



First Aid at Work

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Internal References	Accident and Incident Reporting - CP 08a Basic First-Aid Needs Assessment (CP 08b) Monthly First Aid Box Checklist.
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External References	See References at section 13
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Comments	N/A
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1. Introduction

- 1.1 The Health and Safety (First Aid) Regulations 1981 require employers to provide adequate and appropriate equipment, facilities and personnel to enable first aid to be given to employees if they are injured or become ill at work. Blackwood also recognises that these arrangements will also need to include the assessment/treatment of non-employees such as customers, contractors or visitors should they be injured or taken ill whilst on Blackwood premises.
- 1.2 This First Aid at Work Procedure covers the arrangements required to ensure that appropriate first-aid provision is available in all places of work throughout Blackwood.

2. First-Aid at Work

- 2.1 When employees become ill or suffer injuries at work, it is important that immediate first-aid attention is obtainable and, if necessary an ambulance called.
- 2.2 The main aim of first aid is to reduce the effects of any injury or illness suffered at work, whether caused by the work itself or not. Sufficient first-aid equipment, facilities and personnel should be available to:
- a) Give immediate assistance to casualties with both common injuries or illness and those likely to arise from specific hazards at work;
 - b) Summon an ambulance or other professional help if needed.

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

3. Assessment of First-Aid Needs

- 3.1 All Blackwood offices/services need to make an assessment of first-aid needs appropriate to the circumstances/level of risk identified. In effect this means that a risk assessment should be carried out to identify the level of first-aid cover and first-aid equipment required. This can be a specific first aid risk assessment or form part of an office/service risk assessment. These assessments should be carried out by the relevant manager responsible for the service/office.
- 3.2 A risk assessment for first-aid, as with all risk assessments, needs to look at the identified hazards, their associated risks and any existing control measures currently in place and should specifically take into account;
- the nature of the work and workplace hazards and risks, including any specific areas of risk such as kitchens;
 - The number of employees at risk;
 - The number of customers and the number of members of the public at risk (where applicable);

- Work patterns;
- Annual leave and other absences of first aiders and appointed persons;
- The distribution of the workforce;
- The remoteness of the site from emergency medical services;
- The needs of travelling, remote and lone workers;
- The history of any accidents,

3.3 A checklist is available to help managers identify the level of first aid cover required - [Basic First-Aid Needs Assessment \(CP08b\)](#). The information obtained from the first-aid needs assessment will help to identify the most likely nature of any accident/incident which may require first-aid, and as such assist with estimating the most appropriate type, quantity and location of first-aid personnel and equipment.

4. **First-Aiders/Appointed Persons**

4.1 Where the first-aid needs assessment identifies a need for people to be available for rendering first aid, they should be provided in sufficient numbers and at appropriate locations to enable first aid to be administered without delay should the need arise.

4.2 Even when the first-aid needs assessment shows that the need for a fully trained first aider is not required, the Health and Safety (First Aid) Regulations 1981 state that the minimum requirement is for an employer is to appoint a person to take charge of the first-aid arrangements, including looking after the equipment and facilities, and calling the emergency services when required. This person is often referred to as an Appointed Person. Although that person does not necessarily need to have any specific training in first-aid at work, all Blackwood employees who are required to fulfil that role will be trained in Emergency First Aid at Work (EFAW).

4.3 Furthermore, where 25 or more people are employed within an office/service , even if it is determined to be a low- hazard/risk environment, at least one such person should be provided.

4.4 The number of first-aiders/appointed persons required, can only really be established at a local level as determined by the first aid needs assessment (or risk assessment). There are no prescriptive numbers for individual services or offices.

4.5 It is also essential that adequate provision is made to cover all times people are at work. There needs to be cover for annual leave or holiday and other planned absences of any first-aiders or appointed persons.

4.6 **First Aider** - A full First-Aider will need to undertake a three day First Aid at Work course (FAW). The certificate is valid for three years and annual refreshers are optional but not mandatory.

4.7 **Appointed Person** - The Emergency First Aid at Work (EFAW) training is a one day course and its certificate is also valid for three years but there is no requirement for staff to attend annual refresher training.

- 4.8 Training to EFAW level should be sufficient for the majority of services/activities within Blackwood. Details of suitable suppliers can be obtained from the HR Learning and Development Officer.
- 4.9 First aiders and Appointed Persons are responsible for:
- responding promptly to all requests for assistance
 - summoning further help if necessary
 - providing treatment within the limitations of their competence
 - looking after the casualty until recovery has taken place or further medical assistance has arrived
 - reporting details of any treatment provided
 - undertaking a monthly check of first aid kits and replenishing them as necessary
 - using the techniques shown to them during their training
 - keeping up-to-date with the latest techniques and developments in first aid
 - accurately recording the details of the accident/incident in accident and incident database
 - ensuring that our accident reporting procedure (CP08) is followed.
- 4.9 It may be acceptable for first-aid provision to be provided by employees with other non HSE approved qualifications, such as a Pool Bronze Award or one obtained from a voluntary organisation. However, it may be worth checking with the HR Learning and Development Officer or Health and Safety Advisor on the suitability of the training before appointing.
- 4.10 When providing first aid treatment to an injured person, if the injured person does not require an ambulance but does need to visit the hospital/accident and emergency department or needs to go home, the correct procedure is to phone/book a taxi, as you may not be insured to transport them to hospital in your own car. This will also enable the first aider/appointed person to accompany them in case they need further assistance on the way.

