

SECTION 2(5)

FIRST AID

RECORD OF REVIEW

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INTRODUCTION

It is important that proper first aid is administered immediately following an injury as failing to do so can mean that a minor injury can become infected and might even make the difference between life and death.

The Health and Safety (First Aid) Regulations 1981 place a general duty on employers to make, or ensure that there is made, adequate First Aid provision for their employees if they are injured or become ill at work. Although there is no requirement under the Regulations for employers to make provision for persons who are not in their employ, such as members of the public or pupils/students, it is, however, suggested that employers whose premises are regularly attended by such persons may wish to make some provision for them. In addition, schools and colleges have a general responsibility under common law to take reasonable care of their pupils/students.

The Health and Safety Executive issued a revised Approved Code of Practice (ACOP) to accompany the Regulations which had implications for all establishments. The main change in the revised ACOP is to abandon the rigid link between employee numbers and First Aid provision and to require employers to assess the hazards in each part of the workplace and make appropriate provision based upon that assessment. It is prudent for assessors to decide upon First Aid arrangements taking into account the possible numbers of visitors, pupils/students, contractors, clients, etc likely to frequent the premises.

APPROVED CODE OF PRACTICE

Application

The revised ACOP applies to all establishments within Bracknell Forest Council. Where there are employees, pupils/students clients, etc with disabilities, long-standing medical conditions or allergies which require special attention, individual advice should be sought about their treatment in the case of accidents.

Scope

Managers/others in charge/governing bodies will need to consider what action they should initiate to comply with the ACOP. It is suggested that such action might consist of:

- a) an initial assessment of the hazards to employees, members of the public and pupils/students present or visiting the premises;
- b) a review of the type of First Aid provision which should be made in terms of:
 - i) Personnel, and their selection and training;
 - ii) Resources;
 - iii) Procedures.

ASSESSMENT

In most premises any assessment will necessarily involve several persons with a specialist knowledge of different departments and areas of work. Such an assessment should be co-ordinated by a senior member of staff. In premises/sites with significant risks to employees, the local manager/supervisor must be a key contributor to the assessment.

In secondary schools, non-teaching staff representatives such as science and craft technicians and clerical staff should be involved and lunchtime supervisors and school caretakers should also

be consulted if risks which are present before and after pupils' hours and during lunch breaks are to be properly assessed.

The final assessment should be a report in written form which details those areas where there are hazards and the particular timing and degree of those hazards. It should go on to specify what provision in terms of trained personnel and resources will be provided to meet those hazards and specify the procedures to be followed in cases of accident or illness. This document would form part of the local policy statement, organisation and arrangements for health, safety and welfare at work. The records of assessment and action to be taken are a key element of the requirements under the Management of Health and Safety Regulations 1999.

RESOURCES

The ACOP recommends that, as a minimum, an employer should provide an appointed person at all times when employees are at work.

Appendix 1 answers some basic questions about first-aid provision at work. It may be useful to all employers, managers and others involved in first aid.

Under the Regulations, there should already be at least one Appointed Person. It is strongly recommended that each establishment considers increasing this number. Absences due to unavoidable reasons make it necessary for all establishments to have at least two Appointed Persons. More are recommended where the number of visitors and/or pupils/students or the nature of the site makes this advisable. Cover should be maintained during all working hours.

It is strongly recommended that there be at least one trained and certificated First Aider in every establishment and, to this end, the Council has encouraged employees to attend the qualifying courses organised by Learning & Development. It is for Managers/Heads of Establishments/Governing Bodies to decide in the light of the assessment carried out whether or not this level of provision will be sufficient for their needs, bearing in mind possible absence due to sickness, leave, courses, school journeys, etc.

Equipment

In the vast majority of cases, First Aid boxes are the only equipment necessary.

In offices where a First Aid room is available and in schools with a Medical Inspection Room, every effort should be made not to use it for any other purpose. A list of the equipment etc with which the room is supplied should be available in book or poster form and all items should be checked regularly to ensure they are present and current.

Location

The location of First Aid boxes will be determined by the result of the assessment carried out, and should naturally be placed in convenient and suitable locations.

