

FIRST AID PROCEDURE

Policy Group: Health and Safety

Effective: **1st** May 2019

Approved: Gail Crossman, Director of
Performance and Development

Responsible officer: Mark Fletcher

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GUIDANCE

Values | Vision | Tone of Voice

Values



Vision

Transforming lives through learning

Tone of voice

Our tone of voice takes its direct influence from our core values.

We are passionate about people and learners and are driven to get the best out of everyone by getting to understand them. We are caring and supportive, as well as being determined and strive for growth. We talk with purpose and enthusiasm in a way that connects and empowers people.

Innovation is at the heart of Learning Curve Group and we're always thinking about what's next!

SUMMARY CHANGES

Date	Page	Details of amendments

I. INTRODUCTION

This procedure is designed to ensure, so far as reasonably practicable, suitable and sufficient first aid treatment is provided for all colleagues, learners, contractors and visitors as required across all Learning Curve Group sites.

Because first aid provision is most efficiently and effectively dealt with on a building by building basis, we will ensure that each individual building under our control has the necessary provision. Within shared buildings, managers must liaise with other tenants when deciding upon the provision necessary. Specifically, they must ensure for all areas where they have staff working, that:

- adequate and appropriate first aid equipment and facilities are available in all areas to enable first aid to be rendered to all those who are injured or become ill whilst at work;
- an adequate number of suitably trained first aiders, as defined in the First Aid Regulations, are available at all times when the areas under their control are in use and;
- Colleagues in their area(s) and others, if possible, are informed about the arrangements that have been made, including the location of first aid equipment, facilities and personnel.

Applies to:

This procedure outlines our requirements for first aid within the organisation and is applicable to all colleagues, owned/leased sites, work areas and all associated work activities and must be complied with

Reason for procedure:

This procedure is in accordance with the Health and Safety (First Aid) Regulations 1981 and all other relevant legislation, and it applies to all our sites and activities.

II. POLICY

Roles and Responsibilities

First Aiders and Emergency First Aiders are to ensure that:

- their respective first aid at work certificates remain in date;
- they carry out first aid to the best of their ability;
- they attend suitable training, including refresher training, as required
- first aid equipment e.g. first aid boxes are maintained

The First Aid Appointed Person is expected to:

- take charge of the situation;
- act as the point of contact;
- call an ambulance as required and
- maintain first aid equipment e.g. first aid boxes.

Appointed Person's should **NOT** attempt to give first aid for which they have not been trained.

First Aid Equipment and Facilities

General Requirements

We must decide on the number of first aid kits to be provided and their locations around the workplace. Different work activities involve different hazards and therefore different first aid provisions will be required. Work carried out in our Construction or Military Academies, is generally more hazardous than work carried out, for example, in our offices. In some of these areas, therefore, it will be necessary to have larger than normal stocks of first aid materials available because of the potential for serious accidents.

All buildings will require at least one large first aid box, placed in a clearly identified and readily accessible location. In most of our buildings however more than one box will be necessary, with each one placed conveniently in an easily identifiable position.

First Aid Boxes and their contents

The Head of Health and Safety, Estates and Environment will ensure that procedures are in place to enable the contents of first aid boxes to be replenished as soon as possible after use and to ensure that any items have not passed their expiry date. Regular, frequent monitoring of the first aid boxes is necessary and this duty should be assigned to a first aider or to an appointed person for their individual kits and the office first aid boxes. This can be done using HSF 2.1.61 Monthly Office Inspection form available on the company 'S' drive in the Health and Safety Section. Any issues found should be discussed with the respective Office Manager or the Head of Health and Safety, Estates and Environment.

