
Report To:	Policy and Resources Committee	Date:	15 November 2016
Report By:	Head of Organisational Development, Human Resources and Communications	Report No:	HR/27/16/PR
Contact Officer:	Pauline Ramsay Health and Safety Team Leader	Contact No:	01475 714723
Subject:	First Aid at Work Policy		

1.0 PURPOSE

- 1.1 The purpose of this report is to seek Committee approval for adoption of a new First Aid at Work Policy (Appendix1).

2.0 SUMMARY

- 2.1 The Health and Safety (First-Aid) Regulations 1981 place a duty on employers to provide adequate and appropriate equipment, facilities and personnel to ensure their employees receive immediate attention if they are injured or taken ill at work. This policy formalises these duties into a corporate policy.
- 2.2 The Health and Safety at Work etc. Act places a duty on employers to prepare a written statement of their general policy and as part of that policy to have in place arrangements for the implementation of Health and Safety. The First Aid at Work Policy will form part of the Council's arrangements for Health and Safety.
- 2.3 The policy sets out how the Council will assess first aid requirements in line with the relevant legislation and HSE guidance documentation.
- 2.4 The People and Organisational Strategy was approved by the Policy and Resources Committee in September 2016. This particular proposal is contained within Theme 2 - Employee Skills Development, Leadership, Succession Planning (Employees our most Valuable Resource) and Theme 3 - *Employer of Choice (Continuous Improvement)* in that it focuses on the health, safety and welfare of our workforce.

3.0 RECOMMENDATIONS

- 3.1 The Committee is recommended to approve the First Aid at Work Policy.
- 3.2 The Committee is asked to support this policy by active promotion of Health and Safety.

4.0 BACKGROUND

- 4.1 Inverclyde Council is required to ensure that first aid needs are assessed in line with its legal duties as defined by the Health and Safety (First-Aid) Regulations 1981 (as amended), the Management of Health and Safety at Work regulations 1999 and the Health and Safety at Work etc. Act 1974.
- 4.2 By law (Health and Safety at Work etc. Act 1974 section 2(3)) if you employ five or more people you must have a written health and safety policy. This contains a statement of general policy on health and safety at work in the organisation and arrangements in place for putting that policy into practice. The First Aid at Work Policy details the arrangements the Council has in place for ensuring adequate first aid provision for its employees and others affected by our undertakings.
- 4.3 The First Aid at Work Policy sets a clear direction for the Council to follow; it will contribute to all aspects of business performance as part of a demonstrable commitment to continuous improvement. It will demonstrate a shared common understanding of the Council's vision, values and beliefs. A positive Health and Safety culture is fostered by the visible and active leadership of senior managers. This is reflected within the policy.
- 4.4 The policy consists of the following main sections:
 - Statement of Policy
 - Roles and Responsibilities
 - How the Policy should be implemented
 - Management Requirements
 - Information and Training Requirements
- 4.5 This policy replaces the Council's First Aid at Work Policy 1999 which has been withdrawn. It has been reviewed and now includes information on:
 - first aid accreditation for training providers,
 - Automated External Defibrillators (AED's) and,
 - an updated first aid needs assessment form.

5.0 PROPOSALS

- 5.1 The First Aid at Work Policy be adopted by Inverclyde Council and used as a framework to further enhance the safety of employees and those affected by the work of the Council.

6.0 IMPLICATIONS

Finance

- 6.1 There are no financial implications for this report.

Financial Implications:

One off Costs

Cost Centre	Budget Heading	Budget Years	Proposed Spend this Report £000	Virement From	Other Comments
N/A					

Annually Recurring Costs/ (Savings)

Cost Centre	Budget Heading	With Effect from	Annual Net Impact £000	Virement From (If Applicable)	Other Comments
N/A					

Legal

- 6.2 Legal: Failure to have a robust policy in place and to implement it could result in enforcement action being taken against the Council.

Human Resources

- 6.3 There are no Human Resources implications.

Equalities

- 6.4 There are no Equalities issues within this report.

Repopulation

- 6.5 There are no repopulation issues within this report

7.0 CONSULTATIONS

- 7.1 The First aid at Work Policy has been coordinated through the Corporate Health and Safety Committee with Health and Safety seeking the views of both union and management colleagues. The Trades Unions have agreed the Policy.

8.0 LIST OF BACKGROUND PAPERS

- 8.1 Appendix 1 – First Aid at Work Policy

APPENDIX 1

OD, HR & Comms

First Aid at Work Policy

Version 2.0

Produced by:
Health and Safety OD, HR & Comms

Inverclyde Council
Municipal Buildings
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November 2016



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DOCUMENT CONTROL

Document Responsibility		
Name	Title	Service
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Change History		
Version	Date	Comments
1.0	October 1998	Original
2.0	November 2016	Updated re first aid accreditation for training providers. AED information Updated First Aid Needs Assessment form.

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Policy Review		
Review Date	Person Responsible	Service
Nov 2017	Health and Safety Team Leader	OD, HR & Comms

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DRAFT

1 INTRODUCTION

- 1.1 The Health and Safety (First-Aid) Regulations 1981 require the Council to provide adequate and appropriate equipment, facilities and personnel to ensure their employees receive immediate attention if they are injured or taken ill at work.
- 1.2 What is 'adequate and appropriate' will depend on the circumstances in the 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 required. Services should carry out an assessment of first-aid needs to determine what to provide.