5. First-aid containers

- 5.1 The minimum level of first-aid equipment required is a suitably stocked and properly identified first-aid container. Each Blackwood site should have at least one first-aid container supplied with a sufficient quantity of first-aid materials suitable for the particular circumstances of the site.
- 5.2 First-aid containers should be easily accessible, and preferably placed near to hand washing facilities. They should only be stocked with items useful for giving first aid. All first-aid containers should be identified by a white cross on a green background.

There is no mandatory list of items to be included in a first-aid container. The decision on what to provide will be influenced by the findings of the first-aid needs assessment. As a guide, a basic stock of first-aid items could be:

- 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;
- Two sterile eye pads;
- Two individually wrapped triangular bandages, preferably sterile;
- Six safety pins;
- Two large sterile individually wrapped unmedicated wound dressings;
- Six medium-sized sterile individually wrapped unmedicated wound dressings;
- At least three pairs of disposable glove.

This is a suggested minimum contents list only – equivalent but different items will be acceptable.

6. **Additional first-aid materials and equipment**

The first aid needs assessment may indicate that additional materials and equipment are required, for example a burns kit, scissors, coloured plasters, adhesive tape, disposable aprons, etc. These may be kept in the first-aid container if there is room or stored separately.

7. **Tablets and medication**

- 7.1 First aid at work does not include giving tablets or medicines to treat illness. The only exception to this is where aspirin is used when giving first aid to a casualty with a suspected heart attack in accordance with currently accepted first-aid practice. Tablets and medicines must not be kept in the first-aid container.
- 7.2 Some employees may carry their own medication that has been prescribed by their doctor (e.g. an inhaler for asthma). If an individual needs to take their own prescribed medication, the first aider's role is generally limited to helping them do so and contacting the emergency services as appropriate.
- 7.3 If mains tap water is not readily available for eye irrigation, at least a litre of sterile water or sterile normal saline (0.9%) in sealed, disposable containers should be provided. Once the seal has been broken, containers should not be kept for reuse. Containers should not be used beyond their expiry date.

8. **Defibrillators**

- 8.1 Where a defibrillator has been provided, it is important that all those who are likely to use it have received appropriate training.

9. **Inspection of first-aid stocks**

- 9.1 A designated staff member, either the First-Aider or an Appointed Person, should inspect the first-aid containers on a regular basis (monthly) and replace any stocks as necessary. A first-aid checklist has been produced for this purpose and can be found here – [Monthly First Aid Box Checklist](#). This can be modified to suit individual requirements.

9.2 For those employees that have been given a travelling first-aid kit, it is their responsibility to inspect and replace any items. Replacement supplies can be obtained from a number of suppliers

10. **Recording First-Aid Treatment**

10.1 All first aid treatments must be recorded. Blackwood has an on-line accident/incident recording system for recording accidents/incidents and there is provision to record any treatment given. There should be a shortcut to the reporting system on all PC desktops; however the reporting system can be accessed from the following link - **Accident & Incident Reporting System.**

10.2 Accident/incident report forms are also available for manual recording should the on-line system be unavailable and these can be found here - [Incident Accident Form](#)

11. **RIDDOR**

11.1 Blackwood also has a duty to report some accidents and incidents at work under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013). Details of RIDDOR Reporting can be found in our Accident & Incident Procedure which can be found here – [CP 08a](#)

12. **Notification of first-aid arrangements**

12.1 In order that first-aid arrangements operate effectively, it is important that they are known, understood and accepted by everyone at the workplace.

12.2 A first-aid notice with the location of the nearest first-aid container and the names of those persons qualified in first-aid must be prominently displayed in all Blackwood premises. This notice should be of an approved type, i.e. a green background with white lettering.

12.3 All new employees, as part of their induction training, will need to be made aware of the first-aid provision and procedures in their particular work area.

13. **References**

The Health and Safety (First-Aid) Regulations 1981 & Approved Code of Practice and Guidance L74 (Third Edition) - <http://www.hse.gov.uk/pubns/books/l74.htm>

HSE Publication INDG 347 REV2 Basic Advice on First-Aid at Work - <http://www.hse.gov.uk/pubns/indg347.pdf>

HSE Publication INDG 214 REV2 First-Aid at Work: Your Questions Answered = <http://www.hse.gov.uk/pubns/indg214.pdf>