

POLICY FOR HEALTH, SAFETY AND WELFARE

PART C ARRANGEMENTS

SECTION 5

FIRST AID

CONTENTS

1. INTRODUCTION
2. RESPONSIBILITIES
3. FIRST AIDER PROVISION
4. TRAINING ARRANGEMENTS
5. EQUIPMENT AND FACILITIES
6. ARRANGEMENTS FOR BRINGING FIRST AID PROVISION TO THE NOTICE OF EMPLOYEES
7. FURTHER INFORMATION

APPENDIX A - RESPONSIBILITY FOR DELIVERY UNIT FIRST AID ARRANGEMENTS

APPENDIX B - FIRST AID NOTICES

APPENDIX C - FIRST AID BOX MINIMUM CONTENTS

APPENDIX D - FLOW CHART ON COMPLIANCE WITH THE POLICY

1. INTRODUCTION

The Health and Safety (First-Aid) Regulations require the Council 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.

What is adequate will depend on the circumstances in each workplace. This includes whether trained first aiders are needed, what should be included in a first aid box and if a first aid room is needed. The Council carries out risks assessment of first aid needs to determine this.

2. RESPONSIBILITIES

- 2.1. **DU Directors** have a duty to ensure that adequate and appropriate first aid facilities are provided. The arrangements outlined in this arrangement are to form the basis of the first aid provision within their individual Services. By ensuring these arrangements are implemented and maintained, individual DU Directors will comply with the duties placed on them by the Council's Health, Safety and Welfare policy.
- 2.2. **Delegated Responsibilities.** The broad outline of the delegated responsibilities to individuals within the Delivery unit first aid organisation is to be found in Appendix A to this Section.

3. FIRST AIDER PROVISION

- 3.1. **Criteria - Numbers and Location.** The DU Director is to decide the location and numbers of First Aiders required for the Service undertaking based on risk assessments which consider the following criteria: -
 - (a) the numbers of employees within a specified location or premises;
 - (b) the nature and duration of the work or activity being carried out, and the risk's involved to employees and non-employees;
 - (c) the numbers of non-employees on the premises and the activities in which they are involved;
 - (d) the current level of First Aider provision, if any, and
 - (e) the location of the work or premises in relation to other first aider provision or medical facilities.

The assessed level of provision is not to be less than 1 first aider per 50 employees. In multi-service use premises the provision is to be based on the total number of Council employees in the premises and not on an individual delivery unit basis. If, after applying the criteria above, there is seen to be no requirement for a First Aider the provision set out at 3.6 will apply. DU Directors

are to ensure significant changes in first aid provision are brought to the attention of the relevant Area Joint Negotiation and Consultation Committee.

- 3.2. **Designation.** Where there is seen to be a requirement for a "Designated" First Aider they will be appointed and may receive, on successful qualification/re-qualification, an annual allowance. The allowance will be met from within the individual delivery unit budget. Only designated First Aiders are entitled to receive this allowance. The duties of the Designated First Aiders are listed in Appendix A.
- 3.3. **Criteria to be used when selecting a First Aider.** Persons who are designated First Aiders must: -
- (a) be volunteers OR have the duty stated in their role profile;
 - (b) have a job which involves relatively little absence from the location for which they are to give first aid cover and
 - (c) be able and willing to undertake initial qualification training, if they do not hold a certificate, and any subsequent continuation training and re-qualification as required (see paragraph 10 below).

In premises where there is a mixed workforce, and the numbers are sufficient to warrant recruiting two or more First Aiders, consideration may be given to achieving equal numbers of male and female First Aiders.

- 3.4. **Inclusion of First Aider qualification in Role Profiles.** Where it is seen that the First Aider duties are of a level to form part of the primary duties of a post or number of posts, this fact will be included in the appropriate Role Profile(s). The post-holder(s) must be qualified to the appropriate standard and hold a valid certificate, or be prepared to undertake the necessary qualification training. The allowance in this case, is not applicable.
- 3.5. **Major Council Buildings or Complexes.** Where there are major Council buildings or a complex of buildings closely located in single or multi-service use, arrangements are to be made by the Premises Controller to co-ordinate the Designated First Aider provision. A current duty or availability roster is to be organised, and arrangements made that will enable first aid assistance to be summoned. Major Council buildings or complexes include Barnet House, Hendon Complex, Mill Hill Depot and North London Business Park.
- 3.6. **Arrangements to be made in the absence of Designated First Aider cover.** In the event of the premises or workplace:-
- (a) not requiring a Designated First Aider (e.g. too few employees, low risk);
 - (b) not having a volunteer to fill the requirement; or
 - (c) the Designated First Aider being absent for whatever purpose at any time the premises is in occupation and there being no cover arrangements

the responsible DU Director is to appoint a suitable person or persons, to take charge in the event of an incident requiring first aid, and, if so required, to control the First Aid Box (where the Designated First Aider is absent due to pre-planned absence another Designated First Aider must be appointed to cover that period of time). For the purposes of these arrangements this person will be known as the "**Appointed Person**". The duties of the Appointed Person are included in Appendix A. The Appointed Person will undergo training as outlined in section 4 below. In addition to these arrangements, where the requirement cannot be filled because of the lack of a volunteer, this fact is to be reported to the Area JNCCs.

