



First Aid Policy

Dyddiad Cymeradwyo a Dyddiad Adolygu
Date Approved and Review Date

Gweler Cynllun Adolygu Polisiau
See Policy Review Timetable

1. PURPOSE/REASON FOR POLICY

People can and do suffer injury or fall ill at work. This may or may not be as a result of work-related activity. However it is important that they receive immediate attention.

First-aid can save lives and can prevent minor injuries from becoming major ones.

The aim of first-aid is to reduce the effects of injury or illness suffered at work, whether caused by the work itself or not; and to ensure that adequate and appropriate first-aid personnel, equipment and facilities are made available at all times (taking into account alternative work patterns) for rendering assistance to persons with common injuries or illness and those likely to arise from specific hazards at work. Similarly, to ensure that there are adequate facilities for summoning; an ambulance or other professional assistance.

1. SCOPE OF THIS POLICY

Conwy County Borough Council (CCBC) will comply with the requirements of the Health and Safety (First-aid) Regulations 1981 (as amended).

CCBC is not obliged to provide first-aid cover or facilities for members of the public, however, as a public facing organisation members of the public should also be considered within the scope of the first-aid needs assessments.

The First Aid Policy specifies the expectations on those who are responsible for the management of CCBC facilities and services in relation to the first aid arrangements section of CCBC's Corporate Health and Safety Policy.

Further requirements are detailed within Section 9 of the Corporate Health and Safety Compliance Standards.

2. DEFINITIONS

2.1. First Aid

- In cases where a person will need help from a medical practitioner or nurse, treatment for the purpose of preserving life and minimising the consequences of injury and illness until such help is obtained.
- Treatment of minor injuries which would otherwise receive no treatment or which do not need treatment by a medical practitioner or nurse.
- First-aid at work covers the arrangement that need to be made to manage injuries or illness suffered at work.

2.2. Appointed Person

Someone who is nominated to take charge of first aid arrangements, such as looking after the first aid kit and calling an ambulance in an emergency.

2.3. First Aider

Someone who is qualified to give first aid treatment in the event of an injury or illness.

2.4. Emergency First Aider

Someone who has been provided with the necessary training to step in when the first aider is unavailable e.g. due to sickness.

3. ROLES AND RESPONSIBILITIES

3.1. Managers and Site Safety Coordinators

- Conduct first aid needs assessment (*Appendix 1*)
- Reassess first aid provision when changes have been made to working practices
- Conduct annual review of the first-aid provision in the workplace and ensure review is recorded within the site file
- If it is decided that a first-aider is not required in the workplace, appoint employee to take charge of the first-aid arrangements
- Ensure employees are informed of the arrangements that have been made for first-aid in their workplace e.g. as a minimum ensure first aid poster and describing where first-aid resources are located is displayed in prominent locations within the workplace
- Ensure that those with reading and language difficulties are also kept informed of the arrangements that have been made for first-aid in the workplace
- Ensure all cases treated as a result of an incident are recorded on a CSU1 form and uploaded into CAMMS incident
- Authorise the selection of first-aiders
- Ensure that sufficient numbers of first-aid personnel are located strategically at Conwy County Borough Council facilities to allow for the administration of first-aid quickly. Managers with personnel working on shared or multi-occupied sites can agree to have one employer on the site who is solely responsible for providing first-aid cover for all of the workers. This type of agreement must be documented, either a service level agreement or contractual documentation. It should also highlight the risks and hazards of each organisation on the site, ensuring that the shared provision is suitable and sufficient. Upon agreement of the arrangements, the personnel must be informed accordingly.
- Keep a record of first-aiders and their certificate expiry dates on iTrent.
- Ensure that the content of any first-aid training is appropriate and delivered by competent individuals

3.2. Appointed First Aider

- Attend first-aid at work training (FAW)
- Ensure first-aid kit is checked monthly and record check in site file
- Ensure that each workplace has at least one first aid kit with sufficient quantities of first-aid materials, with ample back-up supplies kept on the premises
- Ensure that first aid kits are readily accessible to employees and other relevant persons at all times
- If there are defibrillators on site:
 - Check AED is working monthly and record check in site file
 - Ensure that the manufacturer's recommendation for maintenance checks have been carried out and recorded in the site file on a monthly basis.

- In addition to re-qualification first-aiders must attend half day annual refresher training for FAW courses

3.3. Appointed Person

- Attend emergency first-aid (EFAW) training
- Know how to use first aid equipment
- Look after the first-aid equipment and facilities
- Calling the emergency services when required
- Ensure first-aid kit is checked monthly and record check in site file
- If there are defibrillators on site:
 - Check AED is working monthly and record check in site file
 - Ensure that the manufacturer's recommendation for maintenance checks have been carried out and recorded in the site file on a monthly basis.
- In addition to re-qualification appointed persons must attend half day annual refresher training for EFAW courses

3.4. Employees

- Ensure any usage of first-aid equipment is reported to the employee responsible for the maintenance of the first-aid kit

4. THE ASSESSMENT OF FIRST-AID NEEDS

The extent of first-aid provision in a particular workplace that must be made will depend on the circumstances of that workplace.

