



WORKPLACE FIRST AID COMPLIANCE CHECKLIST

A Practical Guide for UK Employers

Provided by Forever Aid Training

First Aid Training in Kent

Is Your Workplace First Aid Compliant?

UK employers have a legal duty to provide adequate and appropriate first aid provision under Health & Safety Executive (HSE) guidelines.

Use this checklist to:

- Identify compliance gaps
- Review training validity
- Check equipment readiness
- Ensure emergency procedures are in place
- Reduce workplace risk

Complete in under 10 minutes.



SECTION 1: FIRST AID RISK ASSESSMENT

- Documented first aid needs assessment completed
 - Workplace hazards identified
 - Number of employees considered
 - Visitors and contractors considered
 - Lone or remote workers included
 - Assessment reviewed annually
-



SECTION 2: APPOINTED FIRST AIDERS

- Sufficient number of trained first aiders appointed
- Accredited qualification obtained
- Certificates valid (within 3 years)
- Refresher training scheduled
- Staff aware of who first aiders are
- First aider details clearly displayed

SECTION 3: TRAINING COMPLIANCE

- Emergency First Aid at Work (EFAW) provided where appropriate
 - First Aid at Work (FAW) completed for higher-risk environments
 - Paediatric First Aid in place (if applicable)
 - CPR & AED awareness provided
 - Training delivered by reputable provider
-

SECTION 4: FIRST AID EQUIPMENT & AED

- Fully stocked first aid kit accessible
 - Regular equipment checks carried out
 - AED (defibrillator) available on-site
 - Staff trained to use AED
 - Accident report forms accessible
 - Clear first aid signage displayed
-

SECTION 5: EMERGENCY PROCEDURES

- Emergency contact numbers displayed
 - Staff aware of emergency response procedure
 - Incident reporting system in place
 - Emergency access routes clear
 - Evacuation plans communicated
-

SECTION 6: RECORD KEEPING

- First aid incidents recorded
 - RIDDOR requirements understood
 - Training records securely stored
 - Certificate expiry dates monitored
 - Compliance documentation accessible
-

REVIEW YOUR RESULTS

If you answered “No” to any of the above, your organisation may have compliance gaps.

Non-compliance can lead to:

- Increased risk to staff
 - Legal consequences
 - Insurance complications
 - Reputational damage
-

NEED SUPPORT?

Forever Aid Training provides:

- ✓ Emergency First Aid at Work
- ✓ First Aid at Work (3 Day)
- ✓ Paediatric First Aid
- ✓ CPR & AED Awareness
- ✓ On-site workplace training across Kent

 07801575251

 chrisgreenwood@forever-aid-training.co.uk

 forever-aid-training.co.uk

Book a free 10-minute compliance discussion today.