

# YOUR 'BACK TO WORK' FIRST AID CHECKLIST

- **Assess your first aid needs using our First Aid Requirements Calculator**  
*Visit [www.firstonscene.co.uk/firstaidrequirementscalculator/](http://www.firstonscene.co.uk/firstaidrequirementscalculator/)*
- **Ensure all of your workplace risk assessments are up-to-date**
- **Identify the existing first aiders**
- **Check first aider certificates to see if their qualifications have expired**
- **Renew expired qualifications**  
*If qualifications have expired, book first aiders onto the appropriate first aid course as soon as possible*
- **Update existing first aiders knowledge with vital COVID-adaption training**  
*If qualifications have not expired but first aiders haven't attended training with us within the last year, book them onto an Annual Refresher course which includes vital updates to their training*
- **Ensure all of your employees know the current first aid procedures**  
*Including who the first aiders are, how to contact them and the location of first aid equipment*
- **Ensure you have enough first aiders to cover holiday leave and work from home arrangements**
- **Ensure your first aid kits are accessible, correctly stocked and all items are in date**
- **Ensure your accident book is accessible**
- **Ensure your defibrillator (if you have one) is accessible and pads are in date**
- **Consider provision for the wellbeing of your employees with Mental Health First Aiders**  
*Our Mental Health First Aid courses give learners the skills and knowledge to identify, understand and effectively help someone who may be experiencing mental ill health in the workplace*