

Health and Safety Corporate Procedure

First aid

Purpose

This sets a common approach to providing adequate first aid provision at work in the Council. The purpose is to provide suitably trained and equipped personnel to treat employees and others using our sites if they become ill or injured.

Scope

The Council undertakes numerous activities that present significantly different risks and therefore require varying levels of first aid. This procedure recognises this variation and provides a common method of deciding the appropriate first aid provision in the form of people and equipment.

Sections

- **Section 1:** First aid needs assessment
- **Section 2:** First aid materials, equipment and facilities
- **Section 3:** First aid personnel
- **Section 4:** First aid training

There are five appendices which mirror the four sections of this procedure with a final checklist to assist managers.

This procedure replaces all previous corporate policies and procedures relating to first aid

Terminology

First aid is treatment for preserving life and minimising the consequences of injury and illness until suitable medical assistance is gained, if necessary.

Procedure

Section 1 – First aid needs assessment – Appendix 1

Managers of sites must consider the appropriate first aid provision for their site giving due regard to the activities and risks created. Appendix 1 contains guidance to assist in this assessment. The conclusions of this assessment should be recorded.

The needs assessment should consider:

- The hazardous nature of any activities in the workplace including specific activities, e.g. using chemicals, machinery and plant etc.
- The need to provide first aid for those other than employees, e.g. service users including vulnerable persons, children, volunteers, members of the public etc.
- The size and characteristics of the workplace, establishment or setting, distance between buildings or sites
- The remoteness of the establishment/setting from emergency medical services
- Locations of lone workers

- Historical accident information and data
- Provision when employees work part time, take annual leave or are off sick
- Any off site activity, work away from base including travelling

First aid needs assessment should be reviewed regularly (at least annually) and in anticipation of, or after any significant changes to ensure the provision remains suitable.

Peripatetic staff/travelling staff

Where staff work or travel away from their place of work or are home based, some provision for first aid is needed based on the type of risks involved. This may be no more than the provision of a small first aid kit so that the individual can self-administer first aid, but suitability must be decided through a needs assessment as for fixed location workers.

Informing employees of the arrangements

The assessment should also set out how employees will be informed of the arrangements.

Section 2 – First aid materials, facilities and equipment – Appendix 2

As a result of the first aid needs assessment, suitable and sufficient materials, equipment and facilities must be provided.

Appendix 2 gives guidance on the following:

- First aid box contents
- Medical rooms/ first aid accommodation
- Specific equipment

Section 3 – First aid personnel – Appendix 3

Staff who are expected to perform first aid duties should be notified in writing of their role and training requirements. They should be made aware of the first aid needs assessment and be clear what part they play in delivery of first aid. They should be provided with suitable training for their role which should be updated in accordance with Appendix 4.

There are different levels of first aid personnel which relate to different levels of training and different competencies. Details are set out in Appendix 3.

In summary they fall into four categories:

- Appointed Person
- Emergency First Aid at Work
- First Aid at Work
- Additional training (such as paediatric first aid or the use of a defibrillator.)

Details of how to obtain first aiders in an emergency should be prominently displayed. In smaller sites this may be a list of trained first aiders with contact details whereas on complex sites there may be one contact number managed for example by the Facilities

Management Team. Regardless it should be clear how a person obtains competent assistance rapidly.

Section 4 – First aid training – Appendix 4

Suitable training is required to fulfil the first aid personnel roles above. Training courses must comply with current standards from the [Resuscitation Council \(UK\)](#).

Appendix 4 contains a diagram to assist in understanding the requirements for refresher training.

Guides

[Health & Safety Executive guide to first aid at work Resuscitation Council \(UK\)](#)

Appendices

Appendix 1 – First aid needs assessment

Appendix 2 – First aid materials, facilities and equipment

Appendix 3 – First aid personnel

Appendix 4 – First aid training

Appendix 5 – Management flowchart and checklist

Appendix 1 – First aid needs assessment

The table below is the Health & Safety Executive’s general guide on how many first aiders or appointed persons are needed. While it gives some direction on what level of provision may be suitable for a work place it does not consider site specific risks and needs.

Category of risk	Numbers employed at work	Guidance on number and type of first aid staff to be available on site at any time
Lower Hazards e.g. offices, shops, libraries	Less than 25	An appointed person
	25 – 50	At least one emergency first aider
	More than 50	One first aider for every 100 employed or part thereof
Higher hazards e.g. construction, forestry, workshops, use of dangerous machinery or sharp instruments, work with animals, light manufacturing, warehousing or higher risk activities.	Fewer than 5	An appointed person
	5 – 50	At least one first aider (either an emergency first aider or first aider depending on the type of injuries that might occur)
	More than 50	One additional first aider for every 50 persons or part thereof

Industry specific guidance can be obtained from your departmental health and safety teams.