2 POLICY STATEMENT

- 2.1 It is the policy of Inverclyde Council to take all reasonably practicable steps to safeguard the health, safety and welfare at work of all of its employees. The council will comply with all aspects and provisions of the Health & Safety at Work etc. Act 1974; the Health and Safety (First Aid) Regulations 1981; and all other relevant statutory obligations. This includes the organisation and arrangements required to ensure first aid provision for employees and others who may be affected by our undertakings.

A high standard of health and safety performance is recognised as an integral part of the council's service delivery. Therefore, sufficient resources will be allocated to meet the requirements of the council's First Aid at Work Policy.

- 2.2 This standard will be achieved by:-

- The council meeting its responsibilities to employees in a way that recognises that legal requirements are the minimum standard.
- Promoting and maintaining a positive health and safety culture which secures the commitment and participation of all employees. Inverclyde Council believes that this can best be achieved by partnership working in conjunction with trade union safety representatives. The "organisation" and "arrangements" sections of this policy make references to how this will be achieved in practice.
- The provision of adequate and appropriate equipment and facilities to enable first aid to be rendered to employees if they are injured or become ill at work.
- The appointment of an adequate number of first aiders/appointed person for rendering first aid to employees if they are injured or become ill at work.
- The provision of training and specialist training if necessary to ensure that first aiders/appointed persons are suitable to render first aid.
- The provision of information to employees of the first aid arrangements in place at their place of work.

- 2.3 Adopting a planned and systematic approach to the implementation of the Council's First Aid at Work Policy to :-

- Ensure that appropriate first aid treatment is available as and when required.

2.4 The aim of this policy is to reduce the effects of injury or illness suffered at work, whether caused by the work itself or not. This means that sufficient first aid equipment, facilities and personnel will be available at all times, taking account of alternative work patterns, to:

- Summon an ambulance or other professional help.
- Give immediate assistance to casualties with both common injuries or illnesses and those likely to arise from specific hazards at work.

3 SCOPE

3.1 This policy applies equally to all employees regardless of grade, experience or role within the organisation. The policy also applies to contracted staff as far as is reasonably practicable and to pupils, service users or members of the public who have access to Council premises.

3.2 The Regulations do not place a legal duty on employers such as the Council to make first-aid provision for non-employees such as the public or children in schools. However, the HSE strongly recommends that non-employees are included in an assessment of first-aid needs and that provision is made for them. As such Services should ensure that any assessment of first aid needs includes provision for the public and children in schools.

4 CONSULTATION & IMPACT ASSESSMENT

4.1 Inverclyde Council recognises the importance of employee consultation and is committed to involving all employees in the development of policies and procedures. The following groups are formally consulted:

- Trade Union Representatives through the Corporate Health and Safety Committee.
- All Chief Officers.
- Employees via the Council Intranet.

4.2 An Equalities Impact Assessment was carried out using the Council's Equalities Impact Assessment Template.

5 ROLES & RESPONSIBILITIES

In addition to the responsibilities laid out in the Corporate Health and Safety Policy the following responsibilities are specific to this Policy.

5.1 Corporate Directors

Corporate Directors have a collective and individual responsibility to employees in providing Health and Safety Leadership within Inverclyde council, they should ensure that their Directorate has:-

- as far as is practicable, the adequate provision of financial resources to meet the foreseeable expenditure pertaining to the provision of First Aid.

- adequately trained first aiders that are able to discharge competently their responsibilities.

5.2 Heads of Service

Heads of Service will have a pivotal role in the effective implementation of the First Aid at Work Policy. They shall be responsible for ensuring:

- That this policy is implemented within those areas under their control or influence.
- That there is a system to monitor first aiders and appointed person qualifications and to ensure that they undergo retraining within the three year period.
- That where two or more Services are located within a building to liaise with other Heads of Service to co-ordinate the first aid arrangements ensuring that the required number of first aiders have current qualifications.
- That adequate equipment or facilities are provided and maintained and
- That suitable notices are displayed informing employees of the arrangement for first aid provision.

5.3 Managers/Team Leaders/Supervisors

Any person who has a managerial/supervisory responsibility for other employees, whatever title they are given has the responsibility to ensure:

- that first aiders under go the required training and retraining within the three year period.
- that first aid equipment and facilities are checked and maintained.
- That suitable notices are displayed informing employees of the arrangements for first aid provision.
- OD, HR & Comms are informed of any designated First Aiders so that payment can be arranged.
- That a first aid risk assessment is carried out.

5.4 Employee Responsibilities

All employees have a responsibility to ensure that they are complying with the health and safety procedures and requirements appropriate to their job. To achieve this, in relation to this Policy, employees should:

- Where designated as a first aider or appointed person ensure that checks on equipment or facilities are checked and maintained.
- Inform their line manager immediately their First Aid certificate lapses or they no longer carry out first aid duties as a designated first aider.

5.5 Health and Safety Team Leader

The Council Health and Safety Team Leader shall ensure that the First Aid at Work Policy is monitored for effectiveness, is subject to regular review, and is revised when necessary. This shall be done in conjunction with Heads of Service and Trades Union safety representatives.

