First Aid Toolbox Talk

Key points, do's and don'ts, and questions with answers. The attendance sign-off sheet is on the last page.

Asked to show your toolbox talk records? The Site Book keeps each talk and its signatures with the job, on Pro: **thesitebook.co.uk/features/toolbox-talks**

Key points to cover

- Every construction site must have a sufficient number of trained first aiders based on a needs assessment
- First aid kits must be stocked, checked regularly, and easily accessible to all workers
- All workers should know the location of the nearest first aid kit and how to summon a first aider
- An appointed person must always be on site to take charge in an emergency when a first aider is absent
- Construction sites typically require Emergency First Aid at Work (EFAW) or First Aid at Work (FAW) trained personnel
- First aid needs assessments must consider the specific hazards of the site and the number of workers

Do's and don'ts

Do

- Familiarise yourself with the first aid poster and emergency procedures during induction
- Report all injuries, including minor cuts and bruises, in the accident book
- Call 999 for any serious injury, loss of consciousness, or suspected spinal injury
- If trained, apply direct pressure to bleeding wounds and keep the casualty calm
- Keep access routes clear for emergency vehicles at all times

Don't

- Never move a casualty with a suspected spinal or neck injury unless there is an immediate danger to life
- Never attempt treatment beyond your training level
- Never delay calling emergency services for serious injuries
- Never remove items from the first aid kit without reporting it so the kit can be restocked
- Never block emergency vehicle access routes with materials or plant

Questions to check understanding

Ask each question and let the crew answer before you read out the answer.

Q1. Where is the nearest first aid kit on this site?

Answer: This should be answered with site-specific information. First aid kits are typically located in the site office, welfare facilities, and at key locations around the site. Their locations should be clearly signed and communicated during induction.

Q2. Who are the trained first aiders on site today?

Answer: This should be answered with site-specific information. First aider names should be displayed on the HSE first aid poster in the welfare area. On large sites, each zone should have a named first aider. An appointed person must be available when first aiders are absent.

Q3. What should you do if you find a co-worker unconscious?

Answer: Check for danger, check for response by shouting and shaking their shoulders, open their airway by tilting the head back, check for breathing, and call 999 immediately. If they are breathing, place them in the recovery position. If not breathing normally, start CPR chest compressions straight away. Send someone to fetch the site first aider and a defibrillator if available.

Q4. What information do you need when calling 999 from a construction site?

Answer: The exact site address and postcode, the site entrance location (and any gate or zone numbers), the nature of the injury or illness, the number of casualties, what first aid is being given, and your name and contact number. Have someone meet the ambulance at the site entrance.

Attendance sign-off sheet: First Aid Toolbox Talk

Everyone who attended prints their name and signs to confirm they received this talk.

Date _____ **Time** _____

Site or location _____ **Presented by** _____

No.	Name (print)	Company	Signature
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Presenter's signature _____

This is general guidance for UK construction sites. Check it against your own risk assessment, method statement and the site before you deliver it. Toolbox talk from The Site Book, reviewed 26 October 2026. Read it online at thesitebook.co.uk/toolbox-talks/first-aid.