The next table sets out a series of questions to assist in the assessment process and a format for recording the decision. Complex sites and activities that create higher risk may require a more detailed assessment.

Part 1 – First aid needs assessment		
Name of premises/ site/ school		
	Aspects to consider at your premises	First aid provision considerations (insert your information)
1	What are the risks of injury and ill-health arising from the work and activities as identified in your risk assessments?	<i>You will need to give serious consideration to the number and training level of first aid staff based upon the general level of risk on your premises</i>
2	Are there any specific risks? (e.g. work with hazardous substances, dangerous tools, dangerous machinery, higher risk activities, HC3S kitchens, etc.)	<i>Consider any specific training for first aiders, extra first aid equipment, precise siting of first aid equipment, informing emergency services and the first aid room requirements and location</i>
3	Are large numbers of people employed on site?	<i>You will need to consider the number of staff and a commensurate number of first aiders to deal with the higher probability of accidents</i>
4	What is your record of accidents and cases of ill-health? What type and where did they happen?	<i>You may need to locate your first aid provision in certain areas, review first aid box contents and increase first aid staff proportionately</i>
5	Are there staff/ children on site who have disabilities or specific health problems?	<i>First aiders will need to be trained to a suitable level to enable them to address any likely ill-health or medical conditions as well as potential injuries. It is helpful if first aiders are aware of the health problems and any issues that staff with disabilities might experience, but personal information can only be provided with the individual's permission.</i>
6	Are there clients or service users on the site	<i>The needs and numbers of any clients/service users/ members of public should</i>

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	who may need first aid?	<i>be considered in your assessment</i>
7	Is there first aid cover for lunch times and for the beginning and end of the working day?	<i>An adequate level of first aid cover will need to be considered at lunch times and start/ end of the day with arrangements made with first aid trained staff to ensure there is adequate cover</i>
8	What is the site layout and will it require additional first aid cover for separate buildings or floors of a multi-storey building?	<i>Where there is a larger site with separate buildings or large multi-storey buildings, consideration must be taken concerning the location of first aiders, because the distance they have to travel may increase the risk to an injured person</i>
9	Do you have any work experience trainees?	<i>Remember that your first aid provision must extend to cover these trainees</i>
10	Are there a number of inexperienced or young staff/ workers/ visitors on site?	<i>Young/ inexperienced staff/ visitors can have higher rates of injuries. If large enough numbers are present this may require additional first aid cover</i>
11	Do the numbers of people on site vary throughout the day? Are extra first aiders needed for peak periods?	<i>The introduction of flexible working and extended working hours should be considered as part of the assessment for first aid cover</i>
12	Do staff work in shift patterns and does each shift have sufficient first aid cover?	<i>Each shift may need to be considered separately to ensure that there is first aid provision when people are at work</i>
13	Do you work on a site occupied by other organisations and share first aid arrangements?	<i>If you share a site or building with one or more other organisations then co-operating on providing first aid cover is acceptable, but it is strongly recommended that this is documented in your own first aid assessment and monitored. If the building or site is shared by staff from different departments it is important that the assessment considers the building or site as a whole, and departments share the first aid provision arrangements</i>
14	What is the distance from emergency services	<i>Sites remote from emergency services such as accident and emergency</i>

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	and how long are they likely to take to arrive on site?	<i>departments or where emergency services will take time to arrive may need a higher level of first aid provision such as a first aider rather than an emergency first aider</i>
15	Do some staff work alone or remotely (including contracted home workers)?	<i>Staff who work alone and especially those who work alone in remote locations will need access to their own first aid kits so they can self-administer first aid.</i>
16	Do you have service users aged five years of age or younger?	<i>The Early Years Foundations Stage statutory instrument and Ofsted require organisations to have adequately trained paediatric first aid-trained staff always present on site and on trips if five year olds or younger children are present</i>
17	Do members of the public visit your premises?	<i>Hampshire County Council extends its first aid cover for members of the public using its sites and services. Where the public access Hampshire County Council sites and buildings, this cover needs to be considered</i>
18	Do you have any employees with reading or language difficulties?	<i>You will need to make special arrangements to give them the necessary first aid information</i>