5.6 Corporate Health and Safety Committee

The Corporate Health and Safety Committee will perform a pivotal role in ensuring that this policy is implemented.

The safety committee will oversee monitoring of the effectiveness of the policy and other measures to reduce risks and promote workplace health and safety.

6 ARRANGEMENTS

These arrangements outline the Council's intentions regarding First Aid at Work.

6.1 Definitions

First Aid - Employees at work can suffer injuries or be taken ill. It doesn't matter whether the injury or illness is caused by the work they do or not, it is important to give them immediate attention and call an ambulance in serious cases. First aid at work covers the arrangements you should make to ensure this happens. It can save lives and prevent minor injuries becoming major ones.

Appointed Person - When the first-aid needs assessment indicates that a first-aider is unnecessary, the minimum requirement is to appoint a person to take charge of first-aid arrangements. The roles of this appointed person include looking after the first-aid equipment and facilities and calling the emergency services when required. They can also provide emergency cover, within their role and competence, where a first-aider is absent due to unforeseen circumstances (annual leave does not count).

6.2 Allowances and Requalification

6.2.1 Allowances

The annual first aid allowances set out in the Conditions of Service will be paid to employees who are authorised by Services to act as first aiders and have completed the First Aid at Work course and/or suitable refresher course on a three yearly basis.

There is no payment associated with the role of appointed persons or for employees holding the Emergency First Aid at Work qualification.

Where an employees job role requires that they must hold a First Aid at Work Qualification or similar and this has been recognised within the Council's Job Evaluation Scheme there will be no additional first aid allowance paid.

Allowances will only be paid where a certificate containing the following minimum information is provided to OD, HR and Comms.

- name of training organisation.
- name of qualification.
- name of individual.
- a validity period for three years from date of course completion.
- an indication that the certificate has been issued for the purposes of complying with the requirements of the Health and Safety (First-Aid) Regulations 1981.

- a statement that teaching was delivered in accordance with currently accepted first-aid practice.

6.2.2 Requalification

The first aid allowance will cease to be paid three years from the date of the previous certification or recertification certificate or if no certificate indicating requalification is received. Requalification should take place within one month of the expiry of the certificate otherwise the full First Aid at Work Course should be completed.

6.3 First Aid Needs Assessment

The provision of first aiders should not be based on numerical factors alone e.g. one first aider per 50 employees, instead it is essential that Services examine the risks associated with the area of operation and identify measures which need to be taken to prevent or control these risks. Information gathered from the risk assessment can help Services carry out their assessment of first-aid needs if preventive or control measures fail. Identifying the likely nature of an accident or injury will help the Service work out the type, quantity and location of first-aid equipment, and the facilities and personnel to provide.

There are 4 layers of first aid provision, the first aid needs assessment will help determine the most appropriate level to enable the Council to comply with the Regulations. These levels are:

- Appointed Person (AP).
- Emergency First Aid at Work (EFAW).
- First Aid at Work (FAW).
- Additional training.

When carrying out an assessment of first aid needs the following should be considered by the Service:

- The nature of the work and workplace hazard and risk.
- The nature of the workforce.
- The accident history of the service.
- How many people are likely to need first aid.
- The needs of any employees who are travelling, work remotely or are lone workers.
- Work patterns.
- How the workforce is distributed.
- How remote places are from the emergency services.
- Employees working on shared or multi occupancy sites.
- Annual leave and other absences of first aiders and appointed persons
- First aid provision for non-employees.

The Checklist at Appendix 1A can be used to assist in carrying out a first aid needs assessment. A worked example is included at Appendix 1B The HSE's First Aid at Work Assessment Tool can also be used by Services to determine the type and number of first aiders required in the workplace. <http://www.hse.gov.uk/firstaid/assessmenttool.htm>

The assessment of needs should also take into account planned absences of first aiders, e.g. training courses, annual leave and flexible working arrangements or shift patterns,

The flow chart in Appendix 2 gives a general guide on how many first-aiders or appointed persons might be needed.

6.4 First Aid Provision for Non Employees

While the First Aid at Work Regulations do not require the Council to provide first aid at work for anyone other than their employees HSE guidance strongly recommends that employers include non-employees in their assessment of first aid needs. Account should also be taken of any special requirements and additional first aid training arranged where needed. For example training to cover:

- Pupils or Service Users with Additional Support Needs.
- Paediatric First Aid for Primary Schools and Nurseries.

6.5 Records

A record of first aid treatment should always be kept, this should include:

- Date, time and place of the incident.
- Name and job of the injured or ill person.
- Details of the injury/illness and what first aid was given.
- What happened to the person immediately afterwards (for example, went to work, went home, ambulance called etc).
- Name and signature of the first aider or person dealing with the incident.

Where the first aid is provided as a result of an accident or incident at work, as opposed to a medical issue, then the Council's policy on reporting accidents and incidents must be followed and the incident reported online via the Council's Internal Incident reporting link on Icon. Where necessary a RIDDOR report may also have to be made.

6.6 Recruitment and Selection of First Aiders

It will be necessary, from time to time, to recruit and appoint new first aiders, the employing department should consider:-

- Availability during the working day.
- The demands and nature of the first aid cover.
- The personal attributes required e.g. reliability, likely to remain calm in an emergency.
- Ability to deal with incidents.

