

Guidance document

G1363

First aid assessment guidance

1 Purpose

The purpose of this guidance is to assist managers in assessing their requirements for the number of appointed persons and first aiders, the contents of first aid boxes and portable kits and first aid rooms.

2 Scope

This guidance applies, as indicated, to all TfL business areas with some further guidance for London Underground COO.

First aid assessment guidance

Appointed persons and first aiders

When assessing the number of appointed persons and first aiders required Managers must refer to the following good practice guide lines:

Offices/low risk premises

- fewer than 25 employees – at least 1 appointed person
- 25 to 50 employees – at least 1 first aider
- more than 50 employees – 1 additional first aider for every 100 employees.

medium risk premises

- fewer than 20 employees – at least 1 appointed person
- 20 to 100 employees – at least 1 first aider for every 50 employees
- More than 100 employees – 1 additional first aider for every 100 employees.

Construction, trains, stations, maintenance depots/higher risk premises

- Fewer than 5 employees – at least 1 appointed person
- 5 – 50 employees at least 1 first aider for every 50 employees

More than 50 employees – 1 additional first aider for every 50 persons employed.

First aid boxes

There is no specified requirement for the content of first aid boxes.

The contents of first aid boxes should reflect the results of the first aid assessment.

However, as a minimum, good practice guidelines suggest:

- a contents list
- a leaflet giving general first aid advice
- 20 individually wrapped sterile adhesive dressings of various sizes
- 2 sterile eye pads
- 4 individually wrapped triangular bandages
- safety pins
- 6 individually wrapped sterile, un-medicated wound dressings (12cm x 12cm)
- 2 individually wrapped sterile, un-medicated wound dressings (18cm x 18cm)
- 1 pair of disposable gloves.

Where there are no mains tap water available for washing eyes a minimum of one litre of sterile water should be available.

Portable first aid kit

Good practice guidelines for the contents of portable first aid kits suggest:

- A contents list
- A leaflet giving general first aid advice
- 6 individually wrapped sterile adhesive dressings
- 2 individually wrapped triangular bandages
- 2 safety pins
- 1 sterile un-medicated dressing (18cm x 18cm)
- Individually wrapped moist cleansing wipes
- 1 pair of disposable gloves.

Additional items identified by the first aid assessment may also be included.