

Category 5 Standard

S5533 First Aid Requirements

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MAYOR OF LONDON

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1 Purpose

- 1.1 The purpose of this Standard is to detail the arrangements to be made within the workplace, to ensure suitable equipment and competent persons are available to administer First Aid where it is required.

2 Scope

- 2.1 This Standard applies to all LU Directorates and outlines the requirements for First Aid assessments, appointment of competent persons and provision and maintenance of First Aid equipment.

3 Requirements

3.1 Assessment of First Aid Requirements

- 3.1.1 Employing managers shall ensure that the First Aid arrangements are assessed for any areas for which they are responsible.
- 3.1.2 Employing managers may delegate an Appointed Person or First Aider to complete the First Aid assessment checklist on their behalf.
- 3.1.3 Where employees are required to book on remotely or work in a variety of locations, the assessment shall ensure sufficient First Aid equipment is made available.
- 3.1.4 The assessment shall take account of the findings from the local Workplace Risk Assessment and Customer Risk Assessment, where applicable, to ensure that First Aid provisions take account of the needs of employees, customers and contractors at the location. Guidance in undertaking this assessment can be found in section 5.2.
- 3.1.5 The findings of the assessment will assist Employing managers in identifying if First Aiders need to be trained in First Aid at Work (FAW) or Emergency First Aid at Work (EFAW). EFAW training enables a first-aider to give emergency first aid to someone who is injured or becomes ill while at work. FAW training includes EFAW and also equips the first-aider to apply first aid to a range of specific injuries and illness.
- 3.1.6 Where locations are shared the Landlord manager shall take the lead in working with other site occupiers to ensure that adequate First Aid provisions are made.
- 3.1.7 For Head Office Buildings the Employing manager shall contact the Building manager to ensure provisions are made.
- 3.1.8 First Aid requirements shall be reviewed every 3 years or where:
- (a) The findings of an incident investigation indicates the need,
 - (b) There is reason to suspect they are no longer valid, or
 - (c) Significant changes have occurred to the workplace, task, equipment or employees.

3.2 Appointed Persons / First Aiders

- 3.2.1 The minimum First Aid provision is an Appointed Person to take charge of First Aid arrangements at all times when people are at work. This may mean appointing more than one.