesses that work with dangerous machinery or sharp instruments, cutting equipment, power tools or firms that operate in industries such as construction, agriculture or forestry.

How many packs should businesses have?

Employers should take into consideration the maximum number of people on site at any one time, as each pack is designed to treat one person.

One pack should include:

- 1 guidance leaflet
- 1 contents list
- 2 pairs of nitrile disposable gloves
- 1 foil blanket
- 1 pair of universal shears
- 2 large trauma dressings
- 2 haemostatic dressings
- 1 emergency tourniquet

Aero Healthcare's recommendations

BS 8599-1:2019 compliant first aid kits provide a comprehensive provision for your staff and prove your care of them.

The kits are aligned to the risks found in today's workplaces and provide a modern understanding of things such as the importance of maintaining body heat to avoid shock induced hypothermia.

In addition, BS kits include larger quantities of frequently used items such as plasters, gloves and wipes and less of the infrequently used items.

Whilst the purchase price of a BS kit is higher than HSE kits we recommend that they should be used in all workplaces, as we believe HSE compliant kits are outdated and do not align with the needs and risks of today's working environment.





What to include in your first aid kit

There isn't a mandatory list of items to include in your first-aid box.

But, you should refer to your risk assessment when deciding on the first aid and safety items to have available to people in your workplace.

At Aero Healthcare, we recommend following the British Standard's guidance when stocking a first aid kit as it's aligned with real business needs.



Checklist : Items for your first aid kit

Contents	Small	Medium	Large	Travel & Motoring Kit	Personal Issue	Critical Injury Pack
Guidance leaflet	1	1	1	1	1	1
Contents list	1	1	1	1	1	1
Medium sterile dressing	2	4	6	1	0	0
Large sterile dressing	2	3	4	0	1	0
Triangular bandage	2	3	4	1	1	0
Eye pad sterile dressing	2	3	4	0	0	0
Sterile adhesive dressing	40	60	100	10	10	0
Alcohol free moist cleansing wipes	20	30	40	10	4	0
Adhesive Tape Roll	1	2	3	0	0	0
Nitrile disposable gloves pair	6	9	12	2	2	2

**Checklist : Items for your first aid kit**

Contents	Small	Medium	Large	Travel & Motoring Kit	Personal Issue	Critical Injury Pack
Resuscitation face shield	1	1	2	1	1	0
Foil blanket	1	2	3	1	1	1
Burn dressing 10 x 10cm	1	2	2	2	0	0
Shears	1	1	1	1	1	1
Conforming bandages	1	2	2	0	0	0
Adhesive dressing	0	0	0	1	0	0
Finger sterile dressing	2	3	4	0	0	0
Trauma dressing - large	0	0	0	0	0	2
Trauma dressing - medium	0	0	0	1	0	0
Haemostatic dressing	0	0	0	0	0	2
Tourniquet	0	0	0	0	0	1

And, tablets and medicines are not recommended for first-aid boxes.

TOP TIP

If you work in a food preparation or catering environment, use blue plasters which are the standard for the catering industry in line with the Food Hygiene Regulations 2006. They must be made of plastic, waterproof, easily spotted if they fall into food items, and contain a strip of metal which is detectable when products are put through a metal detector.



Selecting the best first aid kit for your organisation

The following table from the British Standard BS8599, can be used as a reference to determine the size of First Aid Kit your organisation needs based on number of employees and workplace environment.



Category of Hazard	Number of Employees	Number and Size of First Aid Kit
Low Hazard e.g. Shops, offices, libraries, etc	Fewer than 25	1 Small Kit
	25-100	1 Medium Kit
	More than 100	1 Large Kit per 100 Employees
Lone workers	Individuals	Personal Issue Kit*
High Hazard e.g. Light engineering and assembly work, food processing, warehousing, extensive work with dangerous machinery or sharp instruments, construction, chemical manufacture, etc High risk workplaces should also consider providing Critical Injury Packs see page 11 for further information.	Fewer than 5	1 Small Kit
	5-25	1 Medium Kit
	More than 25	1 Large Kit per 25 Employees

*Small first aid kit containing basic first aid components for one person. Designed to be issued to individuals as a supplementary resource to small, medium and large first aid kits being available in the workplace, as required.