4. TRAINING ARRANGEMENTS

4.1. **Designated First Aider** - Designated First Aiders will be required to undergo the following training;

- (a) **Initial Qualification Training** - Prior to appointment as a first aider- 4 days duration - Certificate issued on successful completion of examination. Valid for 3 years.
- (b) **Re-qualification Training** - Undertaken before certificate becomes invalid - 2 days of duration - certificate re-issued on successful completion of examination. Validity as with original certificate.
- (c) **Refresher Training** - 1 day (to be undertaken approximately 18 months after initial qualification/re-qualification).

Training priority will be given to Designated First Aiders, or persons required to hold a valid first aid certificate as part of their job description.

4.2. **Appointed Persons.** All Appointed Persons will attend an Emergency Treatment course as soon as possible after designation.

5. EQUIPMENT AND FACILITIES

5.1 **First Aid Boxes** - The following arrangements will be made within individual Delivery unit's regarding the provision of first aid boxes.

- (a) **Location** - The location of first aid boxes is to be such that individual boxes are accessible to persons on the premises at all times when the premises is open, yet can be controlled.
- (b) **Control** - The boxes are to be under the control of the Designated First Aider for the location/premises, or in their absence the Appointed Person.
- (c) **Number of Boxes** - The number of boxes is to be sufficient to give adequate coverage and control, given:-
 - (i) the size of the premises, work location, and time the premises, or part premises, is in use;

- (ii) the numbers of employees, and where applicable non-employees, on the premises.
 - (d) **Contents** - A list or contents is to be included within every first aid box. Analgesics, medicines, ointments, antiseptic preparations etc are **NOT** to be included in the first aid boxes. (See Appendix C for minimum contents).
 - (e) **Quantity and Stocking** - DU Directors are to establish arrangements to ensure that their boxes are stocked in accordance with the list of contents.
- 5.2. **Travelling First Aid Kits** - Employees who work away from Council premises will be issued with, or have access to, a travelling first aid kit.
- 5.3. **First Aid Rooms** - The need for a first aid room will be determined by risk assessment. Where one is required it will be easily accessible to stretchers and to any other equipment needed to convey patients to and from the room. It shall also be identified with the appropriate sign.
- 5.4. **Personal Protection**
- Disposable gloves and aprons should be available for the protection of staff performing First Aid. All personal protective equipment must be assessed before it is purchased (refer to section 16 of the Corporate Health, Safety and Welfare policy).
- 5.5. **Clinical Waste**
- Soiled dressings, wipes or swabs of any kind and any contaminated disposables such as gloves should not be allowed to contaminate furniture, fittings, etc. Services must establish arrangements for the safe disposal of clinical waste (refer to section 17 of the Corporate Health, Safety and Welfare policy).
- 6. ARRANGEMENTS FOR BRINGING FIRST AID PROVISION TO THE NOTICE OF EMPLOYEES**
- 6.1 **Induction Procedure** - Section 2 of the Corporate Health, Safety and Welfare policy requires that service induction training includes informing the new employee of the First Aid arrangements in the workplace.
- 6.2 **First Aid Notice** - Copies of First Aid Notices (See Appendix B) or a suitable alternative agreed by the Health and Safety Team are to be displayed in premises, with details completed. The location of each notice is dependent on the number of employees, the size of the premises coupled with the number of entrances (the entrances being a recommend location for this notice).
- 6.3. **Inclusion of Arrangements within Service Safety Policy**
Each Delivery unit Health, Safety and Welfare policy is to clearly state the arrangements for: -
- (a) The provision and location of the Designated First Aiders.

- (b) The post and location of the Appointed Persons, highlighting those premises where there is no Designated First Aider provisions.
- (c) The First Aid training requirements.
- (c) The provisioning, control and where appropriate, location of the First Aid Boxes.

7. ADDITIONAL INFORMATION

Further information on first aid can be obtained from the following sources:

Barnet Council's **Health and Safety Team**, for general information, telephone 0208 359 7955.

The Health and Safety Executive (HSE) website at;
<http://www.hse.gov.uk/firstaid/>

Legislation and further guidance

- Health and Safety (First Aid) Regulations 1981 (S.I. 1981 No. 917).
- Health and Safety at Work etc Act 1974.
- Health and Safety Executive Approved Code of Practice and Guidance for First Aid 1997.
- The Health & Safety (Miscellaneous Amendments) Regulations 2002
- First Aid Manual (Authorised Manual of St John Ambulance, St Andrew's Ambulance Association and British Red Cross Society) - 8th Edition.

RESPONSIBILITY FOR DELIVERY UNIT FIRST AID ARRANGEMENTS

1. **Premises/Facilities Managers** – Premises/Facilities managers and line managers are responsible for the following arrangements within their area of control: -
 - (a) Ensuring First Aid boxes are sufficient and suitable.
 - (b) Notifying the DU Director or their representative of First Aider and Appointed Person requirements for the premises, particularly in regard to training.
 - (c) Taking adequate measures for bringing the first aid arrangements in the premises to the notice of employees, and when applicable members of the public.
 - (d) Acting as the "Appointed Person" if necessary.