Written records of the appointment and training of first aiders should be kept and a system put in place to ensure regular retraining of the first aiders and appointed persons.

6.7 First Aid Training

First aid training must be carried out by a competent training provider. Before any company is contracted to provide first aid training the following should be checked by the Service:

- The qualifications of the trainers and assessors.
- What monitoring and quality assurance systems they have in place.

- The teaching standards of first aid practice.
- The syllabus content.
- Their certification.

There are two options for first aid training providers:

- a) Use of a training centre offering regulated qualifications. These are centres recognised by a regulated “awarding organisation”. Within Scotland this would be the SQA (Scottish Qualifications Authority). No further checks on competency are required for organisations offering regulated qualifications.
- b) If a training provider is not delivering regulated qualifications then a more detailed check is required to ensure that the organisation is competent to deliver the training. The Checklist at Appendix 3 can be used to evaluate the competence of any provider. This competence check must be carried out by the Service contracting the First Aid training.

6.8 First Aid Materials, Equipment and Facilities

6.8.1 First Aid materials

Each work site should have available a suitably stocked first aid container with sufficient first aid materials for the particular circumstances. There is no mandatory list of items to be included in a first aid container, as a guide a minimum stock of 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 (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 unmedicated wound dressings.
- six medium-sized sterile individually wrapped unmedicated wound dressings.
- at least three pairs of disposable gloves.

This is only a suggested list and other items can be added to this as identified by the first aid needs assessment, examples may be foil blankets, moist wipes, sterile disposable tweezers etc.

Tablets or medicines should not be stored in the first aid containers, Services should follow their own internal policies and guidelines on the storage and administration of medicines.

Where there are mobile employees consideration should be given to issuing them with travelling first aid kits and/or ensuring that vehicles are stocked with a first aid kit especially where employees are involved in higher hazard activities.

Services must have in place a system for checking and restocking first aid kits on a regular basis as identified by the first aid needs assessment.

6.8.2 First Aid Rooms

First aid rooms are required where this has been identified as necessary within the first aid needs assessment. This will generally be where there are higher hazards or premises a distance from medical services. Where a First Aid room has been identified as necessary it should:

- be large enough to hold an examination/medical couch, with enough space at each side for people to work, a chair and any necessary additional equipment.
- have washable surfaces and adequate heating, ventilation and lighting.
- be kept clean, tidy, accessible and available for use at all times when employees are at work.
- be positioned as near as possible to a point of access for transport to hospital.
- display a notice on the door advising of the names, locations and, if appropriate, telephone extensions of first-aiders and how to contact them.

The type of equipment and facilities which could be included in a first aid room are:

- a sink with hot and cold running water.
- drinking water with disposable cups.
- soap and paper towels.
- a store for first-aid materials.
- foot-operated refuse containers, lined with disposable, yellow clinical waste bags or a container suitable for the safe disposal of clinical waste.
- an examination/medical couch with waterproof protection and clean pillows and blankets (a paper couch roll may be used that is changed between casualties).
- a chair.
- a telephone or other communication equipment.
- a record book for recording incidents attended by a first-aider or appointed person.

6.8.3 Automated External Defibrillators

There have been an increasing number of enquiries in relation to provision of AEDs within Council premises. We currently have AEDs in some school premises, these are intended for use by First Aiders in the event of someone experiencing cardiac arrest. The following guidance is to help individual Service areas and establishments determine whether or not it would be of benefit to install AEDs in any of their buildings, and also explains the other necessary commitments around their ongoing maintenance and use.

What is an AED?

An AED is a device which enables the general public to attempt to restart a heart after a cardiac arrest. They are designed to be simple to operate; the device has a computer programme which reads the heart rhythm and only discharges (automatically) if it is correct to use a shock in that set of circumstances. They are available in a variety of community settings perceived to have the potential for high risk activities, settings or occupants/visitors, and may be positive in terms of preventing avoidable deaths.

Should you install them in your facility?

The following information may help in considering whether this is a viable option for your location(s). At present there is no statutory legal requirement under law to provide a defibrillator. Purchase of an AED should be considered in the context of the risk of a member of staff, student or member of the public sustaining a cardiac arrest at any given facility balanced against the ease and speed of access to NHS emergency services, the cost of purchase, installation, and maintenance of AEDs, and of initial and ongoing training of staff to use the devices. The first aid needs assessment should be used as the basis on which to determine the need for AED's within any School, Council establishment or Service. This assessment should include the following factors:

- The frequency of cardiac arrest at the site; The Resuscitation Council guidelines indicate that if the frequency is 1 arrest every 2 years then evidence supports the use of AEDs.
- The likely time between call out and arrival of a paramedic unit. If this is greater than 5 minutes then AED's may be a relevant consideration.
- The time between collapse of a victim and the availability of the on-site AED. If this is going to be greater than the time for a paramedic to arrive, it is of little benefit installing an AED, or it might mean locating multiple AEDs within the facility. (For remote facilities, AEDs are clearly of greater benefit, but practicalities of installation/ manning/ maintenance may be more problematic)
- The overall risk of the various sites e.g gyms and leisure centres have a higher risk of experiencing a cardiac arrest
- The population being served. Where there is a high percentage of young people they have a lower risk of cardiac arrest. Also the age of the working population and their health profile should be considered in terms of the likelihood of cardiac arrest episodes. The age range and health issues for any visitors or members of the public on the premises should also be considered.