First aid kit maintenance requirements

It's essential to ensure your first aid provisions are kept in good condition, within expiry date and replenished when used. At Aero Healthcare we have three methods for maintaining your first aid provision:



Managed

In "high risk" industries such as manufacturing and food preparation, we provide a first aid program through carefully selected partners who visit their customers' sites to ensure kits are stocked correctly.

This provides product modules for each type of injury including burns, eye wounds, major wounds, minor wounds and hygiene products such as body fluid clean up. And, our partners offer rental and refill services in addition to washroom products, work clothing and defibrillators.

And, products supplied are fully traceable, as our partners use Radio Frequency Identification (RFID) systems to ensure first aid provisions are always ready for use.

Self-managed

Alternatively Aero Healthcare Instant Refill First Aid Kits offer excellent, quality first aid products that comply with BS 8599 - 1:2019

Available in a range of containers to suit your aesthetic or environmental needs, this range utilises our proprietary four pouch refill system and premium products including AeroPlast plasters – one of the world's stickiest, best performing plaster.

This range is supplied through an extensive distributor network covering all geographic areas and industry sectors.

Subscription

For low risk and high security environments our New Way First Aid Management System offers a cost effective, sustainable and flexible way to maintain an effective and in date provision for basic first aid in banks, insurance, accounting and other similar workplace environments.

With first aid regularly delivered to your designated address, this system is applicable to national and international companies with numerous locations.

And, it is a competitive solution to provide essential first aid for lone workers such as utility engineers, postal service workers and carriers for companies with extensive vehicle fleets.

TOP TIP

Aero supply exclusively through distributors, simply get in touch with a member of our team who will connect you to your specialist distributor

CALL **0845 604 8280**



Budgeting for your first aid



There are three clear paths to ensure a sustainable and effective first aid provision for your staff, as identified in the “maintenance requirements” section of this guide.

The costs differ depending on the method you choose - either the “managed”, “self managed” or “subscription.”

If you'd like to find out the costs for your business, get in touch with a member of the Aero Healthcare team who will be able to put you in touch with a distributor.

Aero Healthcare's recommendation

Aero Healthcare's recommendation drawing on our extensive global market experience, we recommend careful consideration of annual first aid budgets.

Ensure you purchase quality products that do perform and remember the correct provision sends a powerful message of your genuine care for your staff.

Also include an increased budget should your risk assessment identify the need to install a defibrillator. There are several routes to procure defibrillators; outright purchase, financed or rental. See our guide below and discuss options with our distributors.

Find out more about installing a defibrillator by **reading our guide**

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How Aero Healthcare can help

At Aero Healthcare we're passionate about becoming the global leader in the first aid and consumer wound care sector.



We manufacture products that deliver superior outcomes, generate strong brand loyalty and answer businesses' first aid needs.

But what makes us different from other first aid suppliers?

- We manufacture our own proprietary branded products
- We have control over R&D and the supply chain
- We embrace new technologies
- We introduce new compliant products quickly into local markets
- Product selection is based on extensive market research
- We listen to our customers, evaluate their needs and use it to inform product decisions
- We package products in the most user friendly and sustainable way
- Our quality management system is certified to ISO 13485: 2016 by SGS UK Ltd

Read our First Aid Catalogue online.

[VIEW NOW](#)





What we supply

Our full selection of product categories:

- First Aid Kits, Bags, Cases & Cabinets
- Eye & Wound Irrigation
- Burn Treatments
- Adhesive Plasters, Dressings & Tapes
- Gauze, Swabs & Cotton Wool
- Hot & Cold Treatments
- Gloves, Hygiene & Infection Control Products



Our four key product categories



FIRST AID PRODUCTS



PUBLIC ACCESS AEDS



FIRST AID TRAINING SUPPLIES



WOUND CARE



Get in touch with Aero Healthcare today

Ensure your team members receive the first aid attention they need if they are injured or fall ill at work with Aero Healthcare's support.

For more information about our range of first aid supplies and how you could benefit, simply get in touch with a member of our team who will connect you to your nearest distributor on **0845 604 8280**, or visit **www.aerohealthcare.co.uk/contact-us** to leave us an online message.



For more information about our range of first aid products and how you could benefit, simply get in touch with a member of our team who will connect you to your specialist distributor

CALL **0845 604 8280**
VISIT **www.aerohealthcare.co.uk**



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