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First Aid at Work Policy



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CONTENTS

Introduction.....	1
Policy Statement	1
Policy Guidance.....	1
Legal Indemnity Of First Aiders	1
Number Of First Aid Personnel.....	2
First Aid Boxes	2
Portable First Aid Kits	3
First Aid Room.....	3
Recording Accidents.....	4
Training	4
Information For Employees	4
Arrangements To Follow	5
Points To Consider	5
Advice.....	6
Appendix 1	7
Assessment Checklist	7
Appendix 2	9
Suggested Number Of First Aid Personnel	9

1. INTRODUCTION

- 1.1 This policy has been prepared in response to the Health and Safety (First Aid at Work) Regulations 1981.
- 1.2 These Regulations elaborate and reinforce the general legislation.

2. POLICY STATEMENT

- 2.1 The Council is committed to providing sufficient numbers of first aid personnel to deal with injuries and ill health occurring at work.
- 2.2 To this end, the Council will provide information and training on first aid to employees to ensure that statutory requirements and the needs of the Council are met.
- 2.3 Although there is no obligation on the Council under the Regulations to take account of persons who are not in its employment, for example, in schools, leisure centres, it will be the policy of the Council to provide first aid facilities for such people. Where these first aid facilities are provided, they must not be allowed to fall below the standard applicable to all employees.
- 2.4 'First aiders' under this policy are qualified personnel who have received training and passed an examination in accordance with the Health and Safety Executive's requirements. 'Appointed persons' are persons who take charge of the first aid arrangements, including looking after the equipment and facilities and calling the emergency services when required.
- 2.5 The responsibility for implementing the requirements of the policy and the preparation of an implementation strategy with each Director or Head of Service.

POLICY GUIDANCE

3. LEGAL INDEMNITY OF FIRST AIDERS

The Council through its insurers will provide identification for any member of staff who assists an employee or member of the public who becomes ill or is injured in connection with the Council's work activities, either on or off the premises.

4. NUMBER OF FIRST AID PERSONNEL

- 4.1 There must be a sufficient number of first aid personnel to carry out first aid duties. This includes night and weekend work, where appropriate.
- 4.2 The approved Code of Practice suggests where 50 or more people are employed at least one first aider should be provided unless the assessment justifies otherwise (see 4.3 below). However, there are no hard or fast rules, for example, where there is low health and safety risks there may not be a need for a first aider, only an appointed person, whereas where high risks are present or where there are scattered sites there may be a need for additional first aiders.
- 4.3 The precise number of first aid personnel required (whether a first aider or appointed person) should be arrived at by carrying out an assessment, taking account of the following facts:
- workplace hazards and risks
 - the size of the workplace
 - the history of accidents
 - the nature and distribution of the workforce
 - the remoteness of the site from emergency medical services
 - the need of travelling, remote or lone workers
 - employees working on shared or multi-occupied sites
 - annual leave and other absences of first aiders and appointed persons.
- 4.4 Attached at **Appendix 1** is an assessment checklist to help assess first aid needs.
- 4.5 Attached at **Appendix 2** is a table offering suggestions on how many first aiders or appointed persons might be needed in relation to the categories of risk and number of employees. It must be realised that these are suggestions only and are not definitive, as the precise first aid requirements will need to be assessed in the light of particular circumstances. (The suggestions should only be looked at after completion of an assessment).

5. FIRST AID BOXES

- 5.1 First aid boxes must be provided within the workplace to ensure that there are adequate supplies for the nature of the hazards involved. All boxes will contain at least the minimum supplies, which are required under law. Only specified first aid supplies will be kept. No creams, lotions or drugs, however seemingly mild, must be kept in these boxes.

5.2 The location of first aid boxes and the name of the person responsible for their upkeep will be clearly indicated on notice boards throughout the workplace. First aid boxes will display the following information:

- the name of the person responsible for their upkeep
- the nearest location for further supplies
- the contents of the first aid box and replenishing arrangements
- the location of the accident book

5.3 First aid boxes must be maintained and restocked when necessary by authorised personnel. These personnel must be aware of the procedure for re-ordering supplies.

6. PORTABLE FIRST AID KITS

Portable first aid kits must be made available for those members of staff who are required to work away from the normal workplace, when access to facilities may be restricted. Examples of these circumstances include:

- work with potentially dangerous tools and machinery away from base location
- staff travelling abroad on business
- staff travelling in vehicles on a regular basis, e.g. delivery personnel, mobile inspectors etc.
- staff whose work takes them to isolated or remote locations
- staff participating in sporting or social events arranged or supported by the Council.

7. FIRST AID ROOM

7.1 Where the assessment identifies there needs to be provided a first aid room, access must only be given by authorised personnel.