Other factors that will have to be considered in deciding on the use of AEDs include:

- Training. There will be a commitment to training both initially and ongoing. Any training must comply with the guidelines of the Resuscitation Council UK.
- Cost of AEDs. This will include the initial cost (about £1000 per unit) and the ongoing maintenance (calibration, servicing, batteries etc).
- Routine upkeep of the AEDs. They must be kept available, fully charged and with appropriately trained people available to administer treatment with them at all times.
- Selection of individuals trained in the use of AEDs and their distribution in the workplace
- Monitoring of the system.

6.9 Signage

First aid notices providing details of who the first aiders are and how to contact them should be displayed within the workplace; the number and location of notices will depend on the size and layout of the workplace, notices should be in prominent positions and accessible to all employees.

First aid containers should be green with a white cross, where the first aid container is not prominently displayed i.e. in a cupboard, a notice should be placed on the outside of a cupboard and if appropriate on the outside of the door the first aid container is located in.

Examples of first aid signage are included in Appendix 4.

7 INFORMATION AND TRAINING

7.1 Information

Inverclyde Council recognises the need to provide staff with relevant information on the provision of first aid to employees. Employee awareness will help with the implementation of this policy. Information on the first aid provision will be made available on the Council's Intranet System ICON, and on First Aid Notices. The information will be updated on a regular basis.

7.2 Training

The Council recognises that training of first aiders is important to ensure that all first aiders, or other relevant employees have the necessary skills to carry out the requirements of this policy. Information on First Aid Training organisations is available through ICON.

Emergency First Aid at Work - Contents of an emergency first aid at work (EFAW) course:

Understand the role of the first-aider, including reference to: –

- the importance of preventing cross-infection.
- the need for recording incidents and actions.
- use of available equipment.
- assess the situation and circumstances in order to act safely, promptly and effectively in an emergency.
- administer first aid to a casualty who is unconscious (including seizure).
- administer cardiopulmonary resuscitation.
- administer first aid to a casualty who is choking.
- administer first aid to a casualty who is wounded and bleeding.
- administer first aid to a casualty who is suffering from shock.
- provide appropriate first aid for minor injuries (including small cuts, grazes and bruises, minor burns and scalds, small splinters).

First Aid at Work - Content of a first aid at work (FAW) course:

Should include all of the subject areas listed in the Emergency First Aid at Work Course and administer first aid to a casualty with: —

- injuries to bones, muscles and joints, including suspected spinal injuries.
- chest injuries.
- burns and scalds.
- eye injuries.
- sudden poisoning.
- anaphylactic shock.
- recognise the presence of major illness and provide appropriate first aid (including heart attack, stroke, epilepsy, asthma, diabetes).

Where the first aid needs assessment identifies that there is a need to provide specialist first aid to deal with specific situations i.e. dealing with a pupil or employee with a specific

medical condition, or the use of a specific chemical or a workplace activity which require specific first aid treatment, this must be provided.

7.3 Communication of the Policy

The Council recognises the importance of communicating the policy to all employees. This policy will be communicated to staff via the Corporate Health and Safety Committee, the Council's team briefing system and a copy will be placed on the Council's Intranet system ICON.

8 MONITORING, EVALUATION & REVIEW

This reviewed policy was ratified by the Council's Policy and Resources Committee on 15 November 2016 and implemented immediately thereafter.

Regular monitoring and review are necessary to measure the effectiveness of the policy and to ensure it remains relevant to the needs of the Council. This policy will be subject to monitoring and review on a regular basis by the Corporate Health and Safety Section via the Corporate Health and Safety Committee.

The policy will be reviewed 12 months from implementation and every three years thereafter unless there is significant change in legislative requirements or risk assessment identifies a need for review. Measuring the effectiveness of the policy will include the auditing of compliance with this policy, and monitoring of incidents.

APPENDIX 1A

First Aid at Work – Checklist

The checklist below can be utilised to assist in identifying the requirement for First Aid provision within a building or Service Area.

ESTABLISHMENT OR SERVICE NAME	
HEAD OF ESTABLISHMENT OR LEAD OFFICER	
EMPLOYEE OR NON EMPLOYEE GROUPS PRESENT	
DATE CHECKLIST COMPLETED	

Factor to consider	Notes	Impact on first-aid provision
Hazards (use the findings of your general risk assessment and take account of any parts of your workplace that have different work activities/hazards which may require different levels of first-aid provision)		
Does your workplace have low-level hazards such as those that might be found in offices and shops? Yes <input type="checkbox"/> No <input type="checkbox"/>		The minimum provision is: <ul style="list-style-type: none"> • an appointed person to take charge of first-aid arrangements; • a suitably stocked first-aid box.
Does your workplace have higher-level hazards such as chemicals or dangerous machinery? Yes <input type="checkbox"/> No <input type="checkbox"/>		You should consider: <ul style="list-style-type: none"> • providing first-aiders; • providing additional training for first-aiders to deal with injuries resulting from special hazards; • providing a suitably stocked first-aid box; • providing additional first-aid equipment; • precise location of first-aid equipment; • providing a first-aid room; • informing the emergency services of specific hazards etc. in advance.