In premises, such as offices, depots, etc, a site close to the reception area may be used. In residential premises, sheltered housing and similar establishments, First Aid facilities should be located close to communal areas. In swimming pools and sports centres, a site adjacent to the main use areas will usually be required.

In schools these are likely to be laboratories, heavy and light craft rooms, gymnasias and sports halls, home economics areas and textiles rooms; they will also need to be placed in areas of easy access during break and lunchtimes. Clerical offices, libraries, staff rooms and offices of pastoral heads are probably best suited to this purpose.

Hall-keeping staff and school caretakers will be best able to advise on the location of boxes maintained primarily for the use of cleaning and maintenance staff. These should not be in areas which are locked out of normal working hours.

Any school, youth centre, day care centre etc operating a mini-bus should ensure that a First Aid kit of the correct type is carried at all times when the bus is in use.

PROCEDURES

All premises should establish procedures for dealing with accidents and illness and ensure that all staff are aware of and follow those procedures and that they are reviewed from time to time. Such procedures will include:

- a) Procedures for contacting the emergency services, hospitals and local GPs in the event of accidents which cannot be dealt with on the spot. Up-to-date lists showing names, addresses, telephone numbers, transport arrangements and other details should be clearly and prominently displayed at strategic locations on each site. Up-to-date lists giving the names, locations and extension numbers of all trained First Aiders and appointed persons should be similarly displayed and also attached to each First Aid box, and as an Appendix to the Department/Location Health and Safety Policy document.
- b) Procedures for recording all accidents. A standard internal Council accident report form is available and should be completed - see Section 2(1) for further information on the reporting of accidents: [Section 2\(1\) Incident Reporting](#)
- c) Procedures for conforming to the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR), see above link.
- d) In schools it is important to lay down procedures for recording illness of children during the school day. Where children are known to be suffering from a condition which necessitates medication during the school day, eg: asthma, and the school accepts responsibility for the safe keeping of that medication, strict procedures should be laid down to ensure that a pupil is given only the correct item.

CHECKLIST FOR MANAGERS

A check list to enable assessment of arrangements is included as Appendix 2.

YOUR QUESTIONS ANSWERED

Q1: What is first aid at work?

People at work can suffer injuries or fall ill. It doesn't matter whether the injury or the illness is caused by the work they do or not. What is important is that they receive immediate attention and that an ambulance is called in serious cases. First aid at work covers the arrangements you must make to ensure this happens. It can save lives and prevent minor injuries becoming major ones.

Q2: So what do I need to do?

The Health and Safety (First-Aid) Regulations 1981 require you to provide adequate and appropriate equipment, facilities and personnel to enable first aid to be given to your employees if they are injured or become ill at work.

What is adequate and appropriate will depend on the circumstances in your workplace *and you should assess what your first aid needs are* (see Q3).

The minimum first-aid provision on any work site is:

- a suitably stocked first-aid box (see Q4);
- an appointed person to take charge of first-aid arrangements (see Q5).

It is also important to remember that accidents can happen at any time. *First-aid provision needs to be available at all times people are at work.*

Q3: What should I consider when assessing first-aid needs?

Many small firms will only need to make the minimum first-aid provision. However, there are factors which might make greater provision necessary. The checklist in Table 1 covers the points you should consider.

Table 1 Checklist

Aspects to consider	Impact on first-aid provision
1 You are required by law to make an assessment of significant risks in your workplace. What are the risks of injury and ill health identified in this risk assessment?	If the risks are significant you may need to employ first aiders (see Q6 and Q7).
2 Are there any specific risks, eg working with: <ul style="list-style-type: none"> • hazardous substances; • dangerous tools; • dangerous machinery; • dangerous loads or animals? 	You will need to consider: <ul style="list-style-type: none"> • specific training for first aiders; • extra first-aid equipment; • precise siting of first-aid equipment.
3 Are there parts of your establishment where different levels of risk can be identified (eg in machine workshops)?	You will probably need to make different levels of provision in different parts of the establishment.