3. **Appointed Persons** - The "Appointed Person" for the premises or area, is required, in the absence of a Designated First Aider, to:-
 - (a) Take charge of the situation if a serious injury or major illness occurs. Initially this involves calling an ambulance and if necessary making arrangements for rendering the situation safe.
 - (b) Provide the emergency services with access to the site.
 - (c) Control the First Aid box/boxes.

4. **Designated First Aider** - The responsibilities of the Designated First Aider are as follows:-
 - (a) Management of Casualty:-
 - (i) Assessing the situation.
 - (ii) Identify the condition from which the casualty is suffering.
 - (iii) Giving immediate, appropriate and adequate treatment, bearing in mind that the casualty may have more than one injury and that some casualties will require more urgent treatment than others
 - (iv) Arranging, without delay for the transfer of a casualty to a doctor, hospital or home, according to the seriousness of the condition.

The responsibility ends when the casualty is handed over to the care of a doctor, a nurse or other appropriate person. Do not leave the incident until you have made a full report to whoever takes charge, and have ascertained if any further

assistance is required. You should also appraise the casualty's line manager of the action taken and the outcome.

(b) **Management of the First Aid Box.** Control of the first aid box. Ensuring box(es) is/are correctly stocked both in regard to the contents and the quantity. Following the appropriate delivery unit's procedure for restocking.

(c) **Other Responsibilities:-**

- (i) Notifying your line manager and Premises/Facilities manager, at least 6 months in advance of expiring of current certificate.
- (ii) Keeping your line manager and Premises/Facilities manager of your forthcoming planned absences and if you have to leave the premises unexpectedly.
- (iii) Attending the refresher-training course (approximately 18 months after qualification/re-qualification).
- (iv) Keeping your line manager and Premises/Facilities manager appraised of any developments in first aid or other matters that may affect the service's arrangements.
- (v) Ensuring an accident is reported in line with delivery unit procedures and on the council's on-line accident reporting system.

FIRST AID NOTICES



LOCATION OF FIRST AIDER/APPOINTED PERSON*			
NAME	LOCATION	PHONE	FA/AP*

ARRANGEMENTS FOR OUTSIDE NORMAL HOURS

1. APPOINTED PERSON.....
 LOCATION.....
2. LOCATION OF:-
 - (a) First Aid Facility/Box.....
 - (b) Emergency Phone:-.....
3. NEAREST HOSPITAL (Casualty Dept.).....

FIRST AID BOXES AND KITS

First aid boxes should contain a sufficient quantity of suitable first aid materials and nothing else. In most cases these will be:-

- (a) One Guidance card
- (b) Twenty individually wrapped sterile adhesive dressings (assorted sizes) appropriate to the work environment which may be detectable for the catering industry; (catering industry generally use blue plasters).
- (c) Two sterile eye pads, with attachment
- (d) Six individually wrapped triangular bandages.
- (e) Six safety pins
- (f) Six medium sized individually wrapped sterile un-medicated wound dressings (approx. 10cm x 8cm)
- (g) Two large sterile individually wrapped un-medicated wound dressing (approx. 13cm x 9 cm)
- (h) Three extra large sterile individually wrapped un-medicated wound dressings (approx. 28cm x 17.5cm)

Where mains tap water is not readily available for eye irrigation, sterile water or sterile normal saline (0.9%) in sealed disposable containers should be provided. Each container should hold at least 300ml and should not be re-used once the sterile seal is broken. At least 900 ml should be provided. **Eye baths/eye cups/refillable containers should not be used for eye irrigation.**

Contents of the boxes and kits should be replenished as soon as possible after use in order to ensure that there is always an adequate supply of materials. Items should not be used after the expiry date shown on products. It is therefore essential that first aid equipment be checked frequently to make sure that there are sufficient quantities of usable items.

First aid boxes should be made of suitable materials, designed to protect the contents from damp and dust and marked with a white cross on a green background in accordance with the Health & Safety (Safety Signs & Signals) Regulations 1996.



In some cases (i.e. school visits) the use of a travelling first aid kit may be appropriate.

Travelling First-Aid Kits

The contents of travelling first-aid kits should be appropriate for the circumstances in which they are to be used. At least the following should be included:-

- (a) Card giving the general first-aid guidance
- (b) Six individually wrapped sterile adhesive dressing
- (c) One large sterile un-medicated dressing
- (d) Two triangular bandages
- (e) Two safety pins
- (f) Individual wrapped moist cleaning wipes

Supplementary Equipment

Certain supplementary equipment may be held. These should be kept in a safe place but not in the first aid box:-

- (a) A suitable stretcher
- (b) A number of blankets, however these should be kept free from dust and damp
- (c) Disposable gloves and aprons
- (d) Suitable plastic disposal bags for soiled or used first aid dressing
- (e) Tape for sealing bags
- (f) Blunt ended stainless steel scissors (min length 12.70cm)

FLOW CHART TO ASSIST DU's IN COMPLYING WITH THE POLICY