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Part 2 – Summary of first aid provision required			
Name of premises/ site/ school			
Level of first aid staff (type of provision)	Numbers of staff required to be on site at any time	Names of trained staff	Date training requires updating
Qualified First Aider			
Emergency First Aider			
School First Aid Trained			
Paediatric First Aid Trained			
Appointed Person			
Other: (Please specify) <i>(Note: This is not to include any training requirements for medicine administration)</i>			

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First aid needs assessment completion			
Manager's comments		<i>Insert comments relevant to assessment as appropriate</i>	
Name of manager		Signature of manager	Date
Assessment reviews		<i>Set future actions and review dates & sign/comment upon completion</i>	
What needs to be done in the next 12 months to maintain suitable first aid provision?			
Who is checking that it has been done?			
Who is tasked with doing it and by when?			
Review date	Reviewed by	Reviewer signature	Remarks

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Appendix 2 – First aid Materials, Facilities and Equipment

First Aid Box contents

There is no mandatory list of items to be included in a first aid kit. The contents should reflect the conclusions of the first aid needs assessment.

Peripatetic/vehicle first aid box contents

The Health and Safety Executive recommends that, where there is no special risk identified, a minimum stock of first aid items for travelling first aid containers is:

- a leaflet giving general advice on first aid
- six individually wrapped sterile adhesive dressings
- one large sterile unmedicated wound dressing – approx. 18cm x 18cm
- two triangular bandages
- two safety pins
- individually wrapped moist cleansing wipes
- one pair of disposable gloves

Transport regulations require that all minibuses and public service vehicles used either as express carriage or contract carriage have on board a first aid container (in a prominent position, maintained in a good condition, and readily available for use) with the following:

- ten antiseptic wipes, foil packaged
- one conforming disposable bandage (not less than 7.5cm wide)
- two triangular bandages
- one packet of 24 assorted adhesive dressings
- three large sterile unmedicated ambulance dressings (not less than 15cm x 20cm)
- two sterile eye pads, with attachments
- twelve assorted safety pins
- one pair of rust less blunt-ended scissors

First aid rooms and facilities

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Existing first aid rooms must:

- be identified with the white cross on green background symbol
- be clean and ready for immediate use
- be appropriately stocked
- have hand-washing facilities
- be close to toilet facilities
- be easily accessible to stretchers and other equipment needed to convey patients to and from the room
- where practical be sited on the ground floor near a suitable external exit route
- have emergency lighting where necessary
- have good communication either via a telephone or be located in areas constantly occupied to avoid leaving a casualty should further assistance be needed

If a site does not have a first aid room but the results of the first aid needs assessment suggest it should have, then the departmental health and safety team should be contacted.

Defibrillators

It is not currently a requirement to provide Automated External Defibrillators (AEDs) on site. The need for defibrillators should be considered and decided upon locally through the first aid needs assessment as should the access to, training and maintenance of the equipment.

Appendix 3 – First aid personnel

There are different levels of first aid personnel. People should be trained to the appropriate level determined in the first aid needs assessment.

- **Appointed person (AP).** Appointed persons are employees who have been nominated to take charge and contact the emergency services in the event of an incident. These people do not need to be trained, but if required, or as good practice, can attend any relevant first aid training course.
- **Emergency First Aid at Work (EFAW)** employees are those who have attended a six-hour emergency first aid course. Re-qualification is by re-attending the course. This training is valid for 3 years.
- **First Aider at Work (FAW)** employees attend a course that lasts for at least 18 hours (usually held over three days) and gain a certificate of competence. FAW certificates are valid for three years. Re-qualification courses last 12 hours and are normally held over two days. If re-qualification does not take place within three years the full course must be retaken

Additional Training

Examples of additional training needs (not exhaustive)

Additional training	Examples where additional training may be relevant in Hampshire County Council
Management of a casualty suffering from hypothermia or hyperthermia	Extensive exposure to the outdoor environment due to, for example, regular maintenance or other activity, e.g. Outside education activities or forestry
Management of a drowning casualty	Swimming pools, rivers, lakes, outside education activities.
Use of an Automated External Defibrillator	All sectors where you have decided that the presence of a defibrillator may be beneficial through a needs assessment
Recognising the presence of major illness (<i>including heart attack, stroke, epilepsy, asthma, diabetes</i>) and providing appropriate first aid	Wherever the environment is low hazard but you have identified a risk, either based on the known health profile, age and number of employees or a need to consider members of the public