Factor to consider	Notes	Impact on first-aid provision
<p>Do your work activities involve special hazards such as hydrofluoric acid or confined spaces?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>		<p>You should consider:</p> <ul style="list-style-type: none"> • providing first-aiders; • additional training for first-aiders to deal with injuries resulting from special hazards; • additional first-aid equipment; • precise location of first-aid equipment; • providing a first-aid room; • informing the emergency services of specific hazards etc in advance.
<p>Employees</p>		
<p>How many people are employed on site?</p> <p>No of employees</p>		<p>Where there are small numbers of employees, the minimum provision is:</p> <ul style="list-style-type: none"> • an appointed person to take charge of first-aid arrangements; • a suitably stocked first-aid box. <p>Where there are large numbers of employees, ie more than 25, even in low-hazard environments, you should consider providing:</p> <ul style="list-style-type: none"> • first-aiders; • additional first-aid equipment; • a first-aid room.
<p>Are there inexperienced workers on site, or employees with disabilities or particular health problems?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>		<p>You should consider:</p> <ul style="list-style-type: none"> • additional training for first-aiders; • additional first-aid equipment; • local siting of first-aid equipment. <p>Your first-aid provision should cover any work experience trainees.</p>

Factor to consider	Notes	Impact on first-aid provision
Accidents and ill-health record		
What is your record of accidents and ill health? What injuries and illness have occurred and where did they happen?		Ensure your first-aid provision will cater for the types of injuries and illnesses that have occurred in your workplace. Monitor accidents and ill health and review your first-aid provision as appropriate.
Working arrangements		
Do you have employees who travel a lot, work remotely or work alone? Yes <input type="checkbox"/> No <input type="checkbox"/>		You should consider: <ul style="list-style-type: none"> • issuing personal first-aid kits; • issuing personal communicators/mobile phones to employees.
Do any of your employees work shifts or out-of-hours? Yes <input type="checkbox"/> No <input type="checkbox"/>		You should ensure there is adequate first-aid provision at all times people are at work.
Are the premises spread out, e.g. are there several buildings on the site or multi-floor buildings? Yes <input type="checkbox"/> No <input type="checkbox"/>		You should consider the need for provision in each building or on each floor.
Is your workplace remote from emergency medical services? Yes <input type="checkbox"/> No <input type="checkbox"/>		You should: <ul style="list-style-type: none"> • inform the emergency services of your location; • consider special arrangements with the emergency services; • consider emergency transport requirements.
Do any of your employees work at sites occupied by other employers? Yes <input type="checkbox"/> No <input type="checkbox"/>		You should make arrangements with other site occupiers to ensure adequate provision of first aid. A written agreement between employers is strongly recommended.

Factor to consider	Notes	Impact on first-aid provision
Do you have sufficient provision to cover absences of first-aiders or appointed persons? Yes <input type="checkbox"/> No <input type="checkbox"/>		You should consider: <ul style="list-style-type: none"> • what cover is needed for annual leave and other planned absences; • what cover is needed for unplanned and exceptional absences.
Non-employees		
Do members of the public or non-employees visit your premises? Yes <input type="checkbox"/> No <input type="checkbox"/>		Under the Health and Safety (First-Aid) Regulations 1981, you have no legal duty to provide first aid for non-employees but HSE strongly recommends that you include them in your first-aid provision.

Based on the results of the checklist above the following requirement for First Aid Provision has been identified.

TYPE OF PROVISION	NUMBER REQUIRED	NAMES OR LOCATION
APPOINTED PERSON		
FIRST AID BOXES		
EMERGENCY FIRST AIDERS		
FIRST AIDERS		
FIRST AID ROOM		

APPENDIX 1B

Worked Example

First Aid at Work – Checklist

The checklist below can be utilised to assist in identifying the requirement for First Aid provision within a building.

ESTABLISHMENT NAME	SAMPLE PRIMARY SCHOOL
HEAD OF ESTABLISHMENT OR LEAD OFFICER	HEAD TEACHER
GROUPS PRESENT	TEACHING AND SUPPORT STAFF, CATERING, FACILITIES MANAGEMENT, CONTRACTORS VISITORS, PUPILS.
DATE CHECKLIST COMPLETED	27/01/14

Based on the results of the checklist above the following requirement for First Aid Provision has been identified.

Factor to consider	Space for notes	Impact on first-aid provision
Hazards (use the findings of your general risk assessment and take account of any parts of your workplace that have different work activities/hazards which may require different levels of first-aid provision)		
Does your workplace have low-level hazards such as those that might be found in offices and shops? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		The minimum provision is: <ul style="list-style-type: none"> • an appointed person to take charge of first-aid arrangements; • a suitably stocked first-aid box.
Does your workplace have higher-level hazards such as chemicals or dangerous machinery? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Yes; machinery and other hazards are present within the school kitchen and used by facilities management. First aid provision within the establishment should be available to cover the identified employee groups.	You should consider: <ul style="list-style-type: none"> • providing first-aiders; • providing additional training for first-aiders to deal with injuries resulting from special hazards; • providing a suitably stocked first-aid box; • providing additional first-aid equipment; • precise location of first-aid equipment; • providing a first-aid room; • informing the emergency services of specific hazards etc in advance.