7.2 All staff especially new recruits must be made aware of the location of the first aid room.

7.3 The room must only be used for rendering first aid during or after injury or illness and nothing else. For example, it must not be used as a storage room.

7.4 The location of the first aid room should be arranged so that corridors and lifts etc., are large enough to allow for a stretcher, wheelchair or carrying chair to be used easily and safely.

8. RECORDING ACCIDENTS

- 8.1 All incidents/accidents, however minor, must be recorded on the 'Incident/Accident Investigation and Injury Record Form' - HS5(A).
- 8.2 It is the responsibility of employees to ensure that they complete an entry in HS5(A) as soon as possible after the injury has occurred. Where the injured person is unable to enter his or her account into HS5(A) then a nominated person should enter details on the employee's behalf. Where an accident results in admittance to hospital, or inability to continue work, the relevant manager must be informed immediately.
- 8.3 For the purpose of maintaining first aid supplies, first aiders should keep a record of those supplies that are used, by whom, and for what reason.

9. TRAINING

- 9.1 First Aiders, before taking up first aid duties must hold a valid certificate of competence in first aid at work, issued by an organisation whose training and qualifications are approved by the Health and Safety Executive. A first aid course could usually last 4 days.
- 9.2 Appointed persons should receive emergency first aid training, which lasts 1 day. Health and Safety Executive approval is not required for this training.
- 9.3 Under no circumstance must First Aiders or appointed persons render first aid treatment unless they have been fully trained.

10. INFORMATION FOR EMPLOYEES

- 10.1 Employees should be informed of the first aid arrangements by first aid notices being displayed in prominent positions in the workplace, including the base for travelling employees. The inclusion of first aid information in induction training will also ensure that new employees are well aware of first aid arrangements.
- 10.2 It is essential that those with reading and language difficulties are kept informed. For example:
 - visually impaired employees could be informed by recorded messages or communications in Braille
 - employees with language difficulties could be informed by means of translated first aid notices.

11. ARRANGEMENTS TO FOLLOW

To ensure that suitable and sufficient provision of first aid personnel and equipment is available at the workplace:

- 'first aid register' to be kept of all names of first aiders and appointed persons. Included in the register, must be when their training certification period is nearing expiry to ensure retraining is carried out prior to the expiry of this period
- ensure that employees are familiar with the identity and location of their nearest first aider and first aid box
- the name(s) and location(s) of first aid personnel and equipment must be displayed on the first aid box, on the door of the first aid room, and on notice boards
- ensure that information displayed on notice boards, the first aid room and first aid boxes is updated to reflect any changes in location or changes in appointed personnel which may take place
- ensure that the contents of each first aid box are regularly checked to establish that supplies are sufficient to meet requirements
- order replacement supplies immediately after equipment has been used
- ensure that there is easy access to first aid equipment and the first aid room at all times
- summon professional medical assistance where necessary
- ensure that details of all accidents are reported and entered into the accident book.

12. POINTS TO CONSIDER

The three most important points to consider in the provision of adequate first aid cover are:

- ensure that all employees are aware of the procedures to be followed in the event of illness or injury at work
- ensure that an appropriate number of first aid personnel are recruited and trained (allowing for holidays, etc) and that a sufficient number are present in the workplace at any given time
- maintain adequate first aid equipment and facilities appropriate to the degree of risk, including for those employees who work away from site.

13. ADVICE

Advice on the implementation of the policy can be obtained from the Health & Safety Team, Human Resources Division. Telephone No. 01443 425536.

ASSESSMENT CHECKLIST

The minimum first-aid provision for each work site is:

- a suitably stocked first-aid box
- a person appointed to take charge of first-aid arrangements
- information for employees on first-aid arrangements

This checklist will help you assess whether you need to make any additional provision.

Aspects to consider	Impact on first-aid provision
1. What are the risks of injury and ill health arising from the work as identified in your risk assessment?	If the risks are significant you may need to employ first aiders.
2. Are there any specific risks, e.g. working with: <ul style="list-style-type: none">• hazardous substances;• dangerous tools;• dangerous machinery;• dangerous loads or animals?	You will need to consider: <ul style="list-style-type: none">• specific training for first aiders;• extra first-aid equipment;• precise siting of first-aid equipment;• informing emergency services;• first-aid room.
3. Are there parts of your establishment where different levels of risk can be identified?	You will probably need to make different levels of provision in different parts of the establishment.
4. Are large numbers of people employed on site?	You may need to employ first aiders to deal with the higher probability of an accident.
5. What is your record of accidents and cases of ill health? What type are they and where did they happen?	You may need to: <ul style="list-style-type: none">• locate your provision in certain areas;• review the contents of the first-aid box.
6. Are there inexperienced workers on site, or disabled employees or employees with special health problems?	You will need to consider: <ul style="list-style-type: none">• special equipment;• local siting of equipment.
7. Are the premises spread out, e.g. are there several buildings on the site or multi-floor buildings?	You will need to consider provision in each building or on several floors.

