

CORPORATE PROCEDURE

FIRST AID AT WORK

1 Aims of the procedure

1.1 This procedure is intended to support those who have duties under the First Aid at Work Policy and the First Aid at Work Regulations.

1.2 First Aid at Work Regulatory requirements are mandatory and complete compliance is expected of everyone having any involvement with first aid at work. This procedure covers the major aspects of the regulations.

2 Responsibilities

2.1 Corporate Directors

Corporate Directors shall be responsible for the overall implementation of this Corporate Procedure.

2.2 Heads of Service

2.2.1 Heads of Service shall be responsible for the day-to-day implementation of this Corporate Procedure and will ensure the provision of the necessary resources to ensure a safe system of work, comply with the requirements of the policy and the regulations.

2.2.2 Heads of Service will also be responsible for ensuring that Directorate Personnel Officers assume the responsibilities for coordinating First Aid at Work Activities within their Directorates.

2.3 Governing Bodies of Schools Maintained by Education Authority

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

2.4 Managers/Team Leaders/Headteachers

2.4.1 Managers/Team Leaders/Headteachers are responsible for ensuring the implementation of this Corporate Procedure within their workplaces to comply with management guidance.

2.4.2 The Managers/Team Leaders/Headteachers must also ensure that they allocate adequate time for first aiders to attend the necessary training courses

and to be able to leave the workplace at a moments notice in order to attend an emergency situation.

2.5 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.

2.6 Employees

2.6.1 Employees are to ensure that they are aware of the provision for first aid within their work area and the procedure to be followed in the event of an incident requiring first aid.

2.6.2 Discuss with their Manager/Team Leader/Headteacher or the Occupational Health Unit (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 Corporate Accident/Incident Reporting Procedure ([CF/09/01](#)).

2.7 Corporate Health and Safety Section

The Corporate Health and Safety Section will assist the OHU 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.

2.8 Directorate Personnel Managers.

The Directorate Personnel Officers are responsible for ensuring that all Managers/Team Leaders/Headteachers implement the requirements of the policy by following the management guidance

2.9 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.

3 Application

First aiders are needed in the workplace when employees (including service users or members of the public) become ill or are injured. The aim of the first aider is to preserve life, prevent the casualty's condition from worsening and to promote recovery.

4 Planning First Aid provision

4.1 It is the responsibility of the Manager/Team Leader/Headteacher to carry out an assessment of the first aid needs of the workplace. The assessment and the controls identified must formally be recorded.

4.2 All relevant factors need to be taken into consideration when undertaking a risk assessment, examples of these factors are as follows:-

- the distribution of employees within the establishments
- the nature of the activity
- the size and location of the establishment
- the distance from medical services
- duration/timing of the working day (shift work)
- number of employees
- workplace and task hazards/risks
- history of accidents/incidents/near misses
- sites in multiple occupation
- holiday/absenteeism of First Aider/Appointed Person
- known ill-health conditions of employees

4.3 Number of occupants.

Service users, pupils & visitor numbers should be taken into account when assessing first aid needs.

4.4 Hazards.

In areas where there is the potential for significant accidents to take place e.g. workshops, teaching laboratories, plant rooms, kitchens, highways, a fully trained First Aider should be available, unless one can be reliably summoned from elsewhere.

4.5 Out-of-hours working.

At times outside the Authority's normal working day, when buildings are not regularly occupied, the minimum level of cover at such times is an Appointed Person.

4.6 Inter-Directorate co-operation.

Where a premises, or part of a premises, is occupied by small units from different Directorates, the Directorates and Facilities Management must jointly plan First Aid cover. This will apply particularly to the number of fully qualified First Aiders in shared premises. Joint cover agreements must be documented in the assessment.

4.7 Foreseeable absences

First Aiders/Appointed Persons: holidays, sick leave, work commitments away from the person's usual location have to be taken into account when calculating levels of provision.

4.8 Outcome.

The assessment should provide answers to:-

- how many First Aiders/Appointed Persons are needed in the work areas?
- where are they needed?
- what training is to be provided?
- what equipment is needed?
- where should equipment be located?
- who is responsible for maintaining the records?
- where should notices and signs be posted?

5 Suggested numbers of First-Aiders

Category of risk	Numbers employed at any location	Suggested number of First Aid personnel
<u>Lower risk</u> e.g. Offices, Libraries	Fewer than 50 50 – 100 More than 100	At least one Appointed Person At least one First Aider One additional First Aider for every 100 employed
Medium risk e.g. light engineering and assembly work, kitchen.	Fewer than 20 20 – 100 More than 100	At least one Appointed Person At least one First Aider for every 50 employed (or part thereof) One additional First Aider for every 100 employed.
Higher risk e.g. most construction, extensive work with dangerous machinery or sharp instruments.	Fewer than 5 5 – 50 More than 50 Where there are hazards for which additional first-aid skills are necessary.	At least one Appointed Person At least one First Aider One additional First Aider for every 50 employed In addition, at least one First Aider trained in the specific emergency action.