There are no fixed levels of first-aid.

Managers must assess what personnel and facilities are appropriate and adequate to their particular circumstances, considering hazard and risk, relating to their workplace (See *Appendix 1 – Assessment of First-aid Needs Checklist*).

4.1. Reassessing First-Aid Needs

An annual review of the first-aid provision in the workplace must be conducted and recorded within the site file, in order to ensure that first-aid provision continues to be adequate and appropriate, particularly when changes have been made to working practices.

4.2. Minimum Provision and Requirements

Following the assessment, if it is decided that a first-aider is not required in the workplace, a person should be appointed to take charge of the first-aid arrangements.

Appointed persons are not first-aiders and so should not attempt to give first-aid for which they have not been trained.

The role of this appointed person includes looking after the first-aid equipment and facilities and calling the emergency services when required. However, as the appointed person is required to look after first-aid equipment they should ideally know how to use it, where possible, appointed persons should receive training in emergency first-aid (EFAW). Further to this, it should be ensured that employees are informed of the arrangements that have been made for first-aid in their workplace. This may be achieved by:

- Distributing guidance to all employees which highlights the key issues in the first-aid arrangements, such as listing the names of all first-aiders on a first aid poster and describing where first-aid resources are located. These should be clear and easily understood by all employees, and should comply with the Health & Safety (Safety signs and Signals) Regulations 1996. Management must ensure that those with reading and language difficulties are also kept informed. For example, employees with language difficulties could be informed by means of translated first-aid notices. Each workplace must have at least one first aid kit with sufficient quantities of first-aid materials, with ample back-up supplies kept on the premises.

First aid Kits must be readily accessible to employees and other relevant persons at all times and should contain, as a minimum:

- A leaflet giving general guidance on first aid (for example, HSE's leaflet Basic advice on first aid at work);
- 20 individually wrapped sterile plasters (assorted sizes), appropriate to the type of work (hypoallergenic plasters can be provided if necessary);
- Two sterile eye pads;
- Two individually wrapped triangular bandages, preferably sterile;
- Six safety pins;
- Two large, sterile, individually wrapped un-medicated wound dressings;
- Six medium-sized sterile individually wrapped un-medicated wound dressings;
- At least three pairs of disposable non latex gloves

Whether using a first-aid kit complying with BS 8599 or an alternative kit, the contents should reflect the outcome of the first-aid needs assessment.

First-aid kits should protect first-aid items from dust and should be stocked only with items useful for giving first- aid. Tablets and medicines should not be kept in first-aid containers. First-aid kits should be clearly identifiable and marked with a white cross on a green background.

Any usage of first-aid equipment should be reported to the employee responsible for its maintenance, so that stocks may be replenished and a record must be kept of all first-aid given. First-aid kits should be checked monthly by the employee responsible for its maintenance and recorded in the site file.

Records of all cases treated as a result of an incident must be recorded on a CSU1 form and uploaded into CAMMS incident.

Please note that there is no requirement for schools to notify the Local Education Authority of every bump and bruise that pupils receive whilst at school, however, the day to day recording of such incidents on the school site within the 'Bump Book' should be continued.

It is important that cases treated as a result of an incident are recorded as they may be collated and used to help determine future first-aid needs and may be used for insurance and investigative purposes.

4.3. Additional First-Aid Resources

If the results of the first aid needs assessment suggest a need for additional resources such as adhesive tape, disposable aprons, and thermal blankets or individually wrapped moist wipes they should be kept with the first-aid kit and should be ready for use if required.

If the first aid needs assessment highlights the need for such items as protective equipment, they must be securely stored next to the first-aid kit, in the first-aid room, or in the hazard area itself. Only persons who have been trained to use these items may be permitted to use them.

If there is a need for eye irrigation and mains tap water is unavailable, at least a litre of sterile water or sterile normal saline solution (0.9%) in sealed, disposable containers should be provided. If the seal is broken, the containers should be disposed of and not reused. Such containers must also be disposed of when their expiry date has been passed.

Where a defibrillator has been provided for use in the workplace, it must be easily accessible and readily available. If there are defibrillators on site, it should also be ensured that a monthly check that the battery is working i.e. the green light is visible, is undertaken. It is essential that this check is documented. It should also be ensured that the manufacturer's recommendation for maintenance checks have been carried out and recorded in the site file on a monthly basis.

Based on the first aid needs assessment provision should be made for the use of first-aids kits for mobile members of staff for business purposes, or alternatively, placing them in CCBC vehicles.

The first aid needs assessment for mobile workers should also consider whether these employees should undergo a course of instruction in emergency first aid at work, particularly if they are involved in higher-hazard activities.

