

First Aid Provision Checklist

Use this checklist to review arrangements in place for emergency first aid provisions.

Guidance on Numbers

Low Hazard Environment	<25 employees	25-50 employees	For every 100 employees or part thereof
	At least 1 appointed person	At least 1 emergency first aid at work first aider	At least one first aid at work first aider
High Hazard Environment	<5 employees	5-50 employees	For every 50 employees or part thereof
	At least 1 appointed person	At least 1 emergency first aid at work first aider Or At least 1 first aid at work first aider	At least one first aid at work first aider

Guidance on Training

- [Emergency First Aid at Work First Aider – 1 day course.](#)

This one day training provides staff with the necessary knowledge and skills to undertake emergency first aid in the workplace, supporting the designated first aider.

Successful candidates will receive an emergency first aid certificate which is valid for three years.

- [First Aid at Work First Aider – 3 day course.](#)

This three day training course provides the necessary knowledge and skills for staff to act as designated first aiders in the workplace.

Assessment will be by observation and a short written exam.

The successful candidates will receive a first aid at work certificate which is valid for three years.

- [Appointed Person](#)

When an assessment indicates that a first-aider is unnecessary, the minimum requirement is to appoint a person to take charge of first-aid arrangements. The roles of this appointed person include looking after the first-aid equipment and facilities and calling the emergency services when required. They can also provide emergency cover, within their role and competence, where a first-aider is absent due to unforeseen circumstances (annual leave does not count).

To fulfil their role, appointed persons do not need first-aid training. However, emergency first-aid training courses are available.

- [Additional Training](#)

For employees with specific health needs, have you checked with them what first aid assistance they may need and arranged for its provision? If you have older workers, have you considered providing a defibrillator on your site?

For support, please contact the Health, Safety and Welfare Team by e-mailing: safetyadvice@gov.im



Site Information			
Site Name			
Site Address			
Name of Site Manager			
Number of employees on site			
Open/closed site to public?			
Hazards	Yes	No	Unsure
Does your workplace have higher-level hazards such as chemicals, or dangerous machinery?			
Do your work activities involve special hazards such as working with electricity, work at height, confined spaces or hydrofluoric acid?			
If you have higher-level or special hazards, do you provide the right first aid equipment in the immediate vicinity of the hazards, and do the first aiders in those areas of the workplace have the right level of training and knowledge?			
Comment:			
Employees	Yes	No	Unsure
Have you taken into account the number of employees you have on each site?			
Do you have employees who are inexperienced, have disabilities or particular health problems?			
Does the age-profile of your workers require specific first aid equipment?			
Have you also considered mental health first aid provision for your employees?			
Using the above guidance, do you have the correct minimum number of appointed persons for first aid with the correct certificate level?			
For employees with specific health needs, have you checked with them what first aid assistance they may need and arranged for its provision? If you have older workers, have you considered providing a defibrillator on your site?			
<i>Use historical data to help you determine your first aid needs. But don't forget to take into account any changes in work activity which may mean these needs have changed or are likely to change.</i>			
Comment:			
Accidents and Ill Health Records	Yes	No	Unsure
Have you recorded the type of accidents and ill health that have happened in your department so you can provide the right first aid equipment and level of training to your first aiders?			
Have you recorded the location the accidents and ill health took place – to ensure			



first aid equipment and trained personnel are in the right place? For example, kitchen/gym/boiler room			
Comment:			
Working Arrangements	Yes	No	Unsure
Have you recorded any employees who travel a lot, work remotely or work alone?			
Have you recorded any employees who work shifts or out-of-hours?			
The layout of your site if your premises are spread out, are there several buildings or multi-floor buildings?			
Is your site remote from emergency medical services?			
Have you recorded employees who work at sites occupied by other employers?			
Are there a sufficient number of first aiders to cover absences?			
Have the first aid needs of all your employees been assessed and considered? If you are relying on another department or business to provide first aid for your employees, have you confirmed this is going to be readily available? If you are in a remote location, you may need additional first aid cover to allow for a longer emergency services response time.			
Comment:			
Non-employees	Yes	No	Unsure
Have you recorded members of the public or non-employees who visit your premises?			
If your premises have a large number of visitors, will your first aid provision be sufficient to cover their needs as well as those of your employees?			
Comment:			

