



Workplace first aid kit checklist

Printable register, inspection guide and replenishment log.

Use this pack after your first-aid needs assessment. Set your own kit contents, minimum stock and check interval. HSE does not prescribe one universal inspection frequency or one compulsory contents list. This pack supports your arrangements; it does not replace current guidance or competent advice.

1. Set your checking standard

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|--|--|
| ☐ Give every kit a unique ID and exact location. | ☐ Name the person who owns routine checks and a deputy. |
| ☐ Approve contents and minimum stock from the needs assessment. | ☐ Set a risk-based interval and require an extra check after use. |
| ☐ Define how staff report use, damage or missing supplies. | ☐ Keep first-aid information current and easy to find. |

1. First aid kit register

Kit ID	Exact Location	Risks / Area Covered	Check Owner	Interval	Next Due

After use: ask staff to report opened or removed items immediately. Restock promptly and provide a suitable interim arrangement if a shortage affects readiness.

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Scope note: This template follows HSE guidance for Great Britain. Northern Ireland uses separate regulations; check current HSENI guidance.
Guidance reviewed 23 September 2026 to prepare this checklist

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Approved kit inventory standard

Complete one standard for each kit type or risk area. Do not copy the blank rows into service until a competent person has approved the contents and minimum levels.

Kit ID / type	Work area / vehicle	Approved by	Approval date	Review date
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Standard contents

Item / supply	Required minimum	Pack / size / specification	Expiry check?	Storage notes

Needs-led additions and controls

Hazard / trigger	Additional item or arrangement	Training / access / storage control	Review date

Remember: HSE recommends that employers do not keep tablets and medicines in the first-aid container. If the assessment identifies specialist equipment, also plan suitable training, access and storage.

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First aid kit inspection record

Use one sheet per inspection. Compare the kit with the approved inventory standard on page 2.

Kit ID	Exact location	Inspection date	Time	Inspector
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Access and condition

☐ Kit present and accessible	☐ White cross on green ID visible
☐ Container clean, dry and undamaged	☐ Seal / closure intact or use explained
☐ Approved inventory available	☐ Staff information remains current

Stock, condition and expiry check

Item / group	Minimum	On hand	Earliest expiry	Condition / status	Action ref

Inspection result

☐ Ready for use	☐ Ready after immediate top-up	☐ Not ready - interim action required
Shortfall / interim arrangement		Action log references
Inspector signature	Date	Verifier / first-aid lead
		Date

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Replenishment and corrective action log

Use this page to close shortages, damaged stock, expired items, access problems and outdated first-aid information.

Ref	Item / issue and required action	Owner	Due	Completed	Verified by / date

Review triggers

☐ Incident, first-aid use or repeated shortage	☐ New task, plant, chemical or workplace hazard
☐ Move, refurbishment or access route change	☐ Workforce, shift, lone-work or travel change
☐ New vehicle, floor, building or remote work area	☐ Updated HSE / HSENI guidance or local procedure

Needs review record

Trigger / reason		Decision and change required			
Responsible person	Target date	Completed / communicated		Next full review	

How to close the record: 1. Confirm the stock or arrangement now matches the approved standard. 2. Record evidence and verifier. 3. Update signs, notices or contacts where necessary. 4. File the completed sheet under your document-control process.

Official guidance: [hse.gov.uk/simple-health-safety/firstaid](https://www.hse.gov.uk/simple-health-safety/firstaid) | Northern Ireland: [hseni.gov.uk/articles/first-aid-work](https://www.hseni.gov.uk/articles/first-aid-work)

First aid signage: EU Signs Ltd, Borehamwood, Hertfordshire | eusigns.co.uk

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