



Neath Port Talbot
Castell-nedd Port Talbot
County Borough Council Cyngor Bwrdeistref Sirol

First Aid at Work Policy

June 2006

PL/05/01

First Aid at Work Policy

- 1 Introduction
- 2 Aims of the Policy
- 3 Definitions
- 4 Roles and Responsibilities
- 5 Legal Implications
- 6 Review
- 7 Corporate Procedure
- 8 Payment

1.0 INTRODUCTION

- 1.1 This policy sets out the ways in which Neath Port Talbot County Borough Council (NPTCBC) will comply with its duties and responsibilities as defined in the First Aid at Work Regulations 1981 (FAW).

2.0 AIMS OF THE POLICY

- 2.1 The aims of the policy are to ensure that: -
- The council complies with the statutory requirements of the First Aid at Work Regulations 1981 (FAW).
 - To ensure that all workplaces and working environments are adequately supplied with emergency first aid equipment and trained first aider staff.

3.0 DEFINITIONS

First Aid - First Aid is the initial assistance or treatment given to a casualty whilst waiting for medical assistance, or the treatment of a minor injury using the equipment or materials available at the time.

“A Designated First Aider” - being the term used to describe anyone who has received a First Aid at Work Certificate following an accredited course of training and formal certification, which will enable them to practice first aid at work for the purposes of First At Work Regulations.

Appointed Person - being the term used to describe anyone who has received emergency first aid training and will then be able to take charge of an incident in the interim until medical care is obtained.

4.0 ROLES AND RESPONSIBILITY

4.1 Chief Executive/ Corporate Directors

Overall responsibility for the implementation of the policy rests with the Chief Executive and Corporate Directors.

4.2 Heads of Service

Heads of Service will be responsible for ensuring that health and safety arrangements are developed and implemented to satisfy the requirements of this policy.

Heads of Service are responsible for:-

- ensuring that First Aid needs within their areas of operation are assessed and addressed.
- Heads of Service area responsible for ensuring that Directorate Personnel Officers assume the responsibilities for coordinating First at Work Activities within their directorates.

4.3 Governing Bodies of Schools Maintained by Education Authority

There is a shared responsibility for health, safety and welfare between the LEA, governing body and Headteacher.

4.4 Managers/ Team Leaders/ Headteacher

Each Manager/ Team Leader/ Headteacher will ensure that departmental instructions are implemented within their section.

4.5 Occupational Health Adviser

The Occupational Health Adviser will be responsible for the Corporate co-ordination of the Council's First Aid provision, this will include procuring appropriate training providers, procuring suppliers of all first aid materials, for ensuring that the Council's First Aider register is kept up to date and for undertaking health surveillance of all potential First Aiders to ensure that they are fit for the role.

4.6 Corporate Health and Safety Section

The Corporate Health and Safety Section will assist the Occupational Health Adviser in the co-ordination of the Council's First Aid provision. This will include:-

- Advising on appropriate levels of provision of First Aid.
- Providing guidance on implementation of the Authority's policy.
- Advising on the provision and content of First Aid training.
- Liaison with Managers/ Team Leaders/ Headteachers, Directorate Personnel First Aid co-ordinators and appointed First Aid persons.

- Auditing arrangements for the provision of First Aid in the Authority.
- Ensuring that Heads of Service have made arrangements for the completion of risk assessments.
- Monitoring and reviewing the First Aid Policy.
- Advising Managers/ Team Leaders/ Headteachers on the risk assessment process.

4.7 The Directorate Personnel First Aid Co-ordinator.

The Directorate Personnel First Aid Co-ordinators (DPFAC) are responsible for ensuring that all managers/ Team Leaders/ Headteachers implement the requirements of the policy by following the management guidance.

4.8 Designated First Aiders /Appointed Persons

Will ensure that they deliver the appropriate emergency first aid actions according to the level of skills to which they have been trained and certificated to.

4.9 Employees

Employees are to ensure that they are aware of their Sections procedure in the event of an incident requiring First Aid and are aware of the Sections First Aid provision.

Discussing with their manager or the OHU any condition that may affect the first aid provision or their ability to be treated by a First Aider/Appointed Person and by ensuring that all incidents are reported in accordance with the authority's Accident/Incident Reporting Procedure.

5.0 LEGAL REQUIREMENTS

- 5.1 This policy is based on the Health and Safety (First Aid) Regulations 1981 as amended, which provide a framework for First Aid arrangements. The main premise of these Regulations is that First Aid arrangements should be based on an assessment of the risks involved and the likely use of the facilities. There is no fixed level of provision of First Aid specified in the Regulations. However, they impose a duty on employers to provide such equipment, personnel and facilities as are "adequate and appropriate" in the circumstances for enabling First Aid to be

rendered. This means that sufficient First Aid personnel and facilities should be available:-

- To give immediate assistance to casualties with both common injuries or illness and those likely to arise from specific hazards at work;
- To summon an ambulance or other professional help.

5.2 The authority also has responsibility under the following legislation:-

- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.
- The Management of Health and Safety at Work Regulations 1999 as amended.
- The Health and Safety at Work Etc Act 1974.
- The Health and Safety Signs and Signals Regulations 1996

6.0 **REVIEW**

The operation of the policy will be subject to periodic review.

7.0 **CORPORATE PROCEDURE**

NPTCBC shall implement this policy through the guidance outlined in the Corporate Procedure [CP/12/01](#).

8.0 **PAYMENT**

All **designated first aiders** will receive an honorarium, which will reflect the additional duty that has been delegated to them for undertaking the task in order for the authority to comply with the statutory duty placed upon it under the First Aid at Work Regulations 1981. These will be categorised as follows:-

Category A – Designated First Aider

Is a designated first aider for the purposes of the First Aid at Work Regulations 1981, (to provide first aid Cover for all personnel in the building regardless of their section or directorate) will receive the full 4 day First Aid at Work Certificate and honorarium payment.

Category B – First Aider

Is **not designated** for the purposes of the First Aid at Work Regulations 1981, but is required to have the full 4 day First Aid at Work Certificate in order to undertake normal work duties, the honorarium **will not be paid**, as this first aid duty is reflected in the salary.

Category C – First Aider – Appointed Person

Is not required to hold a 4 day first aid certificate, but some form of first aid training, (ie, 1 day emergency first aid course) has been identified. **No honorarium will be paid.**

The risk assessment that is completed for first aid provision will identify the category that First Aiders will be placed into.