



First Aid Policy

APPLICATION

This policy applies to all County Council workplaces and work situations.

INTRODUCTION

First aid is the immediate treatment necessary for the purpose of preserving life and minimising the consequences of injury or illness until expert medical assistance can be obtained. First aid also includes the initial treatment of minor injuries, which will not need treatment by a medical practitioner.

The object of first aid is to offer assistance to anyone injured or suddenly taken ill before expert help from a doctor or nurse is available, or before an ambulance arrives. The aims of first aid are threefold:

- Saving life by prompt and initial action;
- Preventing the injury or condition from deteriorating;
- Helping recovery through reassurance and protection from further danger.

AIMS AND OBJECTIVES

To implement and maintain effective systems for ensuring the provision of adequate and appropriate first aid equipment, facilities and personnel at individual workplaces and during off-site activities.

THE ARRANGEMENTS FOR APPLYING THE POLICY

1. First Aid Provision

At all County Council workplaces, there must be adequate and appropriate provision of first aid equipment, facilities and appropriately trained staff to enable first aid to be administered to employees and non-employees if they become injured or ill.

The actual level of first aid provision at each workplace will be decided based on an assessment of need.

Appendix 1 – “Assessment of First Aid Provision” lists the main factors to be considered when undertaking an assessment of the establishment’s first aid needs.

Where an establishment’s assessment identifies a comparatively low risk to health and safety, managers may only need to provide a clearly identified and suitably stocked first aid box and an appointed person to look after first aid arrangements and take charge in emergencies.

However, where the work involves particular risks, for example work with hazardous substances or with dangerous tools or machinery, first aid needs will be greater and managers may need to increase the number of first aiders so that someone is always available to give first aid immediately following an incident.

It is important to ensure that first aid provision is adequate and appropriate during all working hours, so planned annual leave, maternity leave of first aiders and appointed persons must be covered. Managers should consider what cover is needed for unplanned and exceptional absences such as sick leave or special leave due to bereavement.

Table 2 in Appendix 1 gives an outline indication of the level of first aid provision according to type of risk and numbers employed. Managers should use this information to help determine an appropriate level of provision for their establishment.

Emergency Aiders and Appointed Persons

Emergency Aiders are persons with limited First Aid Training, and Appointed Persons generally have no first aid training and are nominated to take charge of an emergency situation and contact the emergency services, and maintain first aid equipment stocks.

Where an assessment reveals that a first aider is not required, managers must appoint someone to take control of the first aid arrangements, including equipment, facilities, summoning the emergency services, etc. An emergency aider or appointed person must be on-site at all times when there are personnel on-site. If first-aiders are absent, an emergency aider or appointed person must be available.

If first aiders are away, due to unforeseen and temporary circumstances, appointed persons may provide emergency cover. However, such a situation must be the exception to the norm, and annual leave does not constitute such a situation.

2. First-aid materials and equipment

Once the assessment of first aid provision has been undertaken, the necessary materials, equipment and facilities must be provided and maintained in accordance with the determined need. This will involve ensuring that first-aid equipment is suitably marked, easily accessible and available in all places identified by the assessment.

Each workplace should have at least one first aid box supplied with a sufficient quantity of first-aid materials suitable for the particular circumstances, and a body spills kit. Large sites will require more than one first-aid box, and suitable quantities of body spills kits. All first aid boxes must be identified by a white cross on a green background.

First-aid boxes should be easily accessible, and sited, if possible, near to hand washing facilities. First aid boxes must only be used to store first aid materials and nothing else. Tablets and medications should not be kept.

First Aiders, Emergency Aiders and Appointed Persons must regularly inspect the contents of first-aid containers and the contents must be restocked as soon as possible after use. Sufficient supplies should be held in a back-up stock on site. Care should be taken to discard items safely after the expiry date has passed.

Reference should be made to Appendix 2 for further guidance on the content of first aid boxes.