First aid boxes should protect their contents from dust and damp and should be clearly identified as first aid containers e.g. marked with a white cross on a green background in accordance with the Safety Signs Regulations 1980. The main first aid box must contain a sufficient quantity of suitable first aid materials and nothing else. The Health and Safety Executive (HSE) offers the following advice on the contents of first aid boxes, which should be suitable in most situations:

- twenty individually wrapped sterile adhesive dressings (assorted sizes) appropriate to the work environment (e.g. in catering areas, they should be brightly coloured for easy detection if they fall off);
- two sterile eye pads, with attachment
- six individually wrapped triangular bandages;
- six safety pins;
- six medium sized individually wrapped sterile unmedicated wound dressings (approx. 10 cm x 8 cm);
- two large individually wrapped sterile unmedicated wound dressings (approx. 13 cm x 9 cm);
- three extra-large individually wrapped sterile unmedicated wound dressings (approx. 28 cm x 17.5 cm).
- 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 300 ml and at least 900 ml should be provided. The containers must not be re-used once the seal is broken.
- Adequate supplies of disposable plastic gloves and aprons and disposable towels should be provided for the use of the first aider(s).

N.B. The treatment of minor illnesses, such as headaches, by the administration of tablets and/or medicine falls outside the definition of first aid in the Health and Safety (First-Aid) Regulations 1981. For this reason, the treatment of minor illness does not form part of the training of a first aider and NO medicines such as paracetamol, aspirin, etc. may be kept in the first aid box or dispensed by a first aider.

First Aid Personnel

First Aiders

We must ensure that an adequate number of colleagues from each office are trained as first aiders, in order to provide cover during all normal working hours. The factors to be considered when deciding on the number include:

- the total number of people regularly in the area concerned;
- the level of hazard involved in the work;
- the pattern of work hours e.g. regular office hours, shift working, etc.;
- planned absences by the first aiders (annual leave)

As a minimum the company requirements are:

Risk	Number of Employees	FAW	EFAW	FAAP
Low risk Offices	Less than 50	1	0	1
	More than 50	1	1	2
Higher Risk Construction Academies and uniformed services provision	Less than 5	0	1	1
	5-50	1	1	2
	More than 50	2	1	4
	More than 100	As per specific assessment		

Responsible managers should ensure that the first aiders in their area liaise with one another about planned absences, e.g. annual leave, so that adequate cover is maintained during all normal working hours.

Training

Generally, a first aid at work qualification lasts for three years. Responsible managers must ensure that any first aid trained colleagues in their areas are re-trained (if required) before the expiry of their certificate. Anybody going over the date of their expiry may be required to sit the full course again rather than a refresher course.

Dissemination of Information

We must ensure that all colleagues know of the arrangements for first aid e.g. location of any first aid equipment, personnel and facilities. This information must always be included in the health and safety induction process for new colleagues and there should be at least one notice posted in a conspicuous position in each building to notify all building users of arrangements in place. Other measures such as the circulation of an email might be considered appropriate in some areas. Responsible manager's must also ensure that steps are taken to up-date notice(s), etc. when necessary (staff changes).

Travel to Hospital

In the event of a first aider determining that the illness or injury of the patient is very serious or life-threatening and it is necessary to call an ambulance to take a patient to hospital, it is appropriate for the first aider to remain with the patient pending arrival of the ambulance.

In a situation where the first aider decides that calling an ambulance is not necessary, but that the patient should visit a hospital for further examination/treatment, then the first aider should ensure that an alternative means of transport is available, such as a taxi or private car. In these situations, it is not necessary for the first aider to have to accompany the patient to hospital and there is no legal requirement to do so.

Reporting of Accidents

First Aiders are to ensure that details of treated injuries are reported in accordance with the company accident reporting procedure and details are passed to the Head of Health and Safety, Estates and Environment. Accidents may also need to be reported through client's channels where required.

III. DEFINITIONS

Term	Explanation
First Aider	An employee who has undergone an approved First Aid at Work training course and holds a current certificate.
Emergency First Aider	An employee who has undergone an approved Emergency First Aid at Work training course and holds a current certificate.
First Aid Appointed Person	An employee appointed by management to take charge when someone is injured or falls ill and will call the ambulance when required. This person is NOT first aid trained and cannot administer treatment.
Responsible Manager	The senior person responsible for an office or site which includes Centre managers and Business Directors.

IV. RELATED POLICIES

HSP 2.1 Health and Safety Policy

Appendix

HSF 2.1.61 Monthly Office Inspection form