

Where do I locate my First Aid Kit?

Being prepared for potential accidents and injuries in the workplace is vital.

All companies are responsible for the safety of their workforce; this includes the provision of First Aid and trained staff to administer First Aid when it is needed, emergency services should be contacted for more serious injuries.

EVERY WORKPLACE IS DIFFERENT. All workplaces vary in size, number of employees, potential risks, and hazards. The Health and Safety Executive advise companies to undertake a full first aid needs assessment. This is an important first step, the findings will dictate where kits are located, the number and type of kits required and how these are deployed.



First Aid Kits should be...

EASILY ACCESSIBLE

First aid kits should be easily and quickly accessible – i.e., they can be reached within 60 seconds – if it takes longer to access a kit, further kits are required.

VISIBLE

First aid kits should be clearly labelled and signposted.

Staff should know where to find them quickly in an emergency – a designated first aid station or first aid point are recommended.

First aid kits should be clearly labelled "First Aid Kit", if the kits are stored in a cabinet/cupboard this they should be clearly signposted.

Wall mounted first aid kits should have clear signage to highlight their location and instructions for use. More wall mounted kits may be required in larger locations as they are not portable and will take longer to access – e.g., a factory floor or warehouse will need more kits than an office.

AVAILABLE FOR ALL STAFF IN THE WORKPLACE OR OFF-SITE

The first aid assessment must also consider the safety of offsite workers.

Off-site workers can include:

- Health, medical and social care workers visiting people's homes etc
- Postal staff, taxi drivers, engineers, estate agents, and sales or service representatives visiting domestic and commercial premises
- Delivery drivers including HGV drivers, van driver/couriers and car/bike-based couriers
- Agricultural and forestry workers

Workplaces can include company vehicles – it is important that these also have first aid kits that can easily accessed by staff e.g., by a first aid kit mounted on the bulkhead of company van or as a personal issue First Aid Kit for use within a groundskeeping vehicle, tractor etc and for other lone workers. Our BS8599-2 motoring kits are compliant with the latest safety legislation.



How many kits are required for my workplace?

The number and type of kits needed are dictated by:

RISKS AND HAZARDS

The HSE outlines the potential risk associated with workplaces as "high risk" or "low risk"

e.g. Offices, Retail would represent a lower risk whilst workplaces involved with hazardous materials represent high risk.

NUMBER OF EMPLOYEES

The following information categorises workplaces by level of risk, and then recommends an appropriate size of kit, depending on the number of employees and members of the public exposed to those risks.

1. DO A RISK ASSESSMENT.

LOW RISK: (e.g. shops, offices, libraries etc.)

HIGH RISK: (e.g. light engineering and assembly work, food processing, warehousing, etc.)

2. DECIDE ON THE SIZE AND QUANTITY OF KITS REQUIRED TO MEET YOUR RISK NEEDS ASSESSMENT.

SMALL KIT USAGE GUIDELINES

LOW RISK: 1 kit for less than 25 employees

HIGH RISK: 1 kit for less than 5 employees

MEDIUM KIT USAGE GUIDELINES

LOW RISK: 1 kit per 25-100 employees

HIGH RISK: 1 kit per 5-25 employees

LARGE KIT USAGE GUIDELINES

LOW RISK: 1 kit per 100 employees

HIGH RISK: 1 kit per 25 employees

TRAVEL AND MOTORING

Staff working remotely from a company vehicle should be equipped with a travel and motoring first aid kit. This does not supersede BS8599-2 for vehicle first aid kits, employers should refer to BS8599-2 when equipping vehicles with first aid kits.

1 Medium Kit

SIZE OF THE WORKPLACE

Larger organisations require more First Aid Kits.

Check all first aid kits

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to remain compliant in the workplace.

"Every employer should provide for each work site at least one first-aid container supplied with a sufficient quantity of first-aid materials suitable for the particular circumstances."

Health and Safety Executive

It is a legal requirement that every business has accessible first aid.





What types of kit do I need for my workplace?

The type and selection of kits is dependent on the risks associated with the individual workplace, all workplaces require a standard first aid kit to cope with most injuries at work. Additionally, other types of kits may be required based on the work environment, e.g.



EYEWASH KIT

Brick dust, cement, stone chips, and other airborne debris can cause eye injuries.

BURNS KIT

Chemicals and hot materials in a factory, hot surfaces and steam in a kitchen can create a greater risk of burns.



The Reliance range includes wall-mounted first aid stations for the workplace. These include our Spectra modular first aid system, workplace First Aid Kits, Burns kits, Eyewash kits and Biohazard Kits to cover all first aid requirements.

Our new Aura point range of first aid kits feature wall brackets signposting the kit with eye catching graphics, suitable for wall mounting.

First aid kits should also be visible in low light conditions. Our Glow in the Dark First Aid Kits are perfect for poorly lit areas as the whole box glows clearly highlighting the kits location.

