

FIRST AID ARRANGEMENTS

ARRANGEMENT — EMPLOYER FILE

How this business decides its first-aid needs, trains its first-aiders and keeps the kits stocked

KD-HSA-FA-015 Rev A0

Health and Safety (First-Aid) Regulations 1981 reg 3: adequate and appropriate equipment, facilities and people, judged by an assessment of the needs; reg 4: employees told what the arrangements are. L74 (3rd edition, 2013) is the guidance; BS 8599-1 the kit standard. The duty is each employer's for its own people — a subcontractor's operative is covered by their own employer's arrangement, or by an agreement with the principal contractor that is written down. The assessor asks how many first-aiders there are and at what level, where the kits are, and how a person working alone or driving between jobs gets help. The needs assessment and monthly check for a site is KD-SITE-FA-029; this sheet is the arrangement of the business that decides who is trained and how the assessment is done for the premises and every job.

1 THE EMPLOYER

EMPLOYER / BUSINESS	RESPONSIBLE PERSON	DATE	REVIEW BY

2 HOW THIS BUSINESS DOES IT

HOW NEEDS ARE ASSESSED

FIRST-AIDERS

KITS, EYEWASH AND EQUIPMENT

LONE, MOBILE AND REMOTE WORKERS

HOW EMPLOYEES ARE TOLD

3 RECORDS THAT EVIDENCE THIS ARRANGEMENT

Tick what is held. Where the record does not exist yet, the tick is the action.

- ☐ First-aid needs assessment for the premises, and for each site — KD-SITE-FA-029
- ☐ First-aiders certificates with expiry dates on the matrix — KD-SITE-TC-004
- ☐ Monthly kit and eyewash checks — KD-SITE-FA-029 section 3
- ☐ Emergency arrangements board naming the first-aiders — KD-SITE-EB-031
- ☐ Accident book entries showing first aid given — KD-SITE-AB-025
- ☐ Toolbox talk on accidents and first aid — KD-TBT-FA-056
- ☐ Written agreement with a principal contractor where its first-aiders cover this business's people — KD-SITE-PS-009

WHERE THE RECORDS ARE HELD	KEPT BY	KEPT FOR

4 ADOPTION

By signing, the director adopts this arrangement as the way this business works and undertakes that the records it names are kept.

Adopted by the director:

PRINTED NAME	POSITION	COMPANY	SIGNATURE	DATE	TIME

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continued

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KD-HSA-FA-015 Rev A0

R REVISION HISTORY

Every revision of this document, and every review that found nothing to change. The revision on the front of this sheet is the one you are holding — check kubitdocs.com for the current one before use.

Rev	Date	Class	What changed	Authorised by
D0	2026-09-02	first-issue	First issue.	— not yet approved —
A0	2026-09-02	review	Approved for issue by the author. Content unchanged from the reviewed draft; the draft status strip is removed. No independent third-party review has been carried out.	Author — director, UK principal contractor, SMSTS. Not an independent review.

Class: first-issue · material (the law, a control, a field or the scope changed — past buyers are notified) · editorial (wording or layout only) · review (checked, nothing changed) · withdrawal. Revision prefix D = draft, not approved and not for sale; A = approved for issue by the person named, on the date shown.