



Maynard Training Services Ltd



QUALSAFE AWARDS

REGISTERED CENTRE

Centre No.: 0905159

First Aid Requirements Report



Dear Diana,

Thank you for using our First Aid Requirements Calculator. As you know, having the correct first aid provision in the workplace is not only a legal requirement, it is incredibly important for the safety of you and your employees. We are therefore delighted to provide you with a breakdown of the first aid requirements for your company.

Ailgynnau Consulting Ltd (thebestof)

Based on the information provided we recommend that you have the following provision in your workplace:

Area 1 - Main Office

2 First Aiders trained in **First Aid at Work**

Recommended qualification: QA Level 3 Award in First Aid at Work (QCF).

This higher level of training is recommended as this area is remote from Emergency Medical Services. As per HSE advice, this includes 1 additional First Aider to cover foreseeable absences such as annual leave.

1 small size BS8599-1 First Aid Kit



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Area 2 - Sales Office

2 First Aiders trained in First Aid at Work

Recommended qualification: QA Level 3 Award in First Aid at Work (QCF).

This higher level of training is recommended as this area is remote from Emergency Medical Services. As per HSE advice, this includes 1 additional First Aider to cover foreseeable absences such as annual leave.

1 small size BS8599-1 First Aid Kit

Additional Considerations

Annual Refresher Training

It is an employer's duty to ensure that their first aiders remain competent to perform their role. One of the simplest ways to make sure that your first aiders maintain their skills is to provide them with refresher training on an annual basis. This not only helps them to remain confident and knowledgeable in their role, it also guarantees that they are kept up-to-date with any changes to first aid procedures.

Remote, Lone or Travelling Workers

You should consider providing a personal first aid kit and basic first aid training for all employees that work remotely, travel frequently, or work alone. It is also recommended that these employees should have access to a mobile phone or another method of communication for emergency situations.


Automated External Defibrillators

It is strongly recommended that employers consider providing an Automated External Defibrillator (AED) in their workplace. This is because the use of an AED dramatically increases the chance of survival for casualties in cardiac arrest. Currently, only **1 in 20** people survive a cardiac arrest, however, this figure rises significantly to **15 in 20** people when an AED is used during resuscitation.

This is a particularly significant for your workplace as you have identified the following issue(s):

- You identified that one or more of the people in your workplace suffers from heart problems.
- One or more areas of your workplace are remote from medical services.

New First Aid Training Guidelines

 On 1st October 2013 the HSE introduced new regulations that require employers to carry out due diligence (investigations) on their first aid training provider in order to ensure that the training meets the necessary standards. However, as an employer you do not need to undertake any due diligence if your first aiders undertake **regulated first aid qualifications**. This is because regulated qualifications are accredited by an Awarding Organisation, which means that both the training provider and the qualifications have already been verified as meeting the required standards.

Maynard Training Services Ltd are accredited by leading Awarding Organisation Quallsafe Awards and are proud to offer **regulated first aid qualifications**. This means that you can book with us and rest assured that you have fulfilled your legal responsibilities for providing quality first aid training without having to undertake any due diligence.



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Book Today!

To make sure that you have the correct first aid provision in your workplace, simply call **01267 235441** or visit www.maynardtrainingservices.com today. Alternatively, if you would like any further information or guidance, please contact us and we will be delighted to help.

Kind regards

Maynard Training Services Ltd



Please remember that it is important to review your First Aid requirements periodically (usually at least annually) or when circumstances change.



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First Aid Requirements Calculator Submitted Information



Please find below the information that you submitted in order for us to calculate your first aid requirements:

Area 1 - Main Office

Risk Level: **Low**

Number of Employees: **3**

Number of Non-employees: **0**

Number of shifts (including flexitime and out-of-hours working patterns) operating in this area: **0**

Children or babies **are not** likely to be present in this area.

This area **is** remote from Emergency Medical Services.