4 What is your record of accidents and cases of ill health? What type are they and where did they happen?	You may need to: <ul style="list-style-type: none"> locate your provision in certain areas; review the contents of the first-aid box (see Q4).
5 How many people are employed on site?	You may need to employ first aiders (see Q6 and Q7).
6 Are there inexperienced workers on site, or employees with disabilities or special health problems?	You will need to consider: <ul style="list-style-type: none"> special equipment; local siting of equipment.
7 Are the premises spread out, eg are there several buildings on the site or multi-floor buildings?	You will need to consider provision in each building or on several floors.
8 Is there shift work or out-of-hours working?	Remember that there needs to be first-aid provision at all times people are at work.
9 Is your workplace remote from emergency medical services?	You will need to: <ul style="list-style-type: none"> inform local medical services of your location; consider special arrangements with the emergency services.
10 Do you have employees who travel a lot or work alone?	You will need to: <ul style="list-style-type: none"> consider issuing personal first-aid kits and training staff in their use; consider issuing personal communicators to employees.
11 Do any of your employees work at sites occupied by other employers?	You will need to make arrangements with the other site occupiers.
12 Do you have any work experience trainees?	Your first-aid provision must cover them.
13 Do members of the public visit your premises?	You have no legal responsibilities for non-employees, but HSE strongly recommends you include them in your first-aid provision.

Q4: What should I put in the first-aid box?

There is no standard list of items to put in a first-aid box. It depends on what you assess the needs are. However, as a guide, and where there is no special risk in the workplace, a minimum stock of first-aid items would be:

- a leaflet giving general guidance on first aid, eg HSE leaflet *Basic advice on first aid at work* (see 'Where can I get further information?');
- 20 individually wrapped sterile adhesive dressings (assorted sizes);
- two sterile eye pads;
- four individually wrapped triangular bandages (preferably sterile);
- six safety pins;
- six medium-sized (approximately 12 cm x 12 cm) individually wrapped sterile unmedicated wound dressings;

- two large (approximately 18 cm x 18 cm) sterile individually wrapped unmedicated wound dressings;
- one pair of disposable gloves.

You should not keep tablets or medicines in the first-aid box.

The above is a suggested contents list only; equivalent but different items will be considered acceptable.

Q5: What is an appointed person?

An appointed person is someone you choose to:

- take charge when someone is injured or falls ill, including calling an ambulance if required;
- look after the first-aid equipment, eg restocking the first-aid box.
- In exceptional circumstances, covering for an absent First Aider.

Appointed persons should not attempt to give first aid for which they have not been trained. The Council runs a one day 'Appointed Person's course which covers the following topics:

- Control Bleeding
- Dealing with choking burns and scalds
- Recognise the principles of First Aid.
- Treatment of an unconscious casualty
- Carry out resuscitation
- Carry out Communication and delegation in an emergency

Remember that an appointed person should be available at all times people are at work on site - this may mean appointing more than one.

Q6: What is a first aider?

A first-aider is someone who has done training appropriate to the level identified in the needs assessment. This may be:

- first aid at work (FAW); or
- emergency first aid at work (EFAW); or
- some other first-aid training appropriate to the particular circumstances of your workplace.

The findings of your first-aid needs assessment (see Q3) will identify whether first-aiders should be trained in FAW, EFAW, or some other appropriate level of training. EFAW training enables a first-aider to give emergency first aid to someone who is injured or becomes ill while at work. FAW training includes the same content as EFAW and also equips the first-aider to apply first aid to a range of specific injuries and illness.

As a guide, Table 2 suggests the first-aid personnel to provide under different circumstances.

Other appropriate levels of training may have specialist or additional content appropriate to your particular circumstances.

To help keep their basic skills up to date, it is strongly recommended that your first-aiders undertake refresher training. For refresher training first-aiders should attend the 2 Day First Aid at Work Requalification Course. Staff attending this course must be in possession of a valid First Aid at Work certificate which is not out of date by more than 28 days.

Advice on first aid training is available from available from the Councils Learning & Development Team on 01344 352293. You may decide, following your first-aid assessment, that you need one or more first aiders. A first aider can undertake the duties of an appointed person.

