Toolbox talk

First aid and reporting accidents

Know who to get, what to record and what to report

10 minutes | For: Everyone on site

Why it matters

In an emergency, the first few minutes matter most. Everyone needs to know where the first aid kit is, who the first aider is, and how to call for help. Accidents also need recording so they don't happen again.

Key points

1. Every site needs suitable first aid equipment and an appointed person. The first aid needs assessment decides what trained first aid cover is required.
2. There must be a notice telling everyone who the first aider or appointed person is and where to find them.
3. Know the site address and the access point for ambulances before you need them.
4. Record every injury in the accident book, however small.
5. Report near misses too. They show where the next accident could happen.
6. Some injuries must be reported to HSE under RIDDOR, such as most fractures, amputations and over-7-day injuries.
7. Some dangerous occurrences must be reported even if no one was hurt, such as a scaffold over 5 metres collapsing.
8. The responsible person makes the RIDDOR report: usually the employer or premises controller. Self-employed duties depend on where the event happens.

Sources: HSE: First aid on construction sites; HSE: Types of reportable incidents (RIDDOR); HSE: First aid at work, the law; HSE: RIDDOR key definitions.

This talk supports, but does not replace, your site-specific risk assessment, method statement, training and supervision. Free to copy and use. **tradefoxapp.com/toolbox-talks/first-aid-riddor**

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Do

- Find out who the first aiders are on this site today.
- Know where the first aid kit, eyewash and defibrillator are.
- Tell your supervisor about every injury and near miss.
- Keep the area as it is after a serious accident, unless it's unsafe.
- Tell the first aider if you use anything from the kit, so it gets restocked.

Don't

- Call 999 and follow the call handler. Anyone can use an AED; start CPR if someone is unresponsive and not breathing normally.
- Don't move someone who may have a back or neck injury unless they're in danger.
- Don't hide an injury because you're worried about the paperwork.
- Don't tidy up the scene of a serious accident before it's been investigated.

Ask the group

- Who are our first aiders today, and where's the kit?
- What's this site's full address and postcode for an ambulance?
- Where's the accident book kept?
- What near misses have we had this week?

If it goes wrong: For a serious injury, call 999 and give the site address and access point. Send someone to meet the ambulance. Get the first aider, stay with the casualty and tell your supervisor.

On this site

Nearest first aider _____

Emergency assembly point _____

Site-specific hazards and controls _____

_____

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Go further: RIDDOR reporting explained

Sources: HSE: First aid on construction sites; HSE: Types of reportable incidents (RIDDOR); HSE: First aid at work, the law; HSE: RIDDOR key definitions.

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Attendance register

First aid and reporting accidents

Site / project _____ Date and time _____

Presented by _____ Company _____

	Name (print)	Company	Signature
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			

By signing, attendees confirm they took part in this toolbox talk and understood the key points. Keep this record with your site safety file.

Presenter signature _____ Follow-up actions _____

Quick check

First aid and reporting accidents

Tick one answer for each question. Your presenter has the answers.

Name _____ Date _____

1. What must every construction site have?

- [ ] A nurse
- [ ] A first aid box and an appointed person
- [ ] A first aid room

2. Should small injuries go in the accident book?

- [ ] No, only serious ones
- [ ] Yes, every injury
- [ ] Only if you go to hospital

3. Who makes a RIDDOR report?

- [ ] The injured worker
- [ ] The responsible person (see presenter notes)
- [ ] The first aider

4. A scaffold over 5 metres high collapses but nobody is hurt. Is it reportable?

- [ ] No
- [ ] Yes, it's a dangerous occurrence
- [ ] Only if it's on a main road

5. Why report near misses?

- [ ] They don't matter
- [ ] They show where the next accident could happen
- [ ] To get people in trouble

Sources: HSE: First aid on construction sites; HSE: Types of reportable incidents (RIDDOR); HSE: First aid at work, the law; HSE: RIDDOR key definitions.

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For the presenter

Answers and sources

Quick check answers

1. A first aid box and an appointed person

HSE says all construction sites need a stocked first aid box, an appointed person and a notice saying who they are.

2. Yes, every injury

Recording every injury helps spot patterns and protects the injured person later.

3. The responsible person (see source reference page)

Employers report for employees. For self-employed injuries on another work premises, its controller usually reports; own/domestic premises differ.

4. Yes, it's a dangerous occurrence

Collapse of a scaffold over 5 metres high is a reportable dangerous occurrence under RIDDOR, even with no injury.

5. They show where the next accident could happen

Near misses are free lessons. Acting on them prevents the real accident.

Sources

- HSE: First aid on construction sites
  https://www.hse.gov.uk/construction/faq-firstaid.htm
- HSE: Types of reportable incidents (RIDDOR)
  https://www.hse.gov.uk/riddor/reportable-incidents.htm
- HSE: First aid at work, the law
  https://www.hse.gov.uk/firstaid/legislation.htm
- HSE: RIDDOR key definitions
  https://www.hse.gov.uk/riddor/key-definitions.htm

> **Presenting tips:** keep it to about 10 minutes, use real examples from your site, ask the group questions rather than reading everything out, and record attendance on the register.

Know your first aider. Know your address.

1. Record every injury
2. Report every near miss
3. Never hide an accident

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Know your first aider. Know your address.

1. **Record every injury**
2. **Report every near miss**
3. **Never hide an accident**

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Sources and qualifications

First aid and reporting accidents

Scope: Great Britain safety legislation unless a nation is identified. Northern Ireland has separate legislation. Site rules can be stricter than minimum legal duties; use the site assessment, instructions and competent supervision.

A4 applicability: no installation-design requirement is asserted in this talk. Its claims are referenced to the subject-specific sources below.

S1. HSE: First aid at work - employer duties

First aid needs assessment, equipment, appointed person, training and employee information; key points 1-3 and quiz 1.

https://www.hse.gov.uk/firstaid/what-employers-need-to-do.htm

S2. HSE: Reportable incidents

Specified injuries, over-seven-day incapacitation, occupational disease and reporting thresholds; key point 6 and quiz.

https://www.hse.gov.uk/riddor/reportable-incidents.htm

S3. HSE: Who should report

Employer/premises-controller duties and self-employed exceptions: another work premises versus own/domestic premises; key point 8 and quiz 3.

https://www.hse.gov.uk/riddor/reporting/who-should-report.htm

S4. HSE: Dangerous occurrences

Scaffold collapse criteria: substantial part over 5 m, suspended scaffold platform fall and drowning risk cases; key point 7 and quiz 4.

https://www.hse.gov.uk/riddor/dangerous-occurences.htm

S5. Resuscitation Council UK: How to do CPR

Unresponsive casualty, normal breathing check, 999, CPR and AED use; emergency first aid qualification.

https://www.resus.org.uk/public-resource/how-do-cpr

Presenter qualification: Self-employed: the controller generally reports qualifying injuries at another work premises. At own/domestic premises, or for a reportable occupational disease, the self-employed person reports. Log all injuries/near misses as a site rule; not all are RIDDOR-reportable.