A suitable room should be made available for first-aid purpose where the first-aid needs assessment deems such a room to be necessary. Such rooms should have sufficient first-aid resources, be easily accessible to stretchers and be easily identifiable, by means of signage.

Within the first-aid room a list of the names and contact details of all the first-aiders should be displayed. As a minimum a first aid room should:

- Have enough space to hold a couch with space in the room for people to work, a desk, a chair and any other resources found necessary
- Where possible, be near an access point in the event that a person needs to be taken to hospital
- Have heating, lighting and ventilation
- Have surfaces that can be easily washed
- Be kept clean and tidy
- Be available and ready for use whenever employees are in the workplace
- Have CSU1 forms for logging incidents where first-aid has been administered
- A telephone (means of communication)
- Storage area for storing first-aid materials
- A chair
- A foot operated refuse bin with disposable yellow clinical waste bags
- A sharps bin
- A sink that has hot and cold running water – also drinking water and disposable cups
- Soap and disposable paper towels

4.4. Number and Selection of First-Aiders

Management must authorise the selection of first-aiders and it should be ensured that sufficient numbers of first-aid personnel should be located strategically at Conwy County Borough Council facilities to allow for the administration of first-aid quickly. First-aiders should be selected based on their:

- Reliability
- Disposition
- Communication skills
- Aptitude

- Ability to absorb new knowledge and learn new skills
- Ability to cope with stressful and physically tough emergency procedures
- Normal duties (These should be such that they may be left to go immediately and rapidly to an emergency)

The process of undertaking an assessment of first-aid needs will have highlighted the extent to which there is a need for first-aiders. *Appendix 2* gives the suggested numbers of first-aiders (FAW/ EFAW) or appointed persons who should be available at the workplace. The flow chart is taken directly from Guidance on The Health and Safety (First-Aid) Regulations 1981.

Where 25 or more people are employed, even in low-hazard environments, at least one EFAW first aider should be provided. There are no hard and fast rules on numbers, and if employees will be working a long way from a medical facility or there are shift workers on site, or premises cover a large area the numbers of first-aid personnel set out in *Appendix 2* may not be sufficient and a greater provision may be required.

4.5. Training and Qualifications of First-aid Personnel

Where first aiders are provided in the workplace, before taking up their first-aid duties, they must have undertaken suitable training and have an appropriate valid first-aid qualification.

Where the first-aid needs assessment indicates that trained first-aiders are required, the level of training undertaken must be as identified in the assessment. Typically, this will be either first aid at work (FAW) training or emergency first aid at work (EFAW) training. (Typical course content is available in *Appendix 3*) However, it may also be some other level of first-aid training, outside the usual framework, if indicated by the needs assessment.

The certificate is only valid for three years, and so refresher training will be required before the certificate expires. Attendance at a refresher course may occur up to three months before the expiry date.

Managers must keep a record of first-aiders and their certificate expiry dates on iTrent.

In addition to re-qualification first-aiders must attend half day annual refresher training for FAW/EFAW courses.

Where first-aid training is provided in-house it should be ensured that:

- The content of any first-aid training is appropriate:
 - Where identified by the first aid needs assessment, regulated qualifications such as RLSS (Royal Lifesaving Society) e.g. Harbour Masters, are delivered by training centres recognised by a regulated 'awarding organisation' (AO). These AOs are regulated by the national qualification regulators (Qualification Wales) against standards for the design, delivery and award of qualifications. As part of the regulated standards, AOs must have dedicated quality assurance processes to approve and monitor their recognised training centres. Also, the qualifications regulators stipulate that AOs and their training centres must work in compliance with the Assessment Principles for First-Aid Qualifications (and that elements of the syllabus in common with FAW or EFAW (see *Appendix 3*) are delivered in accordance with currently accepted standards for first-aid practice.
- In-house individuals acting as trainers/assessors have the necessary skills, qualifications and competencies expected of those working for an external training provider.

- A system of quality assurance is in place ensuring that the competence of trainers/assessors is regularly reviewed by competent 'verifiers'. These systems should be reviewed on an annual basis by a competent person independent of those directly involved in the delivery/assessment of this training.
- Class sizes are appropriate (no more than 12 per trainer for EFAW, FAW and 2 day renewal courses) and take account of the needs and capabilities of those undertaking any training.
- Certificates are only issued to those students who have been assessed as competent through demonstrating satisfactory knowledge, skills and understanding in all aspects of the training course.
- Equipment provided is suitable and sufficient, with a sufficient quantity of well-maintained equipment that permits students to complete their training and assessment within the appropriate number of contact hours.
- Training consists of sufficient, minimum contact training time (as given in *Appendix 4*).

It should be ensured that where external providers are used to provide first aid training that a record is kept of the due diligence process in their selection. (*Appendix 4* may be used for this process).

¹ *Tolley's Health and Safety at Work Handbook, 2019.*