

INSTRUCTION 5

FIRST AID

References:

- A. Health and Safety at Work Act 1974
- B. The Health and Safety (First Aid) Regulations (as amended)

Introduction

5.1 People at work can suffer injuries or fall ill. It does not matter whether or not the injury or illness is caused by the work they do, it is important that they receive immediate attention and that an ambulance is called in serious cases.

5.2 The Health and Safety (First Aid) Regulations, place a general duty on the Council to make adequate First Aid provision for all employees should they be injured or become ill at work.

Definitions

5.3 A person trained in First Aid at Work (FAW) - a person who holds a current First Aid Certificate issued following attendance at a training course approved by the Health & Safety Executive. This person can apply emergency first aid to someone who is injured or becomes ill at work. They can also apply first aid for a range of specific injuries & illnesses.

5.4 A person trained in Emergency First Aid at Work (EFAW) - A person authorised and trained to take charge of a situation if there is a serious illness or injury, and to oversee first aid arrangements generally where no First Aider is appointed. This person can give emergency first aid to someone who is injured or becomes ill at work but is not trained on specific injuries or illnesses.

First aider provision

5.5 The extent to which first aid assistance is available in each department varies with the degree of risk present in each location. First aid boxes are provided in each department or building and these boxes are in the care of an appointed person who may or may not be a qualified first aider. In high risk areas, at least one person qualified in first aid should be readily available to render immediate help, to look after the first aid equipment and to supervise the first aid room, if one is provided.

5.6 Where a department and/or building is occupied out of normal working hours, the head of department or supervisor must make arrangements to provide adequate and suitable first aid cover for potential accidents or injuries, taking into account the type of activities being carried out during these times.

5.7 Where a building is shared with other departments or agencies, agreement must be reached on first aid arrangements with the other parties so as to ensure suitable and sufficient first aid provision for the whole premises and all staff. Such agreements should be properly documented.

Responsibilities

5.8 Service Manager (Health and Safety) is responsible for:

- Assessing first aid needs of the Council;
- Organising the provision of first aid training;
- Organising recall of first aiders for refresher training;
- Arranging counselling for staff that have witnessed or have been subject to a traumatic incident;

- Arranging monthly payments to employees responsible for first aid within their workplace and who hold a current First Aid Certificate;
- Ensuring that the First Aid Policy and Procedures are reviewed from time to time;
- Ensure that suitable and sufficient assessments are carried out to ascertain first aid needs.

5.9 Managers/supervisors are responsible for:

- Ensuring they have sufficient first aid cover within their area;
- Organising provision and replenishment of first aid equipment, appropriate to the risks of injuries that could arise from departmental activities, and to place this equipment in the care of an appointed person or qualified first aider;
- Recording any joint cover arrangements with other departments;
- Liaising with the health and safety manager on first aid issues;
- Ensuring notices giving the names and locations of the qualified first aiders, appointed persons and the locations of the first aid boxes are up to date;
- Ensuring there is a suitable allocation of funds from the departments budget for the training and re-training of First Aiders;
- Bringing to the attention of all employees, particularly at induction, the first aid arrangements i.e. names of First Aiders and/or Appointed Persons and locations of First Aid Boxes.

5.10 First Aid at Work trained persons are responsible for:

- Responding promptly to calls for assistance within their area;
- Taking control of an emergency situation and give appropriate first aid in line with their training and where necessary delegate members of staff to undertake the following tasks:
 - ring emergency services;
 - wait for ambulance;
 - directing paramedics to the scene of incident.
- In a serious emergency, clearing the area of people not involved in the incident to ensure that they are not subjected to further personal stress.
- Checking the contents of first aid boxes and ensuring: there is an adequate supply of materials and those supplies have not passed any expiry date; and advising the health and safety department on deficiencies;
- Ensuring that the first aid administered, is recorded on the General Reporting Form.

5.11 EFAW trained persons are responsible for:

- Taking control of a situation when a First Aider is either not appointed or not available and give appropriate assistance in line with their training and where necessary delegate members of staff to undertake the following tasks:
 - ring emergency services;
 - wait for ambulance;
 - directing paramedics to the scene of incident.

Reporting of accidents

5.12 All accidents must be reported as laid down in instruction 3 and Annex H.

Indemnity

5.13 All First Aiders who are in receipt of a valid first aid at work certificate regarding Emergency First Aid Training will be covered by the Council's Public and Employer's liability insurance, such insurance covers:

- First Aiders for Injury to self or the First Aiders property, providing negligence on the part of the Council or its employees can be established;
- Claims of negligence made by individuals against the First Aider.