Aspects to consider	Impact on first-aid provision
8. Is there shiftwork or out-of-hours working?	Remember that there needs to be first-aid provision at all times when employees are at work.
9. Is your workplace remote from emergency medical services?	You will need to: <ul style="list-style-type: none"> • inform local medical services of your location; • consider special arrangements with the • emergency services.
10. Do you have employees who travel a lot or work alone?	You will need to: <ul style="list-style-type: none"> • consider issuing personal first-aid kits and • training staff in their use; • consider issuing personal communicators to • employees.
11. Do any of your employees work at sites occupied by other employees?	You will need to make arrangements with the other site occupiers.
12. Do you have any work experience trainees?	Remember that your first-aid provision must cover them.
13. Do members of the public visit your premises?	You have no legal responsibilities for non-employees, but HSE strongly recommends you include them in your first-aid provision.
14. Do you have employees with reading or language difficulties?	You will need to make special arrangements to give them first-aid information.

Don't forget that first aiders and appointed persons take leave and are often absent from the premises for other reasons. You must appoint sufficient people to cover these absences to enable first-aid personnel to be available at all times people are at work.

APPENDIX 2

SUGGESTED NUMBER OF FIRST AID PERSONNEL

Suggested numbers of first-aid personnel to be available at all times employees are at work, based on assessment of risk and numbers of workers.

Where there are special circumstances, such as remoteness from emergency medical services, shiftwork, or sites with several separate buildings, there may need to be more first-aid personnel than set out below. Increased provision will be necessary to cover absences.

Category of risk	Numbers employed at any location	Suggested number of first-aid personnel
Low risk e.g. shops, offices, libraries	Fewer than 50	At least one appointed person.
	50-100	At least one first aider.
	More than 100	One additional first aider for every 100 employed.
Medium risk e.g. light engineering and assembly work, food processing, warehousing	Fewer than 20	At least one appointed person.
	20-100	At least one first aider for every 50 employed (or part thereof).
	More than 100	One additional first aider for every 100 employed.
High risk e.g. most construction work, slaughterhouse, chemical manufacture, extensive work with dangerous machinery or sharp instruments.	Fewer than 5	At least one appointed person.
	5 - 50	At least one first aider.
	More than 50	One additional first aider for every 50 employed.
	Where there are hazards for which additional first-aid skills are necessary.	In addition, at least one first aider trained in the specific emergency action.

MANAGERS CHECKLIST

	✓ As Appropriate		
	N/A	Yes	N o
• as a risk assessment been carried out to determine the number of first-aiders and appointed persons required?			
• Has action been taken as a result of the assessment to ensure there are suitable and sufficient numbers of first-aiders and appointed persons to carry out first-aid duties at all times, when the workplace is in use?			
• Are employees familiar with the identity and location of all first-aiders and appointed persons?			
• Are employees familiar with the location of the first-aid box?			
• Are the contents of the first-aid box: (a) suitable and sufficient? (b) regularly checked? (c) replenished as necessary?			
• Where a first-aid room has been identified by the risk assessment, are employees familiar with its location?			
• Have all first-aiders and appointed persons undertaken training to a standard approved by the Health and Safety Executive?			
• Are portable first-aid kits made available to employees who are required to work away from their normal workplace? (Whether or not they are provided will be dependent on the risk assessment)			

	✓ As Appropriate		
	N/A	Yes	No
<ul style="list-style-type: none"> Has a 'first-aid Register' been kept giving the following information: <ul style="list-style-type: none"> (a) the names and locations of first-aiders and appointed persons in each division; (b) date when their training certification expires to ensure retraining is carried out prior to the expiry of this period. 			
<ul style="list-style-type: none"> Have procedures been put into place to summon professional help (i.e., paramedics) where necessary? 			
<ul style="list-style-type: none"> Are all accidents, however minor, recorded on the Council's 'Incident/ Accident and Injury Record Form HS5A'? 			
<ul style="list-style-type: none"> Have first-aid facilities been made available to others not in the Council employment? For example, in Schools, Leisure Centres. 			
<ul style="list-style-type: none"> Are there monitoring procedures in place to ensure the requirements of the Policy are being met? 			

Completed by: _____ Confirmed by: _____

Name: _____ Name: _____

Designation: _____ Designation: _____

Date: _____ Date: _____