Factor to consider	Space for notes	Impact on first-aid provision
<p>Do your work activities involve special hazards such as hydrofluoric acid or confined spaces? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p>		<p>You should consider:</p> <ul style="list-style-type: none"> • providing first-aiders; • additional training for first-aiders to deal with injuries resulting from special hazards; • additional first-aid equipment; • precise location of first-aid equipment; • providing a first-aid room; • informing the emergency services of specific hazards etc in advance.
Employees		
<p>How many people are employed on site? No of employees 63</p>	<p>There are 63 employees including Catering and Facilities Management. This does not include those Staff employed in the Nursery wing of the school building.</p>	<p>Where there are small numbers of employees, the minimum provision is:</p> <ul style="list-style-type: none"> • an appointed person to take charge of first-aid arrangements; • a suitably stocked first-aid box. <p>Where there are large numbers of employees, ie more than 25, even in low-hazard environments, you should consider providing:</p> <ul style="list-style-type: none"> • first-aiders; • additional first-aid equipment; • a first-aid room.
<p>Are there inexperienced workers on site, or employees with disabilities or particular health problems? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>	<p>Employees and school pupils can have a range of health related issues.</p>	<p>You should consider:</p> <ul style="list-style-type: none"> • additional training for first-aiders; • additional first-aid equipment; • local siting of first-aid equipment. <p>Your first-aid provision should cover any work experience trainees.</p>
Accidents and ill-health record		
<p>What is your record of accidents and ill health? What injuries and illness have occurred and where did they happen?</p>	<p>While most incidents are relatively minor, major injuries such as broken bones or ill health attacks such as asthma and diabetes are possible and have occurred.</p>	<p>Ensure your first-aid provision will cater for the types of injuries and illnesses that have occurred in your workplace. Monitor accidents and ill health and review your first-aid provision as appropriate.</p>
Working arrangements		
<p>Do you have employees who travel a lot, work remotely or work alone? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p>		<p>You should consider:</p> <ul style="list-style-type: none"> • issuing personal first-aid kits; • issuing personal communicators/mobile phones to employees.

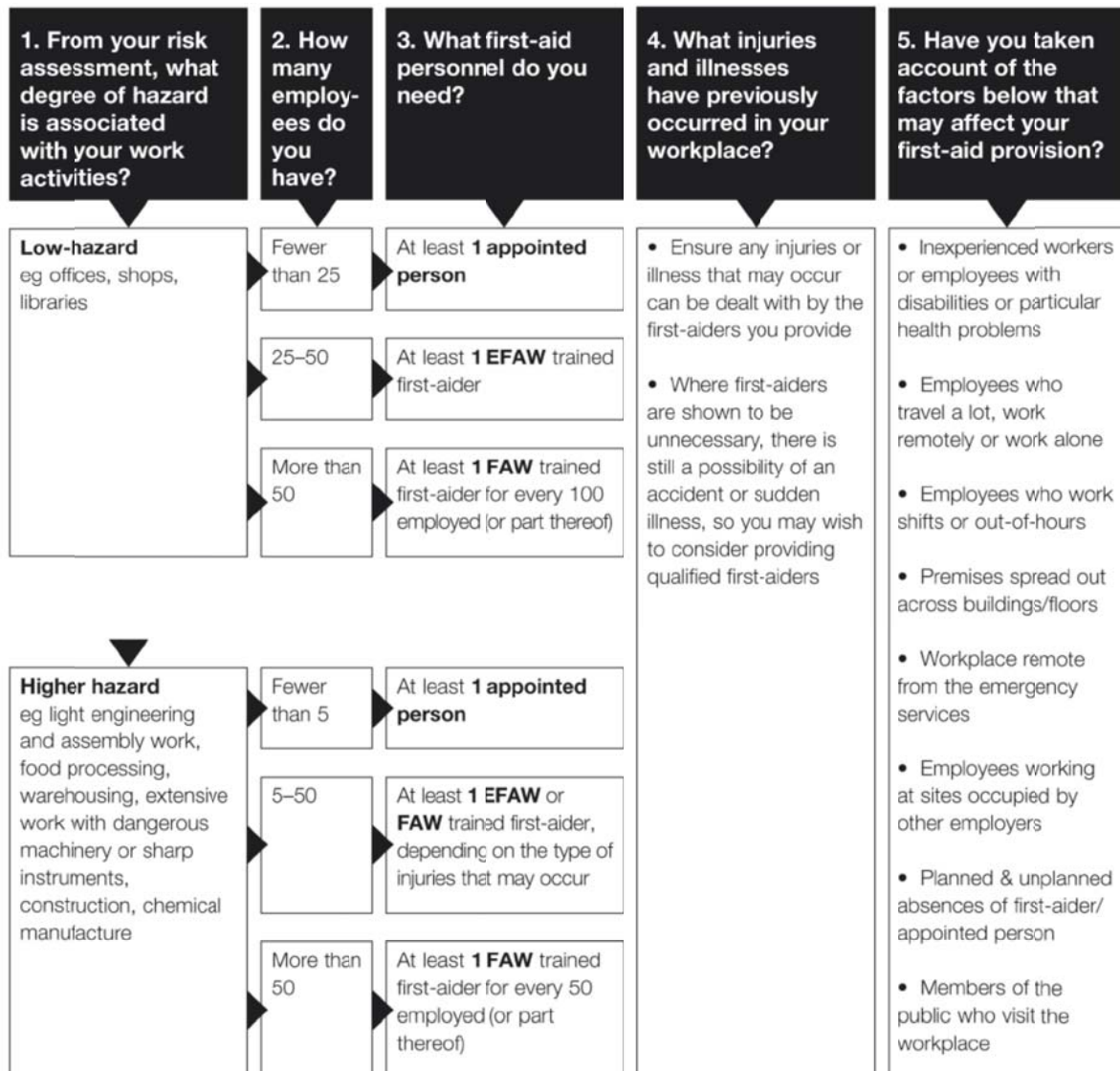
Factor to consider	Space for notes	Impact on first-aid provision
Do any of your employees work shifts or out-of-hours? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Facilities management employees can be on site out of hours or on their own when opening or locking up.	You should ensure there is adequate first-aid provision at all times people are at work.
Are the premises spread out, e.g. are there several buildings on the site or multi-floor buildings? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	The building has a Nursery which has its own first aid provision, the school operates over more than one floor however access to all areas of the building is good.	You should consider the need for provision in each building or on each floor.
Is your workplace remote from emergency medical services? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	No, the local Hospital with an A&E department is approximately 6 miles from the school via good roads.	You should: <ul style="list-style-type: none"> inform the emergency services of your location; consider special arrangements with the emergency services; consider emergency transport requirements.
Do any of your employees work at sites occupied by other employers? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		You should make arrangements with other site occupiers to ensure adequate provision of first aid. A written agreement between employers is strongly recommended.
Do you have sufficient provision to cover absences of first-aiders or appointed persons? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	No – There are currently no first aiders because the first aider has left and no one is willing to take on the role.	You should consider: <ul style="list-style-type: none"> what cover is needed for annual leave and other planned absences; what cover is needed for unplanned and exceptional absences.
Non-employees		
Do members of the public or non-employees visit your premises? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	There are approximately 450 plus pupils on the school roll. Some of the pupils have additional support needs in terms of medical issues including diabetes and epilepsy.	Under the Health and Safety (First-Aid) Regulations 1981, you have no legal duty to provide first aid for non-employees but HSE strongly recommends that you include them in your first-aid provision.