6 Recruitment and selection of First Aiders/Appointed Persons

6.1 Personal qualities

6.1.1 To be an effective First Aider/Appointed Person, the person needs to be reliable, able to stay calm in an emergency, have a good standard of personal hygiene and should have a reasonable level of fitness. All potential first aider staff should undergo medical health surveillance screening via the OHU before any training course for first aid can start.

6.1.2 The person must be willing to provide First Aid to all employees and others whilst **at work** and to attend training courses to obtain and retain their qualification when required to do so.

6.2 Recruitment

6.2.1 First Aiders/Appointed Persons should be selected from staff who can be easily contacted and who are usually based in the area for which they will be providing cover and must be available immediately to respond to an emergency.

6.2.2 Once the risk assessment has been completed and the number of First Aiders/Appointed Persons required has been identified, there may be vacancies for First Aiders/Appointed Persons that will need to be filled. The vacancy may be advertised within the workplace, premises or via team meetings etc. Once a suitable candidate has been identified, the Directorate Personnel Officer must be informed by the Manager/Team Leader/Headteacher, in order for health surveillance to be arranged. Once medical clearance has been given by the OHU then the Personnel Officer will arrange for the appropriate training course to be undertaken and when completed, the Personnel Officer/ Training Officer will inform the First Aid Co-ordinator (FAC) where appropriate.

6.2.3 If the new appointee is to be a designated First Aider then the Personnel Officer will inform the Payroll section in order to pay the honorarium.

7 First aid Boxes

7.1 First Aid boxes should be of a suitable material and so designed as to protect the contents. All boxes should be clearly marked and signed, the recommended colouring to be a white cross on a green background in accordance with the Health and Safety (Safety Signs and Signals) Regulations.

7.2 At least one First Aid box, or more as identified on the risk assessment has to be readily available, in the premises whilst it is occupied.

7.3 The First Aider/Appointed Person is responsible for regularly checking and replenishing the contents of the First Aid boxes. The frequency of checks should be specified in the workplace First Aid risk assessment. The FAC, where appropriate, is responsible for ensuring that appropriate suppliers are sourced in conjunction with the procurement section in order to ensure that replacement supplies can be obtained easily. In food preparation areas, only detectable blue plasters should be available for use.

8 Recommended contents for a standard First Aid box.

	Number of persons to cover				
Item	Single person	2 -10	11 - 20	21 - 50	51 - 100
Guidance leaflet	1	1	1	1	1
Sterile plasters	10	20	40	60	100
Sterile eye pads	1	2	4	6	8
Triangular bandages	1	4	6	8	10
Safety pins	3	6	12	12	12
Medium wound dressing	2	6	9	12	14
Large wound dressing	1	2	3	4	6
Cleansing wipes (non alcohol)	5	10	10	20	40
Disposable gloves (pairs)	1	1	2	3	5

An assessment may conclude some additional materials or equipment would be useful. These could be stored in the First-Aid box, or alternatively in a separate box kept by the First-Aider if this is more convenient. Basic equipment must always be available for use when required.

9 First aid room/area

9.1 First Aid Rooms should have an appropriate notice displayed on the outside of the entrance door

9.2 The designated First Aid room should have an access door large enough to accommodate an ambulance stretcher and contain the following facilities and equipment: -

- sink with running hot and cold water;
- drinking water and disposable cups;
- soap and paper towels;

- smooth top working surfaces;
- a couch (with waterproof cover), pillow and blankets;
- a chair;
- clinical waste disposal facility (procedures to dispose of waste);
- a range of First Aid equipment (equivalent to at least the contents of a First Aid box);
- a supply of accident/incident forms, writing facilities and a lockable drawer;
- a telephone or other communication equipment.

10 Communication

10.1 Accurate, accessible information on how to obtain First Aid is essential for an effective response.

10.2 All new employees should be provided with information at induction on how to obtain First Aid assistance, this should cover:

- general organisation for First Aid in the workplace
- where to find information on First Aiders/Appointed Persons
- emergency phone numbers
- where to obtain a First Aid box

10.3 First Aid notices should be posted in communal areas, e.g. lift lobbies, entrance halls and in reception, general offices and notice boards.

10.4 Notices should be easily recognisable through the use of the standard First Aid sign and provide information on:

- where the nearest First Aiders/Appointed Persons are located and how to contact them, (room number or extension number)
- the location of the nearest accessible First Aid box
- telephone numbers for obtaining emergency assistance
- arrangements for obtaining help outside normal hours

10.5 Higher risk areas should each have a notice providing information on the nearest First Aiders/Appointed Persons, First Aid equipment and how to summon additional help if needed.

10.6 First Aid notices should be regularly checked for accuracy and up-dated by the Manager/Team Leader/Headteacher. Notices will need to be altered if a listed First Aider/Appointed Person changes, moves location or does not renew their certificate. The Directorate Personnel Officer must also be informed of the changes to enable them to inform the FAC where appropriate.

10.7 All First Aiders/Appointed Persons need to be kept informed of changes in the location of other First Aid staff where it is appropriate to do so.

11 Records

A written record of the First Aid risk assessment must be retained for reference and as evidence of effective health & safety management.