Q7: How many first aiders or appointed persons do I need?

It is not possible to give hard and fast rules on when or how many first aiders or appointed persons might be needed. This will depend on the circumstances of each particular department, section or worksite. Refer to Table 2 after working through the assessment checklist in Table 1. It offers suggestions on how many first aiders or appointed persons might be needed in relation to categories of risk and number of employees. The details in Table 2 are suggestions only - they are not definitive nor are they a legal requirement. It is for you to assess your first-aid needs in the light of your particular circumstances.

Where there are special circumstances, such as remoteness from emergency medical services, shift work, or sites with several separate buildings, there may need to be more first-aid personnel than set out in Table 2. Increased provision will be necessary to cover for absences. First-aid personnel should be available at all times people are at work.

Table 2 Suggested numbers of first-aid personnel

Category of risk	Numbers employed at any location	Suggested number of first-aid personnel
Lower risk eg offices and libraries	Fewer than 50	At least one appointed person
	50-100	At least one first aider
	More than 100	One additional first aider for every 100 employed
Medium risk eg, food processing, warehousing, storage areas where light engineering activities take place	Fewer than 20	At least one appointed person
	20-100	At least one first aider for every 50 employed (or part thereof)
	More than 100	One additional first aider for every 100 employed
Higher risk eg extensive work with dangerous machinery or sharp instruments, where construction activities are taking place	Fewer than 5	At least one appointed person
	5-50	At least one first aider
	More than 50	One additional first aider for every 50 employed

Q8: Do I have to provide specialist first aid for young children?

The Early Years Foundation Stage (EYFS) is given legal force through an Order and Regulations made under the Childcare Act 2006. It applies to all schools and early years providers in Ofsted registered settings attended by young children (birth to the end of the academic year in which a child has their 5th birthday).

It is mandatory for at least one person who has a current paediatric first aid certificate to be on the premises at all times when children are present. There must also be at least one person who goes on 'Offsite Visits' who has a current paediatric first aid certificate.

Q9: Do I have to do anything else?

You have to inform your employees of the first aid arrangements. Putting up notices telling staff who and where the first aiders or appointed persons are and where the first-aid box is will usually be sufficient. But don't forget that you will need to make special arrangements to give first-aid information to employees with reading or language difficulties.

Q10: Where can I get further information?

Advice on first aid training is available from available from the Council's Learning and Development Team on 01344 352293.

Information on all aspects of first aid at work is available on the first aid web pages of HSE's website at www.hse.gov.uk/firstaid/index.htm

FIRST AID ARRANGEMENTS - A CHECK LIST

	Response		Action By
	Yes	No	
Is there an adequate number of trained First Aiders to cover all locations (especially identified hazard areas), allowing for staff absences etc?			
Is there a sufficient number of Appointed Persons in place to cover for absent First Aiders and each other? Do they fully understand their duties?			
Is there an up-to-date list of all First Aiders and Appointed Persons prominently displayed on notice boards and by First Aid boxes?			
If there is a First Aid/Medical Inspection room, does every qualified First Aider have a key to it and is the equipment complete and current?			
Are there sufficient First Aid boxes and are they situated in suitable places?			
Are mini-buses provided with a first aid kit?			
Are there travelling kits available for external visits, school journeys etc?			
Is there a prominently displayed and up-to-date list of local hospital casualty departments and GPs with addresses and telephone numbers for use in an emergency?			
Is there a system for notifying next-of-kin, parents/guardians etc of seriously injured employees, trainees or pupils/students when an accident occurs?			
Are there employees, trainees and/or pupils/students with disabilities, medical conditions or allergies which require special attention in the case of accident or emergency? Who knows about these people and of the special treatment or action needed?			
Is there a clear procedure for notifying potential hazards to the appropriate authorities?			
Is there a general awareness throughout the establishment of the importance of safety and provision for basic training to cope with accidents and emergencies?			
Has there been a review of procedures in the last year aimed at reducing the risk of accidents on the premises and to ensure that all accidents are dealt with in the most speedy and efficient way?			
Is information available on where to obtain further advice and guidance on First Aid and accident prevention?			