First Aid Arrangements at Individual Premises

Premise Managers are responsible for undertaking first aid assessments, ensuring adequate first aid arrangements at individual premises. Managers are responsible for assessing the first aid requirements for off-site activities where there may be an increased risk of injury. These include ensuring that: -

- there are sufficient numbers of first aid trained personnel to meet the need identified in the assessment throughout the times that the premises are in use;
- there is adequate provision of first aid equipment which is stored in suitable containers;
- sufficient notices are displayed at appropriate places indicating the location of first aid equipment and trained first aiders so that assistance can be quickly summoned; An example of a suitable first aid notice that is coloured green/white is attached as Appendix 3;
- adequate access to a telephone is always available to call emergency services when required;
- where the workplace is shared/multi occupied, co-ordinate first aid arrangements with the other occupiers and ensure information is shared as necessary;
- Managers inform employees of the local first aid arrangements at induction and whenever changes are made;
- staff are made aware of the location of first aid equipment/facilities and personnel;
- A suitable first aid rooms is available when the need is identified;
- visitors and contractors are provided with information regarding first aid procedures and how to access first aid provision prior to commencing work, if this will be available to them whilst working on-site;
- records are maintained of: -
 - checking of first aid boxes;
 - all first aid administered in a first aid log kept with the first aid box (Refer to HR52 for detailed advice on accident recording and reporting)

4. Assessment of First Aid Requirements

A first aid assessment must be completed for all workplaces. The assessment procedure is as follows:

- The premises manager shall make a formal assessment of first aid requirements. The Assessment of First Aid Provision Form (Appendix 1) shall be used to record the assessment.
- The premises manager shall keep the completed assessment readily available in his/her risk assessment file (i.e. at point of use). The Directorate may require a copy to be forwarded to the Health and Safety Team for retention.
- The premises manager will monitor the adequacy of first aid provision and revise as necessary.
- The premises manager shall review the assessment annually, in the light of any significant changes or if there is reason to suspect that it is no longer valid.
- Where activities are arranged in the community, managers should undertake an assessment to determine whether a first aid kit should be provided.
- Employees who spend a significant amount of time away from their main workplace must have their first aid needs assessed.
- All County Council vehicles must carry a travelling first aid kit (this does not apply to County Council Lease Cars).

5. Training and Information of First Aid Personnel

Employees who volunteer or are selected to be first aiders should be suitable for the task. For example, an individual who is susceptible to fainting at the sight of blood is unlikely to be a suitable first aider.

All employees who undertake first aid duties must be competent to carry out their role. The content and duration of training necessary will depend on the role of an individual.

| Course | Intended For | Duration | When revalidation is required | Revalidation Training |
|---|---|------------------|--|-----------------------------------|
| <i>HSE Approved First Aid Certificate</i> | <i>First Aiders</i> | <i>Four Days</i> | <i>Before certificate expires (3 years from date of certificate)</i> | <i>2 Days Revalidation Course</i> |
| <i>HSE Approved Emergency Aid Certificate</i> | <i>Emergency Aiders and Appointed Persons</i> | <i>Half Day</i> | <i>Before certificate expires (3 years from date of certificate)</i> | <i>Half Day Course</i> |

In certain cases, where activities might expose individuals to unusual risks e.g. remote outdoor activities, additional specifically focused training might be necessary according to the circumstances.

Appointed persons are not first aiders and so should not attempt to give first aid for which they have not been trained. However, as the appointed person is required to look after the first aid equipment and should ideally know how to use it, managers are strongly advised to consider the need for emergency first aid training for appointed persons.

6. Liability

The County's insurers have confirmed that our employer's liability insurance policy will provide indemnity for staff acting as first aiders or emergency aiders as defined above. First aiders must ensure that any treatment they give is administered in accordance with the training they have received. Whether or not employees receive payment for acting as first aiders is irrelevant in this respect and has no effect on the provision of insurance cover. So long as treatment is administered with good intent and in accordance with current good practice, the County Council and its insurers will support the actions of its employees in the event of a legal case relating to first aid treatment.

7. Payment of First Aiders

Payment will be made to certified first aiders who are recognised by their establishment as being necessary to meet the minimum requirements identified by the assessment of first aid needs at the individual premises. The payment amount is £200 per annum and is paid monthly.

Payment will not be made where the job requires the job-holder to have a full first aid certificate (i.e. first aid duties are in respect of service users, not staff) and/or where this requirement is demonstrably reflected in their grade. Payment will not be made to

appointed persons or emergency first aiders. Any queries relating to payment of first aiders should be referred to directorate HR units.

