

Step 1: How many significant areas does your workplace have	Step 2: Degree of hazard	Step 3: How many employees per significant area	Step 4: Recommended minimum first aid requirements*	Step 5: Previous injury and illness records	Step 6: Specific risk factors
<p>A Significant area is an individual floor or building, but we strongly recommend that a kit and a first aider can reach a casualty within 60 seconds of an initial call for assistance.</p> <p>For example if you have an office and a warehouse on the same site, this will be a minimum of 2 Significant areas:</p> <p>1) The office = low hazard</p> <p>2) The warehouse = high hazard</p> <p>Each area needs to be assessed on its own merits</p>	<p>Low hazard e.g. shops, offices, library</p>	<25	At least one Small kit	<p>The new BSI workplace kits represent the MINIMUM recommended cover for your workplace; do you have specific needs to fit your organisations risk assessment?</p> <p>If you have a large significant area, would two kits work better than a single larger one, especially in a high risk environment?</p>	<ul style="list-style-type: none"> • Disabled employees • Existing health issues • High instances of specific injuries • Lone or remote workers • Members of the public on site* • Multiple floors or buildings • Multiple shifts • Number of first aiders available • Professional drivers • Proximity of emergency medical services • Proximity of your premises to high hazard areas .e.g office building next to gas storage units – their risk then becomes your risk • Public access • Variable degrees of risk on the same site • Working with children or infants
		25-50	At least one Medium kit		
		>50	At least one Large kit per 100 employees		
	<p>High hazard e.g. light engineering and assembly work, food processing, warehousing, extensive work with dangerous machinery or sharp instruments, construction, chemical manufacture etc</p>	<5	At least one Small kit		
		5-25	At least one Medium kit		
		>25	At least one Large kit per 25 employees		

Please note that there may be occasions where having two kits may be better than one, especially in high risk areas. This will ensure you're likely to carry the items you need in case of an emergency. If you have several Significant areas, using several smaller kits instead of fewer larger ones may be more practical.

* Footfall of members of the public falls under the HSE's recommendation to offer a duty of care to people on your premises. An assessment of those likely to be on site (children/ aged/ infirm) is necessary to ensure you are best able to cope in the case of an accident.