

TOOLBOX TALK

First aid toolbox talk

About six minutes · Health and Safety (First-Aid) Regulations 1981

SITE

DATE

GIVEN BY

WHY IT MATTERS

An estimated 680,000 working people in Great Britain were injured at work in 2024/25, on HSE's figures from the Labour Force Survey. Most of those injuries were cuts, sprains and knocks. Some were not, and in those the first few minutes decide how things turn out.

HSE says failing to provide first aid can result in a casualty's death. On a site the ambulance can be twenty minutes away, the gate can be locked, and the first aider can be on the far side of the job. This talk is about everyone knowing, before it happens, who to get, where the kit is and what to do while help comes.

HSE, Health and safety statistics: key figures for Great Britain 2024 to 2025

THE POINTS TO MAKE

- ☐ **Who to get on this site**
Name the first aiders on this site and say how to reach them, and the appointed person who takes charge if no first aider is available. Say where their names are posted. If you work away from the main site, alone or on a small job, know who your first aider is and how you would get help. If the first aider is off today, who covers?
- ☐ **Where the kit is**
Say exactly where the first aid kit is, where the eyewash is, and where the nearest defibrillator is, on site or nearby. Everyone should be able to find them without asking. The kit is checked often and restocked after use. If you use something from it, tell the first aider. An empty kit is found at the worst possible moment.
- ☐ **The first minute**
Do not become a second casualty. Check it is safe to approach, make the area safe, such as switching off a machine or isolating the power, then send for the first aider and call 999 without delay if it is serious. If someone does not respond, shout for help. A first aider checks their airway and breathing. Do not give food, drink or medicines.
- ☐ **Calling 999 from site**
Give the full site address and postcode, the gate or entrance to use and a phone number. Say what has happened and how many people are hurt. Send someone to the gate to meet the ambulance and guide it in, and clear the route. The site address and gate details should be posted by the kit and in the site office.
- ☐ **Bleeding, burns and eyes**
For severe bleeding, press firmly and directly on the wound and keep pressing. For burns, cool the burn with cold water for 20 minutes or more, without delaying getting to hospital. For chemicals on skin, flood with water for 20 minutes. For something in an eye, wash it out with clean water; for chemicals, flush for at least 10 minutes. Never remove anything stuck in an eye.
- ☐ **Falls, breaks and backs**
After a fall from height, a crush or a heavy blow, assume there could be a broken bone or spinal injury. Do not move the person unless they are in immediate danger where they are. Keep them still and warm, reassure them and wait for the first aider and the ambulance. Moving someone with a spinal injury can make it permanent.
- ☐ **Record every injury**
Every injury, however small, goes in the accident book: the date, time and place, who was hurt, what happened, the injury and the first aid given. A small cut today can turn septic, and a strain can turn into a claim. The record protects the person hurt and shows where the site needs to change. Serious injuries may also need reporting to HSE.

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TOOLBOX TALK, CONTINUED

First aid toolbox talk: do, do not, and the questions

DO

- Know the names of the first aiders on this site and how to reach them.
- Know where the first aid kit, eyewash and nearest defibrillator are.
- Make the area safe before you go to help.
- Call 999 early for anything serious and send someone to meet the ambulance.
- Tell the first aider when you use something from the kit.
- Record every injury in the accident book.

DO NOT

- Do not put yourself in danger to reach a casualty.
- Do not move someone who may have a broken bone or spinal injury unless they are in danger.
- Do not remove anything stuck in a wound or an eye.
- Do not give a casualty food, drink or medicines.
- Do not treat injuries beyond your training. Get the first aider.
- Do not leave a minor injury unrecorded.

ASK THE TEAM

- ? Who are the first aiders on this site today, and who covers when they are off?
- ? Where is the first aid kit, where is the eyewash, and where is the nearest defibrillator?
- ? What is the full address and postcode for this site, and which gate would an ambulance use?
- ? What would you do first if you found someone unconscious on the floor next to a machine?
- ? When did you last record an injury in the accident book?

TO CLOSE

Most days the first aid kit is just a green box on the wall. On the day it matters, the minutes before the ambulance arrives are down to the people standing nearby. So know who the first aiders are and where the kit, the eyewash and the defibrillator are. Make it safe, get help, call 999 early and send someone to the gate. Do what you have been trained to do and no more. And record every injury, however small. That is how we look after each other.

Record it. Who gave the talk, where, when, who was there and what was raised. The last page is the record.

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ATTENDANCE RECORD

First aid toolbox talk: given and understood

Each person signs on the day to say they were present and understood the talk. Anyone who joins the team later is given the talk before starting, and signs here.

SITE	DATE	TIME	GIVEN BY
NAME	COMPANY	TRADE OR ROLE	SIGNATURE

QUESTIONS RAISED, AND THE ANSWERS GIVEN	ACTIONS AGREED, WHO AND BY WHEN	
TALK GIVEN BY (SIGNATURE)	POSITION	DATE

MANAGEMENT OF HEALTH AND SAFETY AT WORK REGULATIONS 1999, REGULATION 10: INFORMATION FOR EMPLOYEES