

First Aid Provision Checklist (UK)

For Responsible Persons, Supervisors, and Health & Safety Leads.

1. First Aid Needs Assessment

- A current first aid needs assessment is in place
- Assessment reviewed within the last 12 months
- Staffing levels, shift patterns, and lone working considered
- High-risk tasks identified (machinery, chemicals, manual handling)
- Adequate number of first aiders/appointed persons identified

Notes: _____

2. First Aid Personnel

- Sufficient trained first aiders available at all times
- Certificates in date (FAW/EFAW/Paediatric where required)
- Appointed persons identified and briefed
- First aiders easily identifiable (lists, signage, badges)
- Cover arrangements in place for absence/holidays
- **Notes:** _____

3. First Aid Kits & Equipment

- Kits stocked to BS 8599-1 standard
- Contents clean, sealed, and in date
- Additional kits available for high-risk areas
- Burn kits, trauma kits, or bleed control kits available (if required)
- Eye-wash bottles in date and accessible
- **Notes:** _____

4. First Aid Facilities

- First aid room available (if required by size/risk)
- Room clean, accessible, and equipped (couch, sink, PPE)
- Eye-wash stations functional and tested



5. Information & Signage

- First aid notices displayed in prominent locations
- Names and contact details of first aiders visible
- Emergency numbers clearly displayed
- Location of first aid kits and AED clearly signed
- **Notes:** _____

6. Record Keeping

- Accident book available and used correctly
- RIDDOR reporting understood and followed
- First aid treatment records stored securely
- Trends reviewed for prevention opportunities
- **Notes:** _____

7. Workplace Environment

- Adequate lighting and access to first aid points
- No obstructions to first aid equipment
- High-risk areas have enhanced provision
- Lone workers have suitable emergency arrangements
- **Notes:** _____

8. Emergency Preparedness

- Staff know how to summon first aid assistance
- Emergency procedures communicated and understood
- Drills include medical emergencies where appropriate
- AED checks recorded (battery, pads, readiness)
- **Notes:** _____



9. Review & Continuous Improvement

- First aid provision reviewed after incidents
- Feedback from first aiders considered
- Additional training identified (bleed control, mental health)
- Provision updated following workplace changes

Notes: _____

10. Overall Compliance Summary

- **General Condition:**
 Satisfactory Requires Improvement Unsatisfactory
- **Immediate Actions Required:**

- **Non-Urgent Actions:**

11. Sign-Off

- **Inspector Name:** _____
- **Signature:** _____
- **Date:** _____

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