! Possible workplace risks associated with this area:

- | | |
|-----------------------------------------------------------|-------------------------------------------------------------|
| <input checked="" type="checkbox"/> Manual handling | <input checked="" type="checkbox"/> Fractures |
| <input checked="" type="checkbox"/> Slip and trip hazards | <input checked="" type="checkbox"/> Sprains or strains |
| <input checked="" type="checkbox"/> Machinery | <input checked="" type="checkbox"/> Spinal injuries |
| <input checked="" type="checkbox"/> Working at heights | <input checked="" type="checkbox"/> Chest injuries |
| <input checked="" type="checkbox"/> Workplace transport | <input checked="" type="checkbox"/> Severe burns and scalds |
| <input checked="" type="checkbox"/> Electricity | <input checked="" type="checkbox"/> Eye injuries |
| <input checked="" type="checkbox"/> Chemicals | <input checked="" type="checkbox"/> Poisoning |

! Possible health problems that could occur within this area:

- | | |
|----------------------------------------------------|---------------------------------------------------------------------|
| <input checked="" type="checkbox"/> Asthma | <input checked="" type="checkbox"/> Anaphylaxis (allergic reaction) |
| <input checked="" type="checkbox"/> Heart problems | <input checked="" type="checkbox"/> Epilepsy |
| <input checked="" type="checkbox"/> Stroke | <input checked="" type="checkbox"/> Diabetes |

+! Additional risks that people in this area may be exposed to:

- | | |
|-------------------------------------------------------|---------------------------------------------------------------|
| <input checked="" type="checkbox"/> Confined spaces | <input checked="" type="checkbox"/> The outdoor environment |
| <input checked="" type="checkbox"/> Hydrofluoric acid | <input checked="" type="checkbox"/> Extremes of heat and cold |
| <input checked="" type="checkbox"/> Hydrogen cyanide | <input checked="" type="checkbox"/> Open water/swimming pools |



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Area 2 - Sales Office

Risk Level: **Low**

Number of Employees: **2**

Number of Non-employees: **1**

Number of shifts (including flexitime and out-of-hours working patterns) operating in this area: **0**

Children or babies **are not** likely to be present in this area.

This area **is** remote from Emergency Medical Services.

Possible workplace risks associated with this area:

- | | |
|-----------------------------------------------------------|-------------------------------------------------------------|
| <input checked="" type="checkbox"/> Manual handling | <input checked="" type="checkbox"/> Fractures |
| <input checked="" type="checkbox"/> Slip and trip hazards | <input checked="" type="checkbox"/> Sprains or strains |
| <input checked="" type="checkbox"/> Machinery | <input checked="" type="checkbox"/> Spinal injuries |
| <input checked="" type="checkbox"/> Working at heights | <input checked="" type="checkbox"/> Chest injuries |
| <input checked="" type="checkbox"/> Workplace transport | <input checked="" type="checkbox"/> Severe burns and scalds |
| <input checked="" type="checkbox"/> Electricity | <input checked="" type="checkbox"/> Eye injuries |
| <input checked="" type="checkbox"/> Chemicals | <input checked="" type="checkbox"/> Poisoning |

Possible health problems that could occur within this area:

- | | |
|----------------------------------------------------|---------------------------------------------------------------------|
| <input checked="" type="checkbox"/> Asthma | <input checked="" type="checkbox"/> Anaphylaxis (allergic reaction) |
| <input checked="" type="checkbox"/> Heart problems | <input checked="" type="checkbox"/> Epilepsy |
| <input checked="" type="checkbox"/> Stroke | <input checked="" type="checkbox"/> Diabetes |

Additional risks that people in this area may be exposed to:

- | | |
|-------------------------------------------------------|---------------------------------------------------------------|
| <input checked="" type="checkbox"/> Confined spaces | <input checked="" type="checkbox"/> The outdoor environment |
| <input checked="" type="checkbox"/> Hydrofluoric acid | <input checked="" type="checkbox"/> Extremes of heat and cold |
| <input checked="" type="checkbox"/> Hydrogen cyanide | <input checked="" type="checkbox"/> Open water/swimming pools |

Additional Information

Working arrangements may include:

- | | |
|-----------------------------------------------------|--------------------------------------------------|
| <input checked="" type="checkbox"/> Frequent Travel | <input checked="" type="checkbox"/> Lone Working |
| <input checked="" type="checkbox"/> Remote Working | |

Please note that it is the employer's responsibility to ensure that their workplace meets with all current legal requirements. These recommendations are based on the information that you have provided and should be used as guidance. Please note that there may be other risks present that have not been identified and there may be other legal requirements that you need to consider. If you are in any doubt please refer to The Health and Safety (First-Aid) Regulations 1981.