If an establishment has more certified first aiders than the minimum requirements identified by the assessment, it is a matter for the unit to determine whether it is prepared to recognise and meet the cost of paying any qualified first aider in excess of the identified minimum requirement.

Managers should consult with HR prior to deselecting anyone who is currently a first aider to ensure consistency of treatment throughout the County Council.

8. Infection Control

To minimise risk of infection whilst administering first aid (for example, from hepatitis B and HIV), first-aid personnel should cover all exposed cuts/abrasions on their own bodies with a waterproof dressing before administering treatment. They must also wash their hands before and after applying dressings. If the casualty is bleeding from the mouth the blood should be wiped away using a clean cloth or handkerchief.

Although mouthpieces are available for administering mouth-to-mouth resuscitation, they should only be used by trained personnel as incorrect use may cause bleeding.

Disposable nitrile/vinyl gloves and aprons should be worn whenever blood, or other body fluids are handled, and disposable materials, such as paper towels and sanitising powder, should be used to mop up any substances. All disposable items should be disposed of in plastic bags. Contaminated work areas should be suitably disinfected and soiled clothing should be washed on a hot cycle.

If contact is made with any other person's body fluids the area should be washed immediately and medical advice sought.

Further advice on infection control is available in the HR 53 Infection Control Policy and Directorate Health and Safety Teams.

9. Legislative Framework

1. The Health and Safety at Work Act
2. The Management of Health and Safety at Work Regulations
3. The Health and Safety (First Aid) Regulations
4. HSE Approved Code of Practice & Guidance L74 – First Aid at Work

10. Further Advice and Information

This policy document is for general guidance only. If you need any further assistance on the interpretation or practical application of this policy please contact your Directorate Health and Safety Team.

Further background information on this topic is available on the following Websites:

www.hse.gov.uk

www.lg-employers.gov.uk

11. Glossary of Terms

A First Aider is someone who has undergone an approved four day training course in first aid at work and who holds a current first aid certificate. (See section on training for more details). Their role involves:

- undertaking first aid treatment in accordance with their training,
- summoning an ambulance or other external medical services,
- liaising with the premises manager to ensure first aid kits are fully stocked and refilled after use,
- keeping suitable records of all treatment administered.

An Emergency Aider is someone who has undergone an approved training course (of minimum half-day duration) in emergency first aid and who holds a current emergency aid certificate. Their role involves:

- undertaking basic emergency aid in accordance with their training,
- summoning the assistance of a first aider where available,
- summoning an ambulance or other medical services
- liaising with the premises manager to ensure first aid kits are fully stocked and refilled after use,
- keeping suitable records of all treatment administered.

An Appointed Person is someone who is nominated to take charge of a situation in the absence of a qualified first aider or emergency aider. Their role includes:

- taking charge when someone is injured or falls ill,
- calling an ambulance (where required), and
- being responsible for first aid equipment e.g. re-stocking the first aid box.

In addition they may give emergency first aid where trained to do so.

12. Standard Documents

Appendix 1 - Assessment of First Aid Provision

Appendix 2 - Contents of First Aid Boxes

Appendix 3 - Example First Aid Sign

Appendix 1

Staffordshire County Council – First Aid Policy Assessment of First Aid Provision

Establishment/Location:

Name of Assessor(s):

Assessment of First Aid Factors

In order to assess the first aid requirements you should identify whether any of the following factors apply to the workplace or employees by ticking Yes or No in all cases: -

Table 1

| Assessment Factor | | Apply? | | Impact on First Aid Provision |
|-------------------|---|--------|----|-------------------------------|
| | | Yes | No | |
| 1 | Have your risk assessments identified significant risks of injury and/or ill health? | | | |
| 2 | Are there any specific risks such as working with hazardous substances, dangerous tools or machinery, and dangerous loads or animals? | | | |
| 3 | Are there parts of the establishment with different levels of risk? | | | |
| 4 | Have you had any accidents or cases of ill-health in the past 12 months? | | | |
| 5 | Are there inexperienced workers on site, or employees with disabilities or special health problems? | | | |
| 6 | Are the premises spread out, e.g. are there several buildings on the site or multi-floor buildings? | | | |
| 7 | Is there shift work or out-of-hours working? | | | |
| 8 | Is your workplace remote from emergency medical services? | | | |
| 9 | Do you have employees who travel a lot or work alone? | | | |
| 10 | Do any of your employees work at sites occupied by other employers or is your site used by other occupiers? | | | |

| | | | | |
|----|---|--|--|--|
| 11 | Do you have any work experience or other trainees? | | | |
| 12 | Do members of the public visit your premises? | | | |
| 13 | How many people are employed on site: - less than 5? - 5 to 49? - 50 to 100? - more than 100? | | | |
| 14 | Is a first aid room required? | | | |