Based on the results of the checklist above the following requirement for First Aid Provision has been identified.

TYPE OF PROVISION	NUMBER REQUIRED	NAMES OR LOCATION
APPOINTED PERSON	1 (IF NOT THE DESIGNATED FIRST AIDER) TO CHECK FIRST AID BOXES ETC ON A REGULAR BASIS.	
FIRST AID BOXES	1 OR MORE DEPENDING ON CONTENTS.	
EMERGENCY FIRST AIDERS	2 (TO ASSIST FIRST AIDER TO TAKE CARE OF MINOR INJURIES, I.E. BUMPED HEADS AND GRAZED KNEES.)	CONSIDER HAVING FACILITIES MANAGEMENT AND OR CLEANING EMPLOYEES ALSO TRAINED.
FIRST AIDERS	1	
FIRST AID ROOM	1	MEDICAL ROOM

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APPENDIX 2



APPENDIX 3

Checklist for evaluating the competence of first-aid training organisation

CHECK	YES	NO	NOTES
Trainers/assessors			
Do the trainers/assessors have a current FAW certificate or qualify for an exemption?			
Do the trainers/assessors have an appropriate training/assessing qualification?			
Quality assurance			
Is there a documented quality assurance plan designating an individual to take responsibility for quality assurance, including assessment of the performance of trainers/assessors at least annually?			
Does the designated person have a current FAW certificate or qualify for an exemption?			
Does the designated person have an assessing/verifying qualification?			
Is there a documented course evaluation procedure?			
Is there a documented complaints procedure?			
Teaching currently accepted first-aid practice			
Is FAW/EFAW taught in accordance with current guidelines on adult basic life support published by the Resuscitation Council (UK), and for other aspects of first aid, in accordance with current guidelines published by the Voluntary Aid Societies or other published guidelines that are supported by a responsible body of medical opinion?			
Training syllabus			
Does the course content adequately meet the needs of your workplace as indicated by your first-aid needs assessment?			
For FAW, does the syllabus include the topics listed in Appendix 1 and does the course include at least 18 training and assessment contact hours, over three days?			
For FAW requalification, does the syllabus include the topics listed in Appendix 1 and does the course last at least 12 training and assessment contact hours, over two days?			
For EFAW, does the syllabus include the topics listed in Appendix 2 and does the course last at least six training and assessment contact hours, over one day?			
For EFAW requalification, does the syllabus include the topics listed in Appendix 2 and does the course last at least six training and assessment contact hours, over one day?			
Certificates			
Do the certificates issued to students assessed as competent contain the name of the training organisation, the title of the qualification (eg FAW or EFAW), reference to the Health and Safety (First-Aid) Regulations 1981, the date of issue and confirmation the certificate is valid for three years? (If training is neither FAW nor EFAW the certificate should also list the learning outcomes of the syllabus on which candidates have been assessed.)			

APPENDIX 4
Sample First Aid Notices