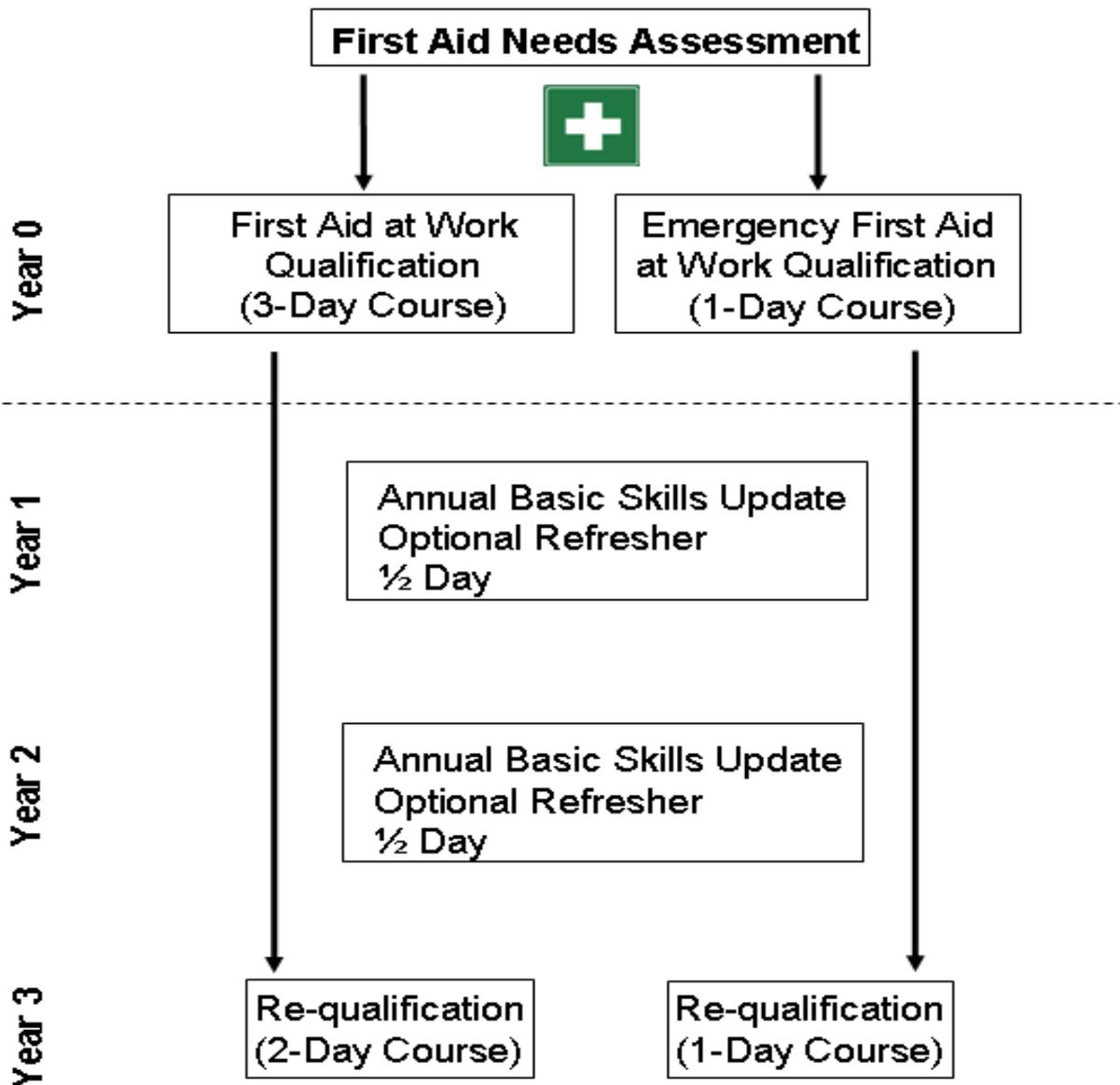
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Paediatric first aid, as required by the Department for Education or local authorities, which complies with the syllabus produced by OFSTED for first aid provision for children in a school or other childcare setting	Schools and nurseries
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Selection of personnel

People should be selected to be nominated first aiders both based on their personal attributes and their role. They should be reliable, have the aptitude to absorb new knowledge and learn new skills, and be able to cope in stressful situations. Their normal duties should allow them to be able to respond immediately and rapidly to an emergency.

Appendix 4 – First aid Training flow chart



Records

Copies of training certificates must be maintained by local management.

Refresher training

Training should be planned ahead to ensure the provision of qualified first aid staff remains in accordance with the first aid needs assessment conclusions.

Appendix 5 – Management check sheet and flow chart