The following table offers suggestions on how many first aiders or appointed persons might be needed in relation to levels of risk and number of employees on site. Increased provision will be necessary to cover for absences. The table does not take into consideration any non employees who may be affected so an allowance will need to be made in such circumstances.

Table 2

| Level of Risk | Type of Workplace | Numbers of First Aiders Required |
|--------------------|--|---|
| Lower Risk | Shops, offices, libraries and similar workplaces | Fewer than 50 employed at any location: 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 | Light engineering, assembly work, food processing, warehousing and similar workplaces | 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. |
| Higher Risk | Most construction, slaughterhouses, chemical manufacture, extensive work with dangerous machinery or sharp instruments and similar workplaces. | 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. |

The minimum first aid provision on any work site is:

- a suitably stocked first aid box
- an appointed person to take charge of first aid arrangements, at all times whilst people are at work

Assessment of First Aid Requirements

Having regard to the factors identified in table 1 and advice contained in table 2 above, the following first aid equipment/facilities/personnel are required to be provided (includes sufficient personnel necessary to cover for absences).

| | No. | | No. |
|---------------------------|-----|------------------|-----|
| Qualified First Aiders | | Emergency Aiders | |
| Appointed Persons | | First Aid Boxes | |
| First Aid Room | | Eye Wash Bottles | |
| Travelling First Aid Kits | | | |

Have arrangements been made to appoint/train the necessary appointed persons/first aiders and for the required amount of first aid equipment to be supplied? **Yes/No**

Informing Employees

Have arrangements been made to inform employees of the first aid arrangements (ideally at their induction) and notices posted to inform staff who and where the first aiders or appointed persons are and where the first aid box is? **Yes/No**

Signature of Assessor(s):

Date:

Appendix 2

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First Aid Policy - Contents of First Aid Boxes

Where no special risk arises in the workplace, a minimum stock of first aid items is indicated in the table below.

Where activities are undertaken away from a recognised base, it will usually be appropriate to take a suitable first aid kit. As with first aid boxes, the contents of traveling kits should be kept stocked from the back-up stock at the home site.

Where the first aid assessment identifies additional equipment is required due to the circumstances of an activity, this may also be carried.

| Item | First Aid Box | Travelling First Aid Box |
|--|---------------|--------------------------|
| Leaflet or card giving general guidance on first aid at work. | 1 | 1 |
| Individually wrapped sterile adhesive dressings (plasters) of assorted sizes appropriate to the type of work (dressings may be of a detectable type for food handlers) | 20 | 6 |
| Sterile eye pads. | 2 | - |
| Individually wrapped triangular bandages (preferably sterile). | 6 | 2 |
| Safety pins | 6 | 2 |
| Medium sized (12cm x12cm) individually wrapped sterile unmedicated wound dressings. | 6 | - |
| Large (18cm x 18cm) sterile individually wrapped unmedicated wound dressings. | 2 | 1 |
| Individually wrapped moist cleaning wipes | 10 | 6 |
| Disposable gloves (non-latex powder free) | 2 Pairs | 1 pair |

Where additional equipment such as scissors, adhesive tape, disposable aprons, individually wrapped moist wipes, blankets, or protective equipment such as resuscitators, these may be kept in the first aid box or stored separately as long as they are available for immediate use if required.

Where mains tap water is not readily available for eye irrigation, at least one litre of sterile water or sterile normal saline (0.9%) in sealed, disposable containers should be provided. Once the seal has been broken, the containers should not be kept for re-use.

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Location of First Aiders and First Aid Equipment



Nearest First Aiders are located:

| NAME | LOCATION | PHONE |
|------|----------|-------|
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

First Aid Equipment Located:

| DESCRIPTION | LOCATION |
|-----------------|----------|
| First Aid Box | |
| Eye Wash Bottle | |
| Emergency Phone | 999 |