



## FIRST AID POLICY

### **Designated Contacts**

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Cameo Network Services Ltd. will comply with the requirements of the Health and Safety (First-aid) Regulations 1981 and the Health and Safety Commission's Approved Code of Practice and Guidance. The extent of the provision will be based on risk assessment.

The aim of first-aid is to reduce the effects of injury or illness suffered at work, either caused by the work itself or by some other factor. There must be sufficient first-aid personnel and facilities to

- give immediate assistance to casualties with common injuries or illness and those likely to arise from specific hazards at work;
- summon an ambulance or other professional help.

Managers will also consider the first-aid requirements of travelling officers and anyone who works outside normal hours.

Non-employees do not have the right to first-aid, but the only way to discharge the overall duty of care is to make some first-aid provision. The amount will depend on the risk, but it should be ensured that there is adequate cover as part of any customer care strategy.

### **Areas of Action**

#### **Priority Rules & Procedures**

1. Each manager must make an assessment of the first-aid needs within their area of responsibility.
2. Managers should ensure that the first-aid provision identified in the assessment is provided.
3. Managers should ensure that first aiders and/or appointed persons are trained as required by the assessment.
4. Managers should ensure that all employees are made aware of what first-aid facilities are available and how trained personnel can be contacted.



## First-Aid Guidelines

### 1. Minimum Provision

- 1.1. The **minimum** first-aid provision for each work site is:
- a suitably stocked first-aid container (see below);
  - a person appointed to take charge of first-aid arrangements;
  - information for employees on first-aid arrangements.
- 1.2. The checklist at the end of this section should be completed by management to assess whether additional provision is necessary.

### 2. Assessment Considerations

- 2.1. Nature of the work: The general risk assessment will help in assessing what first-aid provisions are necessary should the control measures fail. Identifying the likely nature of the accident or injury will help in identifying the most appropriate type, quantity and location of facilities and personnel.
- 2.2. Size of the Business Unit: Generally the larger the size of the Unit, the more first-aid provision is needed. However, numbers should not be the sole basis for determining first-aid needs. It may be appropriate to share facilities between Units.
- 2.3. Past history and consequences of accidents: Managers should study the number, type, frequency and consequences of accidents that have occurred in the past.
- 2.4. Nature and distribution of the workforce: The particular needs of employees potentially at greater risk, for example young workers, new and expectant mothers, trainees and some people with disabilities need to be addressed both as a group and as individuals.
- 2.5. The size of the premises may affect quick access to facilities. In a multi-floor building consideration should be given to how many first-aiders or appointed persons there should be to give adequate provision.



- 2.6. Travelling, remote and lone workers: Managers are responsible for meeting the needs of employees working away from the main office. The assessment should determine whether such employees should carry a personal first-aid kit. Where employees work alone, a means of summoning help, such as a portable telephone may be useful.
- 2.7. Shared sites: One occupant can take responsibility for providing first-aid based on a full exchange of information about the risks and hazards involved. A written agreement is strongly recommended.
- 2.8. Annual leave and other absences: Adequate provision must be made at all times. Managers should consider what cover is needed for annual leave and planned absences, as well as unforeseen absences, such as sick leave.
- 2.9. Members of the public: Due to the services provided by the Company, it may often be necessary to provide first-aid facilities for the public and the assessment must take this into account.
- 2.10. The table below gives a guide to the number of first-aid personnel that should be available. **The above factors may identify the need to increase this provision.**

Risk Category	No. of Employees	No. of first aid personnel
Low Risk e.g. offices, libraries	Fewer than 50 50-100 More than 100	At least one appointed person At least one first-aider One additional first-aider for every 100 employed
Medium Risk e.g. warehousing	Fewer than 20 20-100	At least one appointed person At least one first aider or very 50 employed (or part employed thereof)
High Risk e.g. construction	Fewer than 5 5-50 More than 50	At least one appointed person At least one first aider One additional first aider for every 100 employed

### 3. First-aid Containers

- 3.1. The minimum level of first-aid equipment is a suitably stocked and properly identified first-aid container. Each work site must have at least one container with sufficient quantities of first-aid materials. Management should identify an employee to be responsible for the maintenance/replenishment of the first aid box. This should be either a first-aider or where not required, an appointed person.
- 3.2. First-aid facilities must be readily accessible to employees and other relevant persons at all times and should, where possible, be near hand washing facilities. First-aid containers should protect first-aid items from dust and should be stocked only with items useful for giving first- aid. Tablets and medicines should not be kept in first-aid containers. The container should be clearly identifiable; marked with a white cross on a green background.
- 3.3. Any usage of first-aid equipment should be reported to the employee responsible for its maintenance, so that stocks may be replenished. All equipment must be routinely inspected to ensure adequate provision. A record must be kept of all first-aid given.
- 3.4. First-aid boxes should contain a sufficient quantity of first-aid materials and nothing else. There is no mandatory list, the assessment of first aid needs would identify requirements. However, as a guide, where there are no special risks, a minimum stock would be:
- one guidance card;
  - 20 individually wrapped sterile adhesive dressings (assorted sizes) appropriate to the work environment;
  - 2 sterile eye pads, with attachment;
  - 4 individually wrapped triangular bandages;
  - 6 safety pins;
  - 6 medium sized individually wrapped sterile unmedicated wound dressings (12 cm x 12 cm);
  - 2 large individually wrapped sterile unmedicated dressings (18 cm x 18 cm);
  - one pair of disposable gloves (non-latex).



- 3.5. Where tap water is not readily available for eye irrigation, sealed containers with 900 ml of sterile water or sterile normal saline (0.9%) shall be provided.
- 3.6. The assessment may identify the need for additional materials such as scissors, moist wipes, disposable plastic gloves and aprons. These should be kept in the first-aid box if there is room. Plastic disposable bags for soiled or used first-aid dressings should be provided. Correct disposal must be ensured.
- 3.7. Travelling first-aid kits should contain:
- A guidance card;
  - 6 individually wrapped sterile adhesive dressings;
  - 1 large sterile unmedicated dressing (18 cm x 18 cm);
  - 2 triangular bandages;
  - 2 safety pins;
  - individually wrapped moist cleaning wipes;
  - One pair of disposable gloves.

#### 4. **First-aid rooms**

- 4.1. First-aid rooms must be provided only if the assessment identifies this as necessary. If this is the case, advice should be sought from the departmental safety adviser on its location and the necessary equipment.

#### 5. **Selection of first-aiders**

- 5.1. Management must authorise the selection of first-aiders. This may depend on a number of factors including an individual's:
- reliability, disposition and communication skills;
  - aptitude and ability to absorb new knowledge and learn new skills;
  - ability to cope with stressful and physically demanding emergency procedures;
  - Normal duties. These should be such that they may be left to go immediately and rapidly to an emergency.



## 6. Training

- 6.1. Before taking up first-aid duties, a first-aider must hold a valid certificate of competence in first-aid at work.
- 6.2. The certificate is only valid for three years, and so refresher training will be required before the certificate expires. Attendance at a refresher course may occur up to three months before the expiry date.
- 6.3. Managers must keep a record of first-aiders and their certificate expiry dates.

## 7. Recording First-aid Treatment

- 7.1. Records of all cases treated should be made and kept in a suitable place so that they are readily available. The information should include:
  - date, time and place of incident;
  - name and job of injured or ill person;
  - details of the injury/illness and what first-aid was given;
  - What happened to the person immediately afterwards e.g. went home/back to work.
  - name and signature of first-aider or person dealing with the incident.

## 8. Appointed Persons

- 8.1. Where the assessment identifies that a first-aider is not necessary, an appointed person must be provided at each workplace to take charge of the first-aid arrangements including looking after equipment and calling emergency services when required. An appointed person must be available at all times when persons are at work except when there are adequate numbers of first-aiders present.
- 8.2. Appointed persons are not first-aiders and so should not attempt to give first-aid for which they have not been trained. However, as the appointed person is required to look after first-aid equipment and should ideally know how to use it, where possible, appointed persons should receive training in emergency first-aid.





## 9. First-aid Procedure

- 9.1. Management must ensure (e.g. through induction training) that all employees are conversant with the procedure to be followed as and when they sustain injury. The procedure for reporting incidents must also be completed.
- 9.2. A simple method of keeping employees informed is by displaying first-aid notices. These should be clear and easily understood by all employees, and should comply with the Health & Safety (Safety signs and Signals) Regulations 1996. Management must ensure that those with reading and language difficulties are also kept informed. For example, employees with language difficulties could be informed by means of translated first-aid notices.





## ASSESSMENT OF FIRST-AID NEEDS CHECKLIST

Assessor's Name:

Job Title:

Date of assessment:

Premises/Service area covered:

Aspects to consider	Response	Impact on first-aid provision
What are the risks of injury and ill-health arising from the work as identified in your risk assessment?		Where risk are medium or high first-aiders should be employed
Are there any specific risks e.g. working with dangerous tools or machinery?		You need to consider: special training type of first-aid equipment
Are there parts of your establishment where different risks can be identified? e.g. laboratories in schools		First-aiders may be required to deal with specific risks
Are large numbers employed on the site?		The higher the number of employees the higher the probability of an accident
Where do most incidents occur?		You may need to locate first-aid equipment in specific areas
Are there inexperienced workers on site, or people with special health problems?		You may need special equipment or additional facilities



Is there shift work or out-of-hours working?		There must be first-aid provision at all times
Do employees travel away from the main office or work alone?		Consider issuing personal first-aid kits depending on the risks
Do employees work at sites occupied by other employers/departments?		Make arrangements with other occupiers
Do members of the public visit your premises?		The first-aid provision should reflect the potential increase in usage
Do you have employees with reading or language difficulties?		Make special arrangements to inform them of first-aid arrangements.

The number of appointed persons required is:

The number of first-aiders required is:

The required number of first-aid boxes is:

The first-aid boxes are to be located at:

Are there sufficient facilities currently provided?

Yes  No

Is there cover for potential absences?

Yes  No

Action required:

Target completion date:

Signed: \_\_\_\_\_

Date: \_